



# PHARMA DEVILS

## QUALITY CONTROL DEPARTMENT

### STANDARD OPERATING PROCEDURE

<b>Department:</b> Quality Control	<b>SOP No.:</b>
<b>Title:</b> Maintenance and Cleaning of Sampling Devices	<b>Effective Date:</b>
<b>Supersedes:</b> Nil	<b>Review Date:</b>
<b>Issue Date:</b>	<b>Page No.:</b>

#### 1.0 OBJECTIVE:

To lay down a procedure for the maintenance & cleaning of sampling devices used for Sampling of raw materials, in process and finished products.

#### 2.0 SCOPE:

This SOP is applicable to cleaning and storing of all sampling devices used in the sampling of raw materials ( Solids & liquids) in Quality Control laboratory.

**3.0 RESPONSIBILITY** – Execution - QC Executive.  
Checking - Assistant Manager QC.

**4.0 ACCOUNTABILITY** - Manager Quality Control

#### 5.0 PROCEDURE:

##### 5.1 Cleaning of Sampling Devices

5.1.1 Wash all the sampling devices with purified water and check visually that the sampling devices must be free from any foreign particle.

5.1.2 After washing mop the sampling devices with lint free mop wet with 70% IPA and dry it in air.

##### 5.2 For solid Sampling Rod

In case of sampling rods, separate both the pieces & wash each piece of rod with adequate amount of purified water, so that no remanant of any foreign particles are left over.

5.2.1 Mop all the devices & sampling rods one by one separately with freshly prepared 70 % isopropyl alcohol.

5.2.2 Air dry all the sampling devices separately.

5.2.3 Visually check the sampling devices for absence of material or moisture traces.

5.2.4 Pack the cleaned sampling devices in a suitable size of clean polyethylene bags. Tie the mouth of poly bags and attached the cleaned label (Annexure I) before putting them to respective place.

5.2.5 Now sampling devices are ready for use.

5.2.6 Record the detail of sampling devices cleaning as per Annexure-II (Maintenance & Cleaning Record of Sampling Devices)



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5.2.7 Before starting sampling activity, again inspect visually & ensure that the sampling devices are cleaned and do not have previous material trace on it.

5.2.8 Make the entry of the usage of sampling devices in respective log as per Annexure III

### 5.3 Maintenance of Sampling Devices

5.3.1 Keep clean sampling devices in the respective area after cleaning & affixing the clean card.

5.3.2 After sampling clean the sampling devices as mentioned above.

5.3.3 After receiving the sampling devices, the same shall be numbered immediately with unique number.

5.3.4 The numbering system shall be in six alphanumeric characters and as SD-NNN.

Where; SD indicates sampling devices & NNN indicates the serial number starting from 001

### 6.0 SAFETY & PRECAUTIONS:

Not Applicable

### 7.0 REVISION HISTORY:

Revision No.	Reason for Revision	Superseded from & date

### 8.0 DISTRIBUTION:

Copy No.	Issuance Record				Withdrawal Record		Destruction Record	
	Date	Dept. issued	Name / Signature of receiver	Issued By Name / Signature	By	Sign/Date	By	Sign/Date

### 9.0 REFERENCES:

Not Applicable



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#### 10.0 ABBREVIATIONS & ANNEXURES

SOP : Standard Operating Procedure

QA : Quality Assurance

No. : Number

QC : Quality Control

IPA : Isopropyl Alcohol

% : Percentage

**Annexure – I : Cleaned Card label**

**Annexure - II : Maintenance and cleaning record of sampling devices**

**Annexure –III : Sampler Log**



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#### ANNEXURE – I

**CLEANED**

**Equipment Name:**

**Cleaned By:**

**Date:**

**Checked By:**

**Date:**



