

OUALITY CONTROL DEPARTMENT

STANDARD OPERATING PROCEDURE		
Department: Quality Control	SOP No.:	
Title: Operation and Cleaning of Elix Water System	Effective Date:	
Supersedes: Nil	Review Date:	
Issue Date:	Page No.:	

1.0 OBJECTIVE:

To lay down procedure for operation and cleaning of Elix water system in the Quality Control Department.

2.0 SCOPE:

This SOP is applicable to operation and cleaning of Elix water system installed in Quality Control Department.

3.0 RESPONSIBILITY - Execution - Executive QC

Checking - Assistant Manager QC

- **4.0 ACCOUNTABILITY-** Manager Quality Control
- **5.0 PROCEDURE:**
- **5.1** Operation Procedure:
- 5.1.1 Switch "ON" the main power supply.
- 5.1.2 Open the water valve.
- 5.1.3 Switch "ON" the Sure Pro main.
- 5.1.4 Wait for two minutes, then Switch "ON" the Elix system.
- 5.1.5 Wait for about 10 12 mins. Till it comes in "Flush Mode".
- 5.1.6 If system is in "Stand By" mode, Press "Operate / Stand By" for 10 seconds, to put system in operation mode.
- 5.1.7 After approximately 3-4 minutes, System will go in "Rinsing mode"
- 5.1.8 Then the system will go in "producting mode".
- 5.1.9 Switch "ON" the "Milli- Q assembly".
- 5.1.10 Keep the system undisturbed for 5 mins, for recirculation.
- 5.1.11 If system is in "Stand By" mode, Press "Operate / Stand By" for 10 seconds, to put system in Pre-operation mode.
- 5.1.12 If the tank is filled more than 5% (shown in display on Elix system). Withdraw the water by pushing down the POU gun switch (placed on Milli Q assembly).
- 5.1.13 After using the whole system, Switch off the Milli Q 'followed by "Elix" in Stand By mode'.
- 5.1.14 Then switch off the Sure Pro main followed by main power supply to the system.
- 5.1.15 Close the water valve to discontinue the water supply.



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5.2 Cleaning Procedure

- 5.2.1 Water system should be cleaned on weekly basis.
- 5.2.2 After use switch "OFF" the instrument and switch "OFF" the main.
- 5.2.3 Clean the outer surface of the instrument by dry and clean cotton cloth.
- 5.2.4 Record of cleaning shall be maintained as Annexure -I.

6.0 SAFETY & PRECAUTIONS:

- 6.1 Do not open any cartridge in the system.
- 6.2 Do not open the front door of Milli Q assembly
- 6.3 Check for the assembly to be in operating mode (not in Stand By mode) while withdrawing water.
- 6.4 Cleaning of RO and Tank should be done after every one month.
- 6.5 Pressure should be 2 barr, if it is not maintained, cartridges need to be replaced.
- 6.6 Water should not be kept in side the tank for more than 48 hours, in stagnant mode (if system not in use).

7.0 REVISION HISTORY:

Revision No.	Reason for Revision	Superseded from & date
00	New	

8.0 DISTRIBUTION:

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



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9.0 REFERENCES:

Not applicable

10.0 ABBREVIATIONS & ANNEXURES:

SOP : Standard Operating Procedure

QC : Quality Control

% : Percentage

RO : Reverse Osmosis

Annexure - I: Cleaning Record of Elix Water System



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ANNEXURE - I CLEANING RECORD OF ELIX WATER SYSTEM

Name of the Instrument:	
Make:	
Model No.:	
Identification No.:	

Date	Cleaned By	Checked By	Remarks