	STANDARD OPERATING PROCEDURE SHARP MINT LIMITED, C-03 SMA Industrial Estate, G.T. Karnal Road, Delhi.				
	RAW MATERIAL SAMPLING				
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1.0 OBJECTIVE

1.1 To lay down a procedure for sampling of the incoming raw materials.

2.0 RESPONSIBILITY

2.1 Analyst – Quality Control

2.2 In Charge – Quality Control

3.0 PROCEDURE

3.1 *The sampling of Raw material shall be done inside Raw Material Room. Sample shall be collected from each drum from the lot.*

3.2 Dedicated pipettes shall be used for each type of raw material.

3.3 Before use the SS pipette, SS Mugs and sampling aluminum bottles shall be rinsed with same material to be sampled.

3.4 The lid shall be opened and the pipette shall be rinsed with upper layer of the oil, first.

3.5 *The oil shall be dropped down in the SS Mug labelled as Discarded material which further goes in Red strip DMOd drums.*


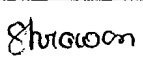
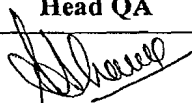

3.6 The pipette shall be dropped down in the bottom of the drum to check any free water is available or not.

3.7 In case water is in the bottom, pipette out sample as per point no. 3.8


3.8 Pipette out sample from the bottom layer of the oil.

3.9 The pipette shall be inserted in the drum with open end so that oil from each layer of the drum could be collected as per 3.10.


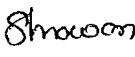
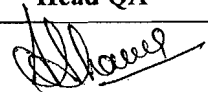

3.10 The open end of the pipette shall be closed with thumb to withdraw the sample from the drums.

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Signature				
Date	24/11/2020	24/11/2020	25.11.2020	25.11.2020
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- 3.11 This oil shall be transferred in to SS Mug from pipette.
- 3.12 About 10 ml of oil shall be taken from the Sampling Mug.
- 3.13 10 ml oil shall be transferred in another SS Mug (composite sample mug) to prepare composite sample of the lot.
- 3.14 The composite sample shall be mixed thoroughly from all the drums of the lot in an SS Mug (Marked composite sample mug)
- 3.15 It shall be ensured that all the lids of the drums shall be placed on mouth of drums as soon as sample is transferred into the sampling Mug.
- 3.16 The sample shall be carried to the laboratory for analysis and record all the details in raw material Log (QC002-F01).
- 3.17 Sampling of the raw material in case adulterant peak is identified in G.C. graph
- 3.17.1 Group of 10 drums shall be made and the sample shall be taken as per above procedure.
- 3.17.2 The analysis shall be done on GC as per group.
- 3.17.3 Check in which group there is an extra peak seen.
- 3.17.4 Analysis of each drum of adulterated lot shall be performed on GC.
- 3.17.5 The drums having adulterant shall be identified and shall be rejected.
- 3.18 Cleaning of Sampling tools:
- 3.18.1 All the sampling tools shall be cleaned before use.
- 3.18.2 Rinse sampling SS mugs and sampling aluminum bottles with water.

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3.18.3 Wipe with clean dry cloth or tissue paper.

3.18.4 Dedicated SS pipette shall be used for each type of raw material.

3.18.5 Before sampling rinse SS mugs, sampling aluminum bottles and pipette with DMO kept in drums marked with blue strip "DMO for cleaning (DMOc)".

3.18.6 After rinsing return the material in drums marked with red colour "DMO for Distillation (DMOd)".

3.18.7 Finally, after cleaning the sampling tools carry the sampling of raw material as per procedure.

4.0 ABBREVIATIONS

4.1 SOP Standard Operating Procedure

4.2 DMO De-Mentholized Oil

4.3 DMOc DMO for Cleaning


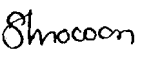
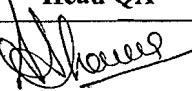
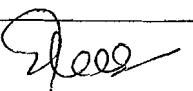
4.4 DMOd DMO for Distillation

5.0 ANNEXURES


5.1 QC002-F01 – RM Log

6.0 REFERENCE

6.1 Nil


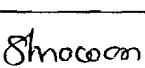
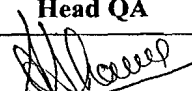
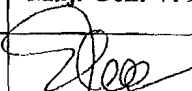
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CHANGE HISTORY	
Supersedes SOP No.	Changes made
00	Point no. 3.18 added for cleaning procedure of sampling tools. Abbreviation section updated.
01	Point no. 3.1 revised for sampling location added and Point no 3.5 revised for discarded material in seperate mug.

END OF DOCUMENT

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