 Discovery Labs	STANDARD OPERATING PROCEDURE			
	SOP No.:	SOP-ED-012-03	Effective Date:	03.07.2017
	Supersedes :	SOP-ED-012-02	Next Review Date:	02.07.2020
	Department:	Engineering	Page:	1 of 2
TITLE: SANITISATION OF WATER STORAGE TANK				

1.0 PURPOSE:

To provide a general guidance for conducting sanitization of Water storage tank

2.0 SCOPE:

This procedure is applicable for sanitization of Water storage tanks available at Discovery Laboratories Pvt. Ltd.

3.0 RESPONSIBILITY:

3.1 Engineer:

Is to follow the procedure given in the SOP

3.2 Engineering Head:

Is the overall responsibility for whole activity

4.0 DEFINITIONS:

4.1 **Sanitisation:** Making something sanitary (free of germs) as by sterilizing.

5.0 PROCEDURE :

5.1 Water storage tank :

5.1.1 Ensure that before proceeding for cleaning of Tank, the level is maintained minimum.

5.1.2 Drain the water, until the tank is Empty.

5.1.3 Remove the Fungi and mud sediment if any.


5.1.4 Clean the Tank by Rinsing with Water .

5.1.5 Clean the Tank by using Bleaching Powder by Spraying on the walls of Tank and inside allow for 1-2 hours.

5.1.6 Clean the Tank by using with brush and remove the Sludge and pump the water for 10-15 min and drain out the water.

5.1.7 Rinse the tank with fresh water and test the rinse water for presence free chlorine. (Take 10 ml of rinse water and acidify with Nitric acid and few drops of Silver nitrate Solution. No white ppt should be observed).

	Prepared by	Reviewed by	Approved by
Sign & Date			
Name	Ch. Shankar	M. Ramesh	Ch. Mahendar Reddy
Department	Engineering	Engineering	Quality Assurance

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5.1.8 Check the Cleanliness status, before pumping the water into Tank.

5.1.9 The frequency for cleaning of water tank is for every 3 Months.

5.1.10 Record the activity in Water Tank Cleaning Record ED012-FM009

6.0 FORMATS / ANNEXURE(S):

6.1 Water Tank Cleaning Record : ED012-FM009

6.2 Water Tank Cleaning schedule : ED012-FM056

7.0 CHANGE HISTORY:

Revision No.	Effective Date	Details of Revision	Ref. CCF No.	Remarks
00	01.08.2009	New SOP	---	---
01	17.07.2014	1. Schedule Introduced 2. DM water replaced with Process water 3. Records included in records column	---	---
02	01.01.2017	1. SOP format changed in line with SOP-QA-001-04 2. Sanitization definition included 3. Process water replaced with Potable water	ED-CRF-006/16	---
03	03.07.2017	1. SOP format changed in line with SOP-QA-001-05. 2. Water tank cleaning schedule record included.	CCF/GEN/17007	--

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