 Discovery Labs	STANDARD OPERATING PROCEDURE			
	SOP No.:	SOP-QC-027-03	Effective Date:	01.01.2017
	Supersedes:	SOP-QC-027-02	Next Review Date:	31.12.2019
	Department:	Quality Control	Page:	1 of 2
TITLE: SAMPLING & TESTING OF PROCESS WATER				

1.0 PURPOSE:

To describe the Procedure of sampling& testing of Process water

2.0 SCOPE:

This procedure is applicable for sampling& testing of Process water

3.0 RESPONSIBILITY:

- 3.1 Analyst-QC is responsible to follow this SOP.
- 3.2 Head-QC/Designee is responsible for ensuring implementation of this SOP.
- 3.3 Head-QA/Designee is responsible for monitoring overall compliance of this SOP.

4.0 DEFINITIONS:

Nil.

5.0 PROCEDURE:


5.1 Sampling:

- 5.1.1 Take 1000ml flask for sample collection.
- 5.1.2 Sampling shall be collected at bottom of storage tank and Loop valve present at Production Block
- 5.1.3 Minimum sample qty 1000 ml.
- 5.1.4 Sampling frequency shall be daily covering both the points on alternate days.
- 5.1.5 Enter the details in Process water inward register.

5.2 Testing:

- 5.2.1 Chemical analysis shall be done daily and Microbiology Analysis shall be done once in Calendar Month
- 5.2.2 Minimum 250 ml qty shall be sent to outside laboratory in amber colored bottles for Microbiology analysis (if applicable).
- 5.2.3 Chemical Analysis for process water shall be done as per MOA.
- 5.2.4 Un Controlled copy of Specification shall be sent to outside laboratory for Microbial Analysis

	Prepared by	Reviewed by	Checked by
Sign & Date			
Name			
Department			

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5.2.5 Chemical analysis raw data and results for process water shall be entering in Raw data book.

6.0 FORMATS / ANNEXURE(S):

S.No	Details	Format No. (Current version)
1.	Process water Inward register	
2.	Work sheet of Process water	

7.0 CHANGE HISTORY:

Revision No.	Effective Date	Details of Revision	Ref CCF No.
00	01.12.2011	1. New SOP introduced across all the API manufacturing facilities of Discovery.	--
01		1. Formats are the part of SOP. So prepared Separately. 2. All formats given clear and clarity	--
02	01.01.2017	Modified as per current SOP format	

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