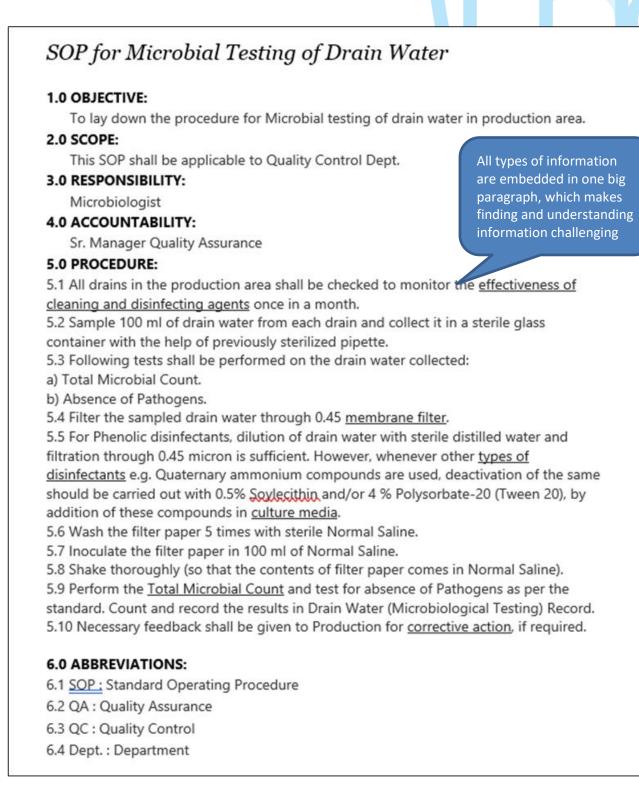


BEFORE: A Traditional Standard Operating Procedure



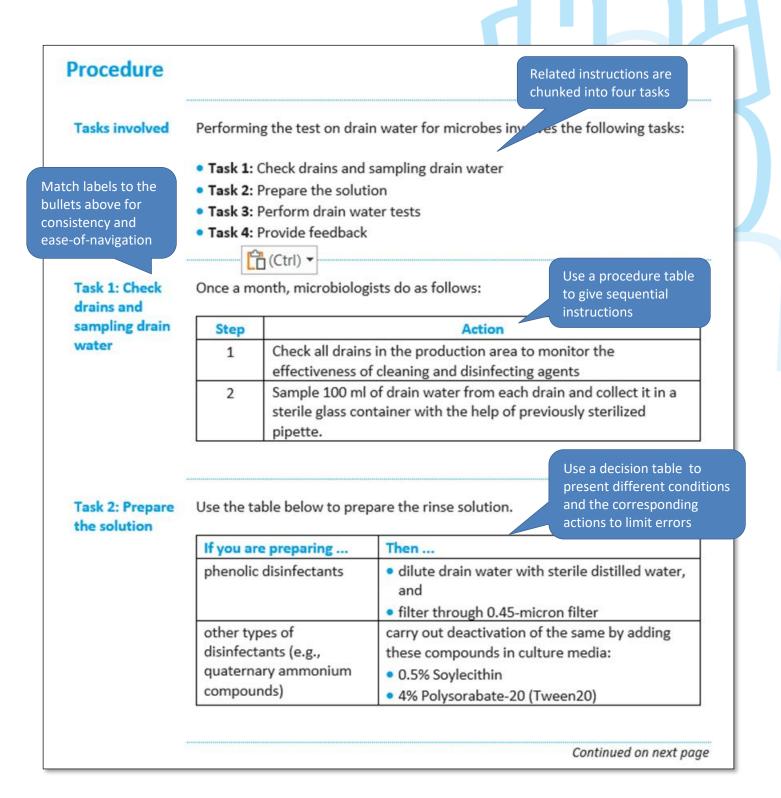


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AFTER: A Standard Operating Procedure with Information Mapping®

Overview	Explain abbreviations at the relevant place		
Objective	This Standard Operating Procedure (SOP) provides guidelin to test drain water for microbes in the Production Area.	nes and instructions	
	This testing is intended to monitor the effectiveness of clear disinfecting agents. Testing shall be performed once a more		
Scope	This document applies to microbiologists in the Quality Control (QC) Department.		
Accountability and	Accountability and responsibilities for this SOP are as follow	ws:	
responsibility	 Accountability: Senior Manager of Quality Assurance Responsibilities: Microbiologists perform testing of drain 	water for microbes	
Materials/ equipment	Before you begin the procedure, ensure you have a	Separate guidelines fro the procedure to clearl dictate behaviour	
	 Sterile glass container 		
the	Sterile pipette O 45 misson membrane filter		
re separately < access	 0.45-micron membrane filter Normal Saline solution 		
Contents	This document contains the following topic.		
	Торіс	See Page	
	Procedure	2	







Task 3: Performing	Follow the		ach step t ar action
drain water	Step	Action	
tests	1	Wash the filter paper 5 times with sterile normal saline.	
	2	Inoculate the filter paper in 100 ml of normal saline.	
Separate the result	3	Shake thoroughly.	
from the action with a clear label		Result: The contents of filter paper come in normal saline.	
	4	 Perform the Total Microbial Count. 	
		 Test for Absence of Pathogens as per the standard. 	
	5	Count and record the results in the Drain Water (Microbiological Testing) Record.	
Task 4: Providing feedback	Provide fe	edback to Production for corrective action, if required.	