



STANDARD OPERATING PROCEDURE

Department: Production	SOP No.:
Title: Cleaning of Cartridge Filter	Effective Date:
Supersedes: Nil	Review Date:
Issue Date:	Page No.:

1.0 OBJECTIVE:

To lay down a Procedure for Cleaning of Cartridge Filter.

2.0 SCOPE:

This SOP is applicable for the Cleaning of Cartridge Filter at Production Area at

3.0 RESPONSIBILITY:

Officer / Executive – Production

4.0 ACCOUNTABILITY:

Head – Production

5.0 DEFINITION:

Not Applicable

6.0 PROCEDURE:

6.1 CLEANING OF CARTRIDGE FILTER :

- 6.1.1 Dismantle the filter from housing.
- 6.1.2 Clean the housing with WFI.
- 6.1.3 Clean the filter by flushing of WFI.
- 6.1.4 Dry the filter by flushing of compressed Air.
- 6.1.5 Wet the housing & fixed the filter.

6.2 PRECAUTIONS:

- 6.1.1 After cleaning Installed the filter in Housing carefully
- 6.1.2 Don't touch the Screen with any hard material.



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7.0 ABBREVIATIONS:

SOP	Standard Operation Procedure
WFI	Water for Injection
Ltd.	Limited
No.	Number
IPA	Isopropyl Alcohol
BMR	Batch Manufacturing Record

8.0 ANNEXURES:

ANNEXURE No.	TITLE OF ANNEXURE	FORMAT No.
Annexure-I	Record of Cartridge Filter Cleaning	

9.0 DISTRIBUTION:

- Controlled Copy No.01 Production
- Controlled Copy No.02 Quality Assurance
- Master Copy Quality Assurance

10.0 REFERENCES:

Not Applicable

11.0 REVISION HISTORY:

Revision No.	Change Control No.	Details of Changes	Reason of Changes	Effective Date	Done By
00	Not Applicable	Not Applicable	New SOP		

