



STANDARD OPERATING PROCEDURE

Department: Production	SOP No.:
Title: Cleaning of Filter Cloth	Effective Date:
Supersedes: Nil	Review Date:
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1.0 OBJECTIVE:

To lay down a procedure for Cleaning of Filter Cloth.

2.0 SCOPE:

This SOP is applicable to cleaning of filter cloth in soft gelatin capsule section.

3.0 RESPONSIBILITY:

Officer / Executive – Production

4.0 ACCOUNTABILITY:

Head – Production

5.0 ABBREVIATIONS:

Ltd. Limited
Pvt. Private
SOP Standard Operating Procedure
SS Stainless Steel

6.0 PROCEDURE:

- 6.1 Take hot potable water in a SS vessel.
- 6.2 Dip the filter cloth in hot water for 30 minutes.
- 6.3 Flush with potable water and finally rinse with purified water.
- 6.4 Dry the filter cloth with compressed air.
- 6.5 Affix a label as “Cleaned”.
- 6.6 Enter the cleaning details in log book.

7.0 ANNEXURES:

Not Applicable

ENCLOSURES: SOP Training Record

8.0 DISTRIBUTION:

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

9.0 REFERENCES:

Not Applicable.



PHARMA DEVILS

PRODUCTION DEPARTMENT

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10.0 REVISION HISTORY:

CHANGE HISTORY LOG

Revision No.	Change Control No.	Details of Changes	Reason for Change	Effective Date	Updated By