



**STANDARD OPERATING PROCEDURE**

<b>Department:</b> Production	<b>SOP No.:</b>
<b>Title:</b> Issuance, Usage, Cleaning and destruction of Nylon Cloth	<b>Effective Date:</b>
<b>Supersedes:</b> Nil	<b>Review Date:</b>
<b>Issue Date:</b>	<b>Page No.:</b>

**1.0 OBJECTIVE:**

To lay down a Procedure for Issuance, Usage, Cleaning and destruction of Nylon Cloth used for filtration Purpose.

**2.0 SCOPE:**

This SOP is applicable for Procedure for Issuance, Usage, Cleaning and destruction of Nylon Cloth used in Soft Gelatin Capsule and Coating Section.

**3.0 RESPONSIBILITY:**

Officer / Executive Production

**4.0 ACCOUNTABILITY:**

Head Production

**5.0 ABBREVIATIONS:**

QA            Quality Assurance  
QC            Quality Control  
SOP           Standard Operating Procedure

**6.0 PROCEDURE:**

**6.1 ISSUANCE :**

- 6.1.1** Inventory of Nylon Cloth shall be maintained in store to avoid any interruption in Production.
- 6.1.2** User section shall be issued Nylon cloth from general store as per issuance procedure through SAP.
- 6.1.3** Send it for appropriate stitches as for proper aligned with Metlar Outlet.
- 6.1.4** Clean the Nylon Cloth with Potable water thoroughly followed by sufficient quantity of Purified water.

**6.2 USAGE:**

- 6.2.1** After receiving the new Nylon cloth from store checked the Integrity of Nylon cloth by visually.
- 6.2.2** After satisfaction from Integrity checks then Nylon Cloth shall be issued for sifting of liquid materials.
- 6.2.3** Check the integrity of the used Nylon cloth visually before and after use and record in **Annexure I.**

**6.3 CLEANING:**

- 6.3.1** Take hot potable water in a SS vessel.



# PHARMA DEVILS

PRODUCTION DEPARTMENT

## STANDARD OPERATING PROCEDURE

<b>Department:</b> Production	<b>SOP No.:</b>
<b>Title:</b> Issuance, Usage, Cleaning and destruction of Nylon Cloth	<b>Effective Date:</b>
<b>Supersedes:</b> Nil	<b>Review Date:</b>
<b>Issue Date:</b>	<b>Page No.:</b>

**6.3.2** Dip the filter cloth in hot water for 30 minutes.

**6.3.3** Flush with potable water and discard.

### 6.4 DESTRUCTION:

**6.4.1** If any damage is observed during the integrity testing of the Nylon Cloth, do not use the Nylon Cloth and inform to section in-charge for replacement and destruction of the Nylon Cloth.

**6.4.2** Officer / Executive Production shall send the used and damaged Nylon Cloths to scrap yard for further disposal.

### 7.0 ANNEXURES:

ANNEXURES No.	TITLE OF ANNEXURE	FORMAT No.
Annexure-I	Nylon Cloth Issuance, Retrieval & Destruction Record	

**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.

### 10.0 REVISION HISTORY:                      CHANGE HISTORY LOG

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

