



STANDARD OPERATING PROCEDURE

Department: Production (External Preparation)	SOP No.:
Title: Operation & Cleaning of Filter Press and Filter Pad Management	Effective Date:
Supersedes: Nil	Review Date:
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1.0 OBJECTIVE:

To lay down a Procedure for Operation & Cleaning of Filter press and Filter Pad Management.

2.0 SCOPE:

This SOP is applicable for Operation & Cleaning of Filter press and Filter Pad Management.

3.0 RESPONSIBILITY:

Production Officer/Executive

4.0 ACCOUNTABILITY:

Head Production

5.0 ABBREVIATIONS:

BPCR	Batch Production and Control Record
IPQA	In-Process Quality Assurance
No.	Number
SOP	Standard Operating Procedure
Kg	kilogram
Cm	centimeter

6.0 PROCEDURE:

6.1 GENERAL REQUIREMENT:

- 6.1.1 Check the cleanliness of Filter Press.
- 6.1.2 Check the “CLEANED” Status label on Filter Press.
- 6.1.3 Ensure that the Environmental Conditions are as per specification in BPCR.
- 6.1.4 Take Line Clearance from IPQA.
- 6.1.5 During usage of equipment the “CLEANED” status label from equipment and place equipment “STATUS LABEL” on it.
- 6.1.6 Enter the same into BPCR as well as in Environmental Monitoring Record.

6.2 OPERATION:

- 6.2.1 Connect the inlet of filter press to the outlet of the manufacturing tank and outlet of filter press connect to the inlet of storage tank.
- 6.2.2 Switch “ON” the Main Power supply.
- 6.2.3 Open the supply of liquid to Filter Press and start with Green Button.



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6.2.4 Release the pressure through vent, Start the filtration of liquid and check the Pressure (It should be NLT 3 Kg/cm²).

6.2.5 Dismantle the filter press from the manufacturing tank & Storage tank after Filtration of Batch.

6.2.6 Affix a “**TO BE CLEANED**” label on the Filter Press.

6.2.7 Make an entry of Operation END time in BPCR and “**Equipment Log**”.

6.3 CLEANING OF FILTER PRESS:

6.3.1 Ensure that the Equipment has a “**TO BE CLEANED**” status label.

6.3.2 Dismantle the filter press and remove all material of previous batch.

6.3.3 Open the screw hooks and remove the cover of filter press and kept it aside.

6.3.4 Open the threaded rod and separate the perforated plate, sieves and filter pads.

6.3.5 Then filter pad shall be completely dry and Cut the used filter pad in two pieces & collect in poly bags.

6.3.6 Clean the cover, perforated plate and accessories with hot purified water and Dry mop the filter press with lint free cloth.

6.3.7 Affix the “**CLEANED**” status label on the equipment and make an entry on the log book.

6.4 FILTER PAD DESTRUCTION:

6.4.1 Use filter pads only for a single batch.

6.4.2 Destruct the filter pads after using them, filter pad shall be completely dry and Cut the used filter pad in two pieces & collect in poly bags.

6.4.3 Make an entry in “**Scrap Transfer Form**”.

6.4.4 Transfer the filter pads to Scrap Yard and make an entry as shown in **Annexure-I**.

6.5 FILTER PAD MANAGEMENT:

Filter pad management is derived for the issuance, uses, handling, and destruction of filter pad. It contain filter pad handling, usage of filter pad, destruction of filter pad.

6.5.1 Filter Pad Handling: Collect the filter pad from store and kept in lock and key and as per required quantity of filter pad issued for the batch make the entry as shown in **Annexure-I**.

6.5.2 Usage of Filter Pad: For the usage of filter pad issued the required quantity of filter pad in presence of **Production** and **IPQA** person, use them for next batches of the same product of same strength, color& flavor. Make the entry as shown in **Annexure-I**



PHARMA DEVILS

PRODUCTION DEPARTMENT

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6.5.3 Destruction of filter pad: After uses of filter pad Cut the used filter pad in two pieces & collect in poly bags and transfer to scrap and make the entry as shown in **Annexure-I**.

7.0 ANNEXURES:

ANNEXURE No.	TITLE OF ANNEXURE	FORMAT No.
Annexure-I	Filter Pad Issuance, Handling and 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

