STANDARD OPERATING PROCEDURE

Title: Filter Transfer from Production Area to Filter Cleaning Area

SOP No.:		**Department:**	Production	
		Effective Date:		
Revision No.:	00	**Revision Date:**		
Supersede Revision No.:	Nil	**Page No.:**	1 of 2	

1.0 OBJECTIVE:

To lay down a procedure for Filter Transfer from production area to Filter cleaning area.

2.0 SCOPE:

This SOP is applicable for Filter transfer from production sterile area to filter cleaning area production department.

3.0 RESPONSIBILITY:

Officer / Executive – Production

4.0 ACCOUNTABILITY:

Head – Production

5.0 ABBREVIATIONS:

Ltd.	Limited
No.	Number
QA	Quality Assurance
SOP	Standard Operating Procedure
Pvt.	Private

6.0 PROCEDURE:

6.1 Filter (Area Return riser/Pre-filter of LAF/ Pre/Return filter of Dynamic pass boxes) cleaning shall be done in Filter cleaning area, service floor.

6.2 Only authorize production personals shall be entering into the production core area/ascetic area.

6.3 Production person shall intimate to engineering personal for Switch off the AHU's then start dismantling the filters.

6.4 In case of LAF, switch off then start dismantling the Pre-filters.

6.5 Dirty filter shall be kept in sterile polybag with proper identification.

6.6 Production person shall intimate to engineering personal for collecting the filter for cleaning.

6.7 Filter shall be transfer through respective area dynamic pass boxes.

6.8 Filter cleaning shall be done by Engineering team personals as per defined current version of Filter cleaning SOP.

6.9 After completion of cleaning, engineering personals shall kept the filter in cleaned double polybag with proper identification and handover to production personals for affixing in designated areas.

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6.10 Mop the filter with 5% Virosil/ Silvicide and transfer the filter to sterile area through dynamic pass box.

7.0 ANNEXURES:
Not Applicable.

ENCLOSURES: SOP Training Record.

8.0 DISTRIBUTION:

- Controlled Copy No. 01 — Quality Assurance
- Controlled Copy No. 02 — Production
- Controlled Copy No. 03 — Engineering
- 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