



Title: Dispensing Booth Filter Cleaning

SOP No.:		Revision No.:	00
Effective Date:		Supersedes No.	Nil
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1.0 OBJECTIVE:

To lay down a Procedure of Dispensing Booth Filter Cleaning.

2.0 SCOPE:

This SOP is applicable for Dispensing Booth Filter Cleaning..

3.0 RESPONSIBILITY:

Executive/Officer- Engineering

4.0 ACCOUNTABILITY:

Department Head:-Approval, Ensure Training and Implementation of this SOP's.

5.0 DEFINITION: NA

6.0 PROCEDURE:

6.1 Starting Procedure

- 6.1.1** Switch off the Air dispensing booth Unit, of which filters to be cleaned and display The 'Filter under Cleaning' board.
- 6.1.2** A person carrying out the filter cleaning activity should wear following apparel.
- 6.1.3** Clean suit (dangri).
- 6.1.4** Nose mask
- 6.1.5** Rubber hand gloves
- 6.1.6** Open the inspection door of filter plenum, if applicable.
- 6.1.7** Remove the filter and put it into the polythene bag.
- 6.1.8** Close the inspection door of filter plenum.
- 6.1.9** Take the filters to 'Filters Washing' area.
- 6.1.10** Remove the filter from polythene bag and put it in the reverse direction to normal flow.
- 6.1.11** Open the water valve and clean filter with soft water 1.5 to 2 kg/cm².
- 6.1.12** Close the 'portable water' valve.
- 6.1.13** Open the compressed air and cleaned the filter with filtered compressed air at 2 to 3 kg/cm² Pressure.
- 6.1.14** Close the compressed air valve.



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6.1.15 Change the filter if found damage. In case of damage of Gasket replace the gasket.

6.1.16 Put the filter into fresh polythene bag.

6.1.17 Clean the washing area using fresh water.

6.1.18 Open the inspection door or remove the cover of filter cone, as applicable and wipe the filter plenum and blower using dry and clean duster.

6.1.19 Fix back the filter plenum.

6.1.20 Close the inspection door

6.1.21 Update the tag fixed on the system with 'Cleaned on' date & 'Next due' date.

6.1.22 Maintain the record of filter cleaning in filter cleaning Log Book.

6.1.23 Clean all filters as per frequency mentioned in Annual Filter Cleaning Schedule.

6.2 Frequency:- Weekly

7.0 ABBREVIATIONS:

No.	Number
QA	Quality Assurance
SOP	Standard Operating Procedure
EN	Engineering

8.0 ANNEXURES:

ANNEXURE No.	TITLE OF ANNEXURE	FORMAT No.
Annexure-I	Dispensing Booth Filter Cleaning Record	

9.0 DISTRIBUTION:

- Master Copy Quality Assurance Department.
- Controlled Copy No. 01 Engineering Department.

10.0 REFERENCES:

In-House



PHARMA DEVILS

ENGINEERING DEPARTMENT

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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		



SKYMAP HEALTHCARE PVT. LTD, ROORKEE

ENGINEERING

DISPENSING BOOTH FILTER CLEANING RECORD



PHARMA DEVILS

ENGINEERING DEPARTMENT

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ANNEXURE-1

DISPENSING BOOTH FILTER CLEANING RECORD FOR THE MONTH OF _____

S. No.	AREA	WK-1	WK-2	WK-3	WK-4	WK-5	REMARK
1.	Dispensing Booth Raw Material Store						

Done By:

Checked By: