



# PHARMA DEVILS

## ENGINEERING DEPARTMENT

### STANDARD OPERATING PROCEDURE

<b>Department:</b> Engineering	<b>SOP No.:</b>
<b>Title:</b> Disposal of Air Filters	<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 disposal of air filters.

#### 2.0 SCOPE:

This SOP is applicable to all filters used at .

#### 3.0 RESPONSIBILITY:

Technician / Engineer.

Head Of Department - Engineering.

#### 4.0 PROCEDURE:

4.1 Take the filter to be disposed in polythene bag to `Scrap Yard`.

4.2 Label the polythene bag with the label "For Destruction and Disposal".

4.3 Damage the filter body and media, so that it cannot be reused.

4.4 Replace the filter with a new filter and maintain the record as per respective SOP No. \_\_

#### 5.0 ANNEXURE (S):

Nil

#### 6.0 REFERENCE (S):

SOP No.: Filter & Grill Numbering Pattern For HVAC System

SOP No.: Numbering pattern For Cartridge Filter

SOP NO.: Preparation, approval, distribution control, revision and  
destruction of Standard Operating Procedure (SOP).

#### 7.0 ABBREVIATION (S) / DEFINITION (S) :

Nil



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### REVISION CARD

S. No.	REVISION No.	REVISION DATE	DETAILS OF REVISION	REASON (S) FOR REVISION	REFERENCE CHANGE CONTROL No.
1	00	----	----	New SOP	----