



# PHARMA DEVILS

ENGINEERING DEPARTMENT

## STANDARD OPERATING PROCEDURE

<b>Department:</b> Engineering	<b>SOP No.:</b>
<b>Title:</b> Destruction of Conditioned 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

1.1 To lay down the Procedure for destruction of Conditioned Air filters.

### 2.0 SCOPE:

2.1 This SOP is applicable at.....

### 3.0 RESPONSIBILITY

3.1 Technical Assistant-Engineering-To follow the Procedure

3.2 Executive-Engineering-Comply the SOP

### 4.0 ACCOUNTABILITY

4.1 Head-Engineering

### 5.0 PROCEDURE

5.1 If any filter found damage, during routine preventive maintenance the concern Executive and the Technical assistant of concern area will do the replacement Activity.

5.2 The technical assistant & Executive shall verify the details of the filter, which was damaged, and the same shall be drawn from the engineering stores and it will be replaced in concerned area.

5.3 The above breakdown shall be intimated to Quality Assurance department. If the Pre-filter damages the validation is not required and if it is HEPA filter, then it shall be re-validated

#### 5.4 DESTRUCTION PROCEDURE:

5.4.1 Inform the condition of the “**TO BE DESTROYED INSTRUMENT**” to the Department head.

5.4.2 After the approval of the Engineering Head, dismantle the filter into sub parts.

5.4.3 Dip the filter for 30 minutes in to a sodium hydroxide solution.

5.4.4 Remove the filter from sodium hydroxide solution & destroy the filter by making into small pieces and send to the scrap yard.

5.4.5 The revised Identity number shall be allotted to replace filter.

5.4.6 Enter the replacement details in to the filter replacement log sheet.



# PHARMA DEVILS

ENGINEERING DEPARTMENT

## STANDARD OPERATING PROCEDURE

<b>Department:</b> Engineering	<b>SOP No.:</b>
<b>Title:</b> Destruction of Conditioned Air Filters	<b>Effective Date:</b>
<b>Supersedes:</b> Nil	<b>Review Date:</b>
<b>Issue Date:</b>	<b>Page No.:</b>

### 6.0 ABBREVIATIONS

- 6.1 SOP-Standard Operating Procedure.
- 6.2 HEPA –High Efficiency Particulate Air Filter.

### 7.0 ANNEXURES

- 7.1 NIL

CHANGE HISTORY		
Supersedes SOP No.	Change Control No.	Changes made
---	---	---