



PHARMA DEVILS

ENGINEERING DEPARTMENT

Title: Filter Cleaning Program Policy

SOP No.:

Revision No.:

00

Effective Date:

Supersedes No.

Nil

Review Date:

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1.0 OBJECTIVE:

To describe the procedure for filter Cleaning Program Policy.

2.0 SCOPE:

This SOP is applicable for the filter cleaning of HVAC system which includes Air handling units, Dust collection system, Ventilation and exhaust unit, Air preparation units, Laminar Air Flow Units for quality control, production, warehouse and utility.

3.0 RESPONSIBILITY:

Technician / Engineer

Head of Department - Engineering

Head – Concern Department

Head of Department - Quality Assurance

4.0 PROCEDURE:

4.1 Preparation of the Annual Filter Cleaning Schedule:

4.1.1 The annual filter cleaning schedule shall be prepared for HVAC system which includes Air Handling Units, Dust Collection System, Ventilation and exhaust unit, Laminar Air Flow Unit & Air Preparation Units in quality control, production, warehouse and utility. The schedule shall be prepared by Engineer and checked by Head – Engineering and approved by Head - Operations and Head – QA as per Annexure - I.

4.1.2 The annual filter cleaning schedule shall be categorized in to 12 months from January to December and each month shall be differentiated into 4 weeks in which 1st : stands for week one, 2nd : stands for week two, 3rd : stands for week three and 4th : stand for week 4. The frequency shall be symbolized as W: stands for weekly, M: stands for Monthly, Q: stands for Quarterly, H: stands for Half Yearly and Y: stands for Yearly.

4.1.3 In Annual Filter Cleaning schedule “P” shall indicate the planned annual filter cleaning schedule and the actual performed date shall be recorded in the row indicated by “A” which shall be checked by engineer and verified by Head – Engineering.

4.2 Check List:



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4.2.1 Prepare the cleaning procedure for all the filters used in Air Handling Units, Laminar Air Flow units, Dust Collection System, Ventilation and exhaust unit & Air preparation units.

4.2.2 As per the filter cleaning schedule, the cleaning shall be carried out as per the respective SOP.

4.3 Record:

4.3.1 The controlled copy of the annual filter cleaning schedule shall be issued to the engineering department for recording by QA.

4.3.2 A common format shall be maintained for recording the filter cleaning activities for all the primary, secondary, fresh air, exhaust, return riser and dust collector filters in the "Filter cleaning area log sheet" however filter cleaning record shall be maintained separately for each system in "Filter cleaning log book" controlled copy of same shall be given to engineering department for recording by QA.

4.3.3 The list of filters for particular HVAC system which are scheduled for particular week shall be performed as per defined frequency. The engineering department shall communicate on verbal basis with concerned department for availability of HVAC system for filter cleaning as per schedule.

4.3.4 The list of filters for particular HVAC system which are scheduled for filter cleaning in particular month, shall be intimated to concerned department before start of every month as per Annexure - IV and base on it concerned department shall give date / time accordingly. Annexure - IV shall be of 2 pages in which page 1 which is acknowledgement copy by concerned department shall be with concerned department and second copy page 2 shall be maintained by engineering department for record purpose.

Note: Intimation for filter cleaning shall be prepared as per Annexure – IV with predefined parameter such as S.No, Equipment / Unit ID, Location / Servicing area and due week in computer and take the print out. After which the variable like date, time, remarks, if any and sign shall be filled manually by the concerned department in the printed format.

4.3.5 Based on the schedule date provided by concern department the filter cleaning shall be carried out as per the respective SOP.

4.3.6 After cleaning of filters the filter cleaning logbook for system shall be updated & then filter cleaning log sheet for each system shall be maintain which shall be check by engineer to ensure that it done as per Annual filter cleaning schedule.



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- 4.3.7 After this the engineer shall update the annual filter cleaning schedule by filling actual date in “A” actual performed activity row against “P” planned annual filter cleaning row.
- 4.3.8 After this the engineer shall sign in checked by row and Head - Engineering shall sign in verified by row after satisfactory.
- 4.3.9 In case the filter cleaning of any HVAC system could not be completed as per the schedule due to unforeseen reasons, same need to be completed ± 3 days of its due date for weekly frequency, within ± 7 days of its due date for monthly frequency, if not done, then only the extension for the filter cleaning shall be filled as per Annexure – II.
- 4.3.10 In case of introduction of any new equipment/HVAC system, same shall be recorded in the additional filter cleaning schedule as per Annexure – III by symbol “*” against the week of respective month and plan it on or before one month from the equipment/HVAC system installed. At the end of the calendar year the listed equipment/HVAC system shall be incorporated in the next year annual filter cleaning schedule.
- 4.3.11 In case of deletion of any equipment/HVAC system, same to be discontinued from Annual Filter Cleaning Schedule by marking “**Discontinued**” in the annual filter cleaning schedule against the equipment/HVAC system which is discontinued. The equipment/HVAC system discontinuation form for the same shall also be kept for record. At the end of the calendar year the discontinued equipment/HVAC system shall be deleted in the next year annual filter cleaning schedule.

5.0 ANNEXURE (S):

Annexure-I: Annual Filter Cleaning Schedule.

Annexure-II : Extension for Filter Cleaning

Annexure-III : Additional Annual Filter Cleaning Schedule

Annexure-IV : Intimation for Filter Cleaning

6.0 REFERENCE (S):

SOP: Preparation, approval, distribution control, revision and destruction of Standard Operating Procedure (SOP).

7.0 ABBREVIATION (S) / DEFINITION (S):



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AHU : Air Handling Unit.

HVAC : Heating Ventilation Air Conditioning.

SOP : Standard Operating Procedure

QA : Quality Assurance

UTI : Utility

LAF : Laminar Air Flow

APU : Air Preparation Unit

REVISION CARD

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



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ANNEXURE II Extension for Filter Cleaning

Initiated Date	Initiated by (Sign/Date)
Equipment/System name:	Identification number:
Location/area:	
Filter Cleaning due on:	Filter Cleaning expected by:
Reason for Extension of Filter Cleaning (Concern Dept) :	
Head – Concern Department. (Sign/Date)	
Comments (From Engineering Department):	
Engineering Department Head (Sign/Date)	



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Comments (From QA):

Head - QA (Sign/Date)

Verification after extended filter cleaning

Expected date:	Actual filter cleaning date:
Verified By (Sign / Date): User Department Head	Verified By (Sign / Date): Head - Engg

Approved by(QA-Head) (Sign / Date):



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ANNEXURE IV Intimation for Filter Cleaning

Date : _____

To,

Please find the list of Equipment / Unit with their respective due week for the Month _____.

S.No.	Equipment / Unit ID	Location / Servicing area	Due week

Kindly acknowledge the same.

Prepared By,
(Engineering. Dept.)

Received By,
(Concerned. Dept.)

Note :- Minimum time for one equipment / unit shall be approx 2 to 4 hours



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To, _____ Date : _____

Please find the list of Equipment / Unit with their respective due week for the Month _____.

S.No.	Equipment / Unit ID	Location / Servicing area	Due week	Concerned Department			
				Date	Time	Sign	Remarks, if any

Kindly acknowledge the same.

Regards,

(Engineering. Dept.)

Note : Minimum time for one equipment / unit shall be approx 3 to 4 hours

Received By,

(Concerned Dept.)