



PHARMA DEVILS

ENGINEERING DEPARTMENT

STANDARD OPERATING PROCEDURE

Department: Engineering	SOP No.:
Title: Filter Cleaning of Dust Extractor	Effective Date:
Supersedes: Nil	Review Date:
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OBJECTIVE

To lay down a procedure for cleaning of dust – Extractor Filters

SCOPE

This SOP covers all micro vee filters for all Dust Extractor

RESPONSIBILITY

Contractor, Operator, officer and executive.

ACCOUNTABILITY

Head – Engineering

REFERENCES

In House

ATTACHMENTS

Attachment – 1 DUST EXTRACTOR CLEANING RECORD

PROCEDURE

- 1.0 Filter must be cleaned during non- production hours, as per filter cleaning schedule or when the product change over taking place.
- 2.0 Switch Off the DUST EXTRACTOR from main panel.
- 3.0 Wear hand gloves and nose mask.
- 4.0 Open the filter plenum.
- 5.0 Take out the filters from DUST EXTRACTOR and cover them in clean plastic bags without spilling the powders.
- 6.0 Bring the filters to filter cleaning area.
- 7.0 Put filter in to filter cleaning chamber with contaminated side facing inside.
- 8.0 Use vacuum cleaner for cleaning or open the compressed air valve and clean the filter with compressed air at a pressure of 1.5 to 2.0 kg/cm²
- 9.0 Use water jet for cleaning if dirt is not removed by air.



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- 10.0 Apply air jet for drying the filter.
- 11.0 Visually inspect the filter .if there is any physical damage, replace the filter with new filter and mark the appropriate code number on the new filter.
- 12.0 Put the cleaned filter in to clean plastic bags and bring to the respective DUST EXTRACTOR.
- 13.0 Clean the inner surface of DUST EXTRACTOR and filter housing thoroughly before installing the clean filters.
- 14.0 Fix the filter, in DUST EXTRACTOR plenum in its original location, fix them firmly.
- 15.0 Verify that the code number of the fitted filter matches with the respective code to DUST EXTRACTOR avoid interchange of filters.
- 16.0 Switch ON the DUST EXTRACTOR at the main panel.
- 17.0 Note down the cleaning date and due on the DUST EXTRACTOR and in filter cleaning record from.

Abbreviation :

SOP : Standard Operating Procedure

EG : Engineering

QA : Quality Assurance

CC no. : Change control Number.