



PHARMA DEVILS

ENGINEERING DEPARTMENT

STANDARD OPERATING PROCEDURE

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

To laydown standard procedure for cleaning of AHU FILTERS.

SCOPE

This SOP covers all the microvee filters for all AHU.

RESPONSIBILITY

Contractor, Operator, Officer and Executive.

ACCOUNTABILITY

Head – Engineering.

REFERENCES

In house

ATTACHMENTS

Attachment-1 FILTER CLEANING RECORD

PROCEDURE

- 1.0 Filters must be cleaned during non-production hours, as per the filter cleaning schedule or when the filters clogged alarm is observed.
- 2.0 Switch OFF the AHU from main panel.
- 3.0 Wear hand gloves and nose mask.
- 4.0 Open the filter plenum.
- 5.0 Take out the filters from AHU and cover them in clean plastic bags without spilling the powders.



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- 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 Start the scrubber blower and ensure that sufficient water is available in the scrubber tank.
- 9.0 Start the scrubber pump
- 10.0 Open the compressed air valve and clean the filter with compressed air at a pressure of 1.5 to 2 kg /cm².
- 11.0 Use water jet for cleaning if dirt is not removed by air.
- 12.0 Apply air jet for drying the filter.
- 13.0 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.
- 14.0 Put cleaned filter in to clean plastic bags and bring to the respective AHU.
- 15.0 Clean the inner surface of AHU and filter housing thoroughly before installing the clean filters.
- 16.0 Fix the filter, in AHU plenum in its original location, fix them firmly.
- 17.0 Verify that the code number of the fitted filter matches with the respective AHU code to avoid interchange of filters.
- 18.0 Switch ON the AHU at the main panel.
- 19.0 Note down the cleaning date and due date on the AHU and in filter cleaning record form.

- 20.0 Abbreviation :
- SOP : Standard Operating Procedure
- EG : Engineering.
- Q.A : Quality Assurance.
- AHU : Air Handling Unit.
- CC No. : Change Control Number



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18.0 Switch ON the AHU at the main panel.

19.0 Note down the cleaning date and due date on the AHU and in filter cleaning record form.

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