



PHARMA DEVILS

PRODUCTION DEPARTMENT

STANDARD OPERATING PROCEDURE

Department: Production	SOP No.:
Title: Cleaning & Operation of Basket Filter Assembly	Effective Date:
Supersedes: Nil	Review Date:
Issue Date:	Page No.:

Vernacular SOP: No

1.0 OBJECTIVE:

1.1 To lay down the procedure for Cleaning and Operation of basket filter assembly.

2.0 SCOPE:

2.1 This procedure is applicable for Cleaning and Operation of basket filter assembly in Liquid Orals.

3.0 RESPONSIBILITY:

3.1 Technical associate Production - for Execution

3.2 Officer/ Executive Production - for verification and implementation of SOP

3.3 Head Production - shall ensure compliance of the SOP.

4.0 DEFINITION(S):

4.1 NA

5.0 PROCEDURE:

5.1 Cleaning:

5.1.1 Remove "TO BE CLEANED" label and affix "UNDER CLEANING" label as per reference SOP (Status labeling).

5.1.2 Cleaning to be done after each transfer:

5.1.3 Ensure that no sugar syrup from the previous batch remains in the equipment.

5.1.4 Remove basket containing 100 mesh sieve and transfer to wash area.

5.1.5 Clean the basket assembly' tank with purified water and rubbing it with lint free cloth till it is visually clean and drain water from bottom valve.

5.1.6 Clean basket containing 100 mesh sieves with purified water. Finally rinse the Basket filter assembly with 10 liter of purified water.

5.1.7 Allow to dry the sieve.

5.1.8 Assemble the sieve to basket assembly.

5.1.9 Mop the equipment with dry lint free cloth from out side.

5.1.10 Put 'CLEANED' status label having Unit, Department, Equipment name, Cleaned by, Checked by Production Officer, Date and finally certified by Quality Assurance (QA) as per reference SOP (Status Labeling).



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5.1.11 Record the details of operation of basket assembly in equipment usage log sheet as per reference SOP (Making entries in equipment usage and cleaning log sheet) and check the cleaning activity as per Annexure I (Cleaning checklist of basket filter assembly).

5.2 Set up and operation:

5.2.1 Ensure that basket filter assembly is cleaned.

5.2.2 After line clearance from Q A. put "EQUIPMENT STATUS" label on the machine

5.2.3 Attach the transfer line to basket assembly, sugar dissolving tank and required tank.

5.2.4 Remove the lid of the tank and place it on clean SS table.

5.2.5 Fix the SS perforated basket with 100-mesh sieve on vessel.

5.2.6 Check the basket containing 100-mesh sieve for integrity before starting the process.

5.2.7 Open the outlet valve of sugar dissolving tank and inlet valve of basket assembly.

5.2.8 Start sugar syrup to allow from sugar dissolving tank in basket assembly and allow the syrup to filter.

5.2.9 Open the outlet valve of basket assembly and allow the filtered syrup to respective tank.

5.2.10 After completion of process remove the sieve from vessel, check its integrity and record in BMR.

5.2.11 Refit the lid with SS screw bolts.

5.2.12 Affix "TO BE CLEANED" label on the equipment during No activity and affix "UNDER CLEANING" label during cleaning of the equipment as per reference SOP (Status labeling).

5.2.13 Record the details of operation of basket assembly in equipment usage log sheet as per SOP (Making entries in equipment usage and cleaning log sheet).

6.0 ABBREVIATION (S):

6.1 SOP: Standard Operating Procedure.

6.2 No.: Number

6.3 NA: Not applicable

7.0 REFERENCE(S):

7.1 SOP: Status labeling

7.2 SOP: Making entries in equipment usage and cleaning log sheet

8.0 ANNEXURE (S):

Annexure no.	Title of Annexure	Format no.	Mode of Execution
Annexure I	Cleaning checklist of basket filter assembly		Log Book



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9.0 DISTRIBUTION:

9.1 **Master copy:** Quality Assurance

9.2 **Controlled copy (s):** Production department (01), Quality Assurance (01)

9.3 **Reference copy (s):** Production department (01)

10.0 REVISION HISTORY:

S.No.	Version No.	Change Control No.	Reason (s) for Revision	Details of revision	Effective Date
1.	00	NA	New SOP	NA	NA



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ANNEXURE –I

CLEANING CHECKLIST OF BASKET FILTER ASSEMBLY

Name of the Equipment: Basket filter assembly

Previous product:

Batch No.:

Equipment I.D. No.:

Date:

S.No.	Activity	Activity Performed
1.	Clean the basket assembly' tank with purified water and rubbing it with lint free cloth till it is visually clean and drain water from bottom valve.	
2.	Clean basket containing 100 mesh sieves with purified water.	
3.	Allow to dry the sieve.	
4.	Assemble the sieve to basket assembly.	
5.	Mop the equipment with dry lint free cloth from out side.	

Checked By (Prod.)
Sign/Date

Verified By (QA)
Sign/Date

Note: Put '√' mark if activity performed and put "X" if activity not performed.