 Discovery Labs	<b>STANDARD OPERATING PROCEDURE</b>			
	SOP No.:	SOP-PD-019-07	Effective Date:	05.08.2021
	Supersedes:	SOP-PD-019-06	Next Review Date:	04.08.2024
	Department:	Production	Page:	1 of 4
<b>TITLE: HANDLING OF FILTER BAGS AND HOSE PIPES</b>				

## 1.0 PURPOSE:

To establish & define Filter bags / Pads / Cartridges specifications changing frequency for various filtration equipment's used in different stages of the manufacturing of various products and Hosepipes usage, changing frequency at Discovery Laboratory Private Limited.

## 2.0 SCOPE:

These specifications applies to all the filter bags / pads / cartridges used for different types of filtration in the manufacture of various products and hosepipe usage at Discovery Laboratory Private Limited.

## 3.0 RESPONSIBILITY:

It is the responsibility of the production personnel to ensure that they are using the specified Filter bags / pads / cartridges with micron size and hosepipe usage and quality as mentioned in this SOP and the bags and hosepipes are changed as per the schedule mentioned in this SOP.

## 4.0 DEFINITIONS: Nil.

## 5.0 PROCEDURE:


### 5.1 HANDLING OF FILTER BAGS

5.1.1 Shift in charge shall monitor the bag change activity and keep available new bag for the operator whenever bag was changed.

5.1.2 In case of any damage observed in filter bag, replace the bag with a new one and record the details.

5.1.3 In case of periodical change of the bag, record the change details in "filter bag changing record" PD019-FM044.

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5.1.4 Dedicate the bag for each centrifuge/ filter for the particular batch or stage.

5.1.5 Enter the details like equipment number and number of batches used in the equipment in filter bag changing record.

5.1.6 Check the equipment log book for number of batches performed irrespective to the batch numbers, calculate the number batches used for that bag.

5.1.7 Replace the filter bag once for every 30±5 batches or as per product requirement.

5.1.8 Replace the candy filter, Line filter & leaf filter bag at least once for every 30±5 batches or as per the product requirement.

5.1.9 Replace the Micro filter cartridge at least once for every 30±5 batches or as per the product requirement.

5.1.10 In case of product change over (PCO) or whenever the campaign is closed discard the bags and handover to ETP and enter the details along with PCO number in the logbook.

## 5.2 HANDLING OF HOSEPIPES

5.2.1 SS / PP hose pipes shall not have any cracks and loose threads etc.


5.2.2 Ensured that received hose pipe is free from dust and foreign matter etc.

5.2.3 If hose pipe having dust or any other particles, clean the hose pipe firstly with water followed by methanol.

5.2.4 Then let it in air dry for 30 to 60 minutes.

5.2.5 All hose pipes after receiving shall have identification label and dedicated hose pipes shall be used at the respective operations / products.

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5.2.6 After completion of authorization hose pipe both the ends with polythene bags place on the hose pipe on stand. If any damaged hose pipe replaced with new one by entering the details in “Hose pipe maintenance record”.

## 6.0 FORMATS / ANNEXURE(S):


6.1 Filter Bag Changing Record :PD019-FM044

6.2 Hose pipe maintenance Record :PD019-FM046

## 7.0 CHANGE HISTORY:

Revision No.	Effective Date	Details of Revision	Ref. CCF No.
00	01.01.2009	New SOP is introduced	----
01	25.06.2012	Filter bags changing record has been introduced	----
02	01.06.2014	Formats are the part of SOP. So prepared Separately.	----
03	15.09.2015	Filter bags changing record changed from PD-F-018-02 to PD-F-040 as per current format.	----
04	01.01.2017	Filter bags changing record changed from PD-F-40 to PD-F-044 as per current format.	PD-CRF-024/16
05	01.01.2018	SOP format changed make to inline with SOP-QA-001-05.	CCF/GEN/17035
06	29.06.2019	1. Tracking procedure included for changing of centrifuge bags 2. Filter changing record modified	CCF/GEN/19019
07	05.08.2021	SOP title has been changed from Handling of filter bags	CCF/GEN/21014

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		to Handling of filter bags and hosepipes. Hosepipes handling procedure has been incorporated in this SOP.	
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