 Discovery Labs	<b>STANDARD OPERATING PROCEDURE</b>			
	SOP No.:	SOP-HR-013-00	Effective Date:	05.03.2018
	Supersedes:	SOP-PD-023-03	Next Review Date:	May - 2021
	Department:	Human Resources	Page:	1 of 2
<b>TITLE: MAINTENANCE OF UNIFORM TIME IN THE PLANT</b>				

#### 1.0 **PURPOSE:**

To provide a procedure for maintenance of uniform time in the Plant at Discovery.

#### 2.0 **SCOPE:**

This procedure is applicable for the clock available in Discovery Laboratories Pvt. Ltd.

#### 3.0 **RESPONSIBILITY:**

3.1 HR department person is responsible to follow the procedure.

3.2 Head-QA/Designee is responsible to approve the procedure.

#### 4.0 **DEFINITIONS:** Nil

#### 5.0 **PROCEDURE:**

5.1 Wall clocks shall be provided in all working areas.

5.2 The reference time shall taken from website [www.timeanddate.com](http://www.timeanddate.com)

5.3 Keep the one clock as reference clock.

5.4 Daily check the time in between website and reference clock. If any time variation observed in reference clock, set the time in reference clock.


5.5 HR department person shall go to each clock and check the used clock time against reference clock and record the time in the Annexure-1.

5.6 Absence of HR personal, QA personal will monitor the activity.

5.7 During daily verification, if any clock shows difference in time against the reference time then HR/QA personal will adjust the time with reference clock time and record the observations. If any time deviation observed raise the deviation and procedure as per SOP.

5.8 Batteries shall be replaced for every 3 months to ensure no stoppage of wall clocks.

	<b>Prepared by</b>	<b>Reviewed by</b>	<b>Approved by</b>
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5.9 After replacing the batteries, the time shall be verified and adjusted the time with reference time. If any stoppage observed earlier to 3 months, replace the batteries.

5.10 The replacement of batteries and the adjusted time if any, shall be recorded in presence of concerned department Head/Shift Incharge and it shall be mentioned in Remarks column of Monitoring of Time Clocks as per Annexure-1

5.11 Wall clock ID numbering as followed:

WC-XX

Here;

WC indicates wall clock

XX indicates wall clock serial no.

e.g.: WC-01, WC-02..... as so on

## 6.0 FORMATS / ANNEXURE(S):

6.1 Monitoring of Time Clocks : Annexure-1

6.2 List of Wall clock's : Annexure-2

## 7.0 CHANGE HISTORY:

Revision No.	Effective Date	Details of Revision	Ref. CCF No.
00	05.03.2018	1. This SOP available in Production department with SOP No.: SOP-PD-023-03. Now this SOP transferred in HR department with SOP No.: SOP-HR-013-00. 2. The procedure elaborated.	CCF/GEN/18009

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