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|  Discovery Labs | STANDARD OPERATING PROCEDURE | | | |
| | SOP No.: | SOP-ED-001-03 | Effective Date: | 17.08.2017 |
| | Supersedes : | SOP-ED-001-02 | Next Review Date: | 16.08.2020 |
| | Department: | Engineering | Page: | 1 of 2 |
| TITLE: PROCEDURE FOR SAFETY DURING MAINTENANCE WORKS | | | | |

1.0 PURPOSE:

To describe the Procedure for Safety during Maintenance works.

2.0 SCOPE:

This procedure is applicable for all maintenance works at Discovery Laboratories Pvt. Ltd.

3.0 RESPONSIBILITY:

3.1 Technician and Electrician

Is the responsible to follow the safety precautions during the maintenance works

3.2 Engineer:

Is to educate and follow up the safety during maintenance works

4.0 DEFINITIONS:

4.1 **Safety:** Relative freedom from danger, risk, or threat of harm, injury, or loss to personnel and/or property, whether caused deliberately or by accident.

5.0 PROCEDURE :

5.1 Before starting of any maintenance works, take permission from concerned department persons.

5.2 Before starting of the work, confirm the power supply is isolated and check the status board at Electrical feeder.

5.3 At work place keep the status boards with details like Under Breakdown/Under Maintenance/ Men at Work/Work is in Progress


5.4 While working wear the safety PPE (Personal Protection Equipment) like Helmet, Goggles, Safety Shoe, Hand gloves, etc.,

5.5 Wear Oxygen mask while entering into any vessel like Reactor, Receiver etc.,

5.6 All Electrical Cables to be provided with proper insulation.

5.7 Do not use the Hammering, Chipping and Hot works near solvent areas.

| | Prepared by | Reviewed by | Approved by |
|-------------|-------------|-------------|--------------------|
| Sign & Date | | | |
| Name | Ch. Shankar | M. Ramesh | Ch. Mahendar Reddy |
| Department | Engineering | Engineering | Quality Assurance |

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5.8 Use proper tools for a specified job

5.9 Before lifting the heavy equipment check the condition of Chain pulley block, Wire rope, Hoist, D-shackles etc.,

6.0 FORMATS / ANNEXURE(S): NIL

7.0 CHANGE HISTORY:

| Revision No. | Effective Date | Details of Revision | Ref. CCF No. | Remarks |
|--------------|----------------|---|---------------|---------|
| 00 | 01.08.2009 | New SOP | --- | --- |
| 01 | 17.07.2014 | 1. Vessel entry permit form removed from maintenance and joined in safety SOP's | --- | --- |
| 02 | 01.01.2017 | 1. SOP format changed in line with SOP-QA-001-04 2. Safety definition included | ED-CRF-006/16 | --- |
| 03 | 17.08.2017 | 1. SOP format changed in line with SOP-QA-001-05. | CCF/GEN/17007 | -- |

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