 Discovery Labs	STANDARD OPERATING PROCEDURE			
	SOP No.:	SOP-PD-023-03	Effective Date:	01.01.2018
	Supersedes:	SOP-PD-023-02	Next Review Date:	31.12.2020
	Department:	Production	Page:	1 of 2
TITLE: MAINTENANCE OF UNIFORM TIME IN THE PLANT.				

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 Maintenance of uniform time in the Plant at Discovery.

3.0 **RESPONSIBILITY:**

It is the responsibility of the concerned production personnel to follow this SOP

4.0 **DEFINITIONS:** Nil

5.0 **PROCEDURE :**

5.1 Choose an electronic clock (running equal and parallel to the television time).

5.2 Fix the time as a standard time in the clock at security office and adjust it.

5.3 Check the all clocks in the blocks and adjust to standard clock time (if necessary).

5.4 The variation of time will be ± 2 minutes with standard time.

5.5 If the variation of time is more than ± 2 minutes with standard time and adjust the clock accordingly.

5.6 Check the timings once in a month or whenever required.


5.7 Record the time duration's in the process logs during manufacturing process.

6.0 **FORMATS / ANNEXURE(S):** Nil.

7.0 **CHANGE HISTORY:**

Revision No.	Effective Date	Details of Revision	Ref. CCF No.
00	01.01.2009	New SOP is introduced	----
01	01.06.2014	Revised as per current SOP No system & more clear and clarity	----
02	01.01.2017	Procedure elaborated and SOP Format Changed.	PD-CRF-024/16
03	01.01.2018	SOP format changed make to inline with SOP-QA-001-05.	CCF/GEN/17035

	Prepared by	Reviewed by	Approved by
Sign & Date			
Name	T. SudhaMadhuri	G. Venkatesham	Ch. Mahendar Reddy
Department	Production	Production	Quality Assurance

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