 Discovery Labs	STANDARD OPERATING PROCEDURE			
	SOP No.:	SOP-ED-014-02	Effective Date:	17.08.2017
	Supersedes :	SOP-ED-014-01	Next Review Date:	16.08.2020
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TITLE: PROCEDURE FOR BREAKDOWN MAINTENANCE				

1.0 PURPOSE:

The purpose is to lay down the procedure for attending breakdowns

2.0 SCOPE:

This procedure is applicable for all equipments in Discovery Laboratories Pvt. Ltd.

3.0 RESPONSIBILITY:

3.1 Technician and Electrician

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

3.2 Engineer:

Is to monitor the activity

3.3 Engineering Head:

Is the overall responsibility for whole activity

3.4 User Department:

It is the user department responsibility to send the Job order for attending any breakdown job, giving the proper clearance and raising appropriate safety permit.

4.0 DEFINITIONS:


4.1 **Breakdown:** Wearing out or sudden loss of ability to function efficiently as of a machine

5.0 PROCEDURE :

5.1 When any breakdown or problem of an equipment occurs in the plant, a Job Order is given by the User Department to the Engineering Department.

5.2 The Job order is received by the Engineering personnel after entering the time of receipt. The concerned person will study the nature of break down and assess the required safety permits to be taken by the production personnel.

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Department	Engineering	Engineering	Quality Assurance

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- 5.3 The Breakdown job will be executed by arranging the manpower and taking the necessary spare parts from the Engineering store.
- 5.4 Before starting of the work, confirm the power supply is isolated and check the status board at Electrical feeder.
- 5.5 At work place keep the status boards with details like Under Breakdown/Under Maintenance/ Men at Work/Work is in Progress.
- 5.6 While working wear the safety PPE (Personal Protective Equipment) like Helmet, Goggles, Safety Shoe, Hand gloves, etc.,
- 5.7 Wear Oxygen mask while entering into any vessel like Reactor, Receiver etc.,
- 5.8 The problem is attended by Technician or Electrician or Engineer and after completion of the job all the necessary entries are made in the Job Order. Then the Equipment is handed over to User Department and acknowledgement is taken from them regarding correct functioning of the equipment. The Job Order is then filed.
- 5.9 Ensure all the tools & tackles are removed from the work place, safety guard is fixed properly and the area is cleaned.
- 5.10 The Observations & Actions are recorded in the concerned register and Equipment History record, current version of ED010-FM011
- 5.11 Every month all breakdown job orders to be entered in Monthly breakdown report ED014-FM045
- 5.12 The break down job orders should be reviewed once in a three months.
- 5.13 Every half yearly the completed job orders should be handed over to QA Dept.

6.0 FORMATS / ANNEXURE(S):

Monthly Breakdown Report

: ED014-FM045

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7.0 CHANGE HISTORY:

Revision No.	Effective Date	Details of Revision	Ref. CCF No.	Remarks
00	01.08.2009	New SOP	---	---
01	01.01.2017	1. SOP format changed in line with SOP-QA-001-04 2. Breakdown definition included 3. Monthly Breakdown report form included ED014-FM045	ED-CRF-006/16	---
02	17.08.2017	1. SOP format changed in line with SOP-QA-001-05.	CCF/GEN/17007	--

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