


| | | | | |
|-----------------------------------------------------------------------------------------------------|---------------------------|------------------|-----------------|------------|
|  Discovery Labs | ADDENDUM PROCEDURE | | | |
| | Document No.: | SOP-ED-019-AD001 | Effective Date: | 04.02.2019 |
| | Department: | Engineering | Page: | 1 of 1 |
| TITLE: PROCEDURE FOR OPERATION, PERFORMANCE AND MAINTENANCE OF WEIGHING BALANCES | | | | |

1.0 PURPOSE:

To lay down the Procedure for Operation, Performance and Maintenance of Weighing balances in various departments at Discovery Laboratories Pvt. Ltd.

2.0 SCOPE:

This SOP is applicable at various departments for the Operation, Performance and Maintenance of Weighing balances at Discovery Laboratories Pvt. Ltd

3.0 RESPONSIBILITY:

- 3.1 It is the responsibility of user department personnel to follow this procedure.
- 3.2 It is the responsibility of engineering department personnel to rectify problem.
- 3.3 Head –User / Designee is responsible for implementing the procedure.

4.0 PROCEDURE :

This addendum procedure shall applicable to newly introduced weighing balance in Discovery Laboratories Pvt Ltd. The same procedure mentioned in the main SOP is applicable to newly introduced weighing balances i.e. Operation Procedure of Weighing Balance:, Performance Check Procedure of Weighing balance, Procedure for Daily Performance Check, Procedure for Eccentricity Check (Monthly), Maintenance of Weighing Balances and Standard Weights, Acceptance Criteria

5.0 FORMATS / ANNEXURE(S):

- 5.1 Balance Eccentricity Check Record 5.00Kg : ED019-FM069
- 5.2 Balance Daily Performance Check Record 5.00Kg : ED019-FM070
- 5.3 Balance Daily Performance Check Record 10.00Kg : ED019-FM071
- 5.4 Balance Eccentricity Check Record 10.00Kg : ED019-FM072

| | Prepared by | Reviewed by | Approved by |
|------------------------|------------------------|--------------------|--------------------------|
| Sign & Date | | | |
| Name | T. Kiran Prasad | Ch. Shankar | B. Satyam |
| Department | Engineering | Engineering | Quality Assurance |