 Discovery Labs	STANDARD OPERATING PROCEDURE			
	SOP No.:	SOP-ED-013-02	Effective Date:	03.07.2017
	Supersedes :	SOP-ED-013-01	Next Review Date:	02.07.2020
	Department:	Engineering	Page:	1 of 2
TITLE: MAINTENANCE OF BUILDINGS AND PIPELINES				

1.0 PURPOSE:

To describe the Procedure for maintenance of buildings and pipelines.

2.0 SCOPE:

This procedure is applicable for all pipelines in the plant at Discovery Laboratories Pvt. Ltd.

3.0 RESPONSIBILITY:

3.1 Engineering Department

Is responsible to ensure the building and pipelines maintenance with coordination of concern dept.

4.0 DEFINITIONS: NIL

5.0 PROCEDURE :

5.1 Schedule:

Production area, Warehouse, Quality control, Security, Utilities : Once in a year

5.2 The Engineering personnel shall take round of building (internal or external area) and monitor as per the checklist. The observations found during Facility and Maintenance inspection shall be mitigated with suitable actions.

5.3 In case of any deficiencies observed, Engineer shall raise Job Order.

5.4 User department along with Engineering shall assess the impact of the discrepancies observed during Facility maintenance check.


Example (but not limited to): Water Leakage through Ceiling or walls of production functional area.

5.5 Before going to start any maintenance work related to buildings, pipelines the following precautions shall be taken.

5.6 For chipping works in the production blocks the block in-charge will filled work order or hot work permit to concern department.

5.7 During chipping or painting the work place shall be monitored by concern person.

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5.8 The chipping or painting works done above working level, the concern person shall take proper safety precautions.

5.9 Once in a year all buildings and Pipelines shall be painted with suitable painting.

5.10 A written permission shall be obtained from the block in-charge for the maintenance works in the Production areas like cracks filling, chipping and painting.

5.11 During the outside painting done at heights, proper precautionary measures like scaffolding, barricading and safety belts arrangement shall be made.

5.12 After completion of work the area shall be cleaned thoroughly and informed to production in charge and QA department with written Internal communication.

6.0 Formats / annexure(S):

6.1 Building & Facility maintenance check list : ED013-FM057

7.0 Change History:

Revision No.	Effective Date	Details of Revision	Ref. CCF No.	Remarks
00	17.12.2012	New SOP	---	---
01	01.01.2017	1. SOP format changed in line with SOP-QA-001-04 2. Stores replaced with Warehouse	ED-CRF-006/16	---
02	03.07.2017	1. SOP format changed in line with SOP-QA-001-05. 2. Building & Facility maintenance check list included. 3. Procedure elaborated for better clarity	CCF/GEN/17007	--

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