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| <br>Discovery Labs | <b>STANDARD OPERATING PROCEDURE</b> |               |                   |            |
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| <b>TITLE: PROCEDURE FOR ALLOTING NUMBERS TO ALL EQUIPEMNTS AND INSTRUMENTS</b>                      |                                     |               |                   |            |

## 1.0 PURPOSE:

To describe a procedure for allotting numbers to all equipments and instruments.

## 2.0 SCOPE:

This procedure is applicable for numbering of all equipments and instruments at Discovery Laboratories Pvt. Ltd.

## 3.0 RESPONSIBILITY:

### 3.1 Engineer:

Is responsible to allotting numbers to equipments and instruments.

### 3.2 Engineering Head:

Is the overall responsibility of the activity.

## 4.0 DEFINITIONS: NIL.

## 5.0 PROCEDURE :

### 5.1 Schedule:

Whenever new equipment and instruments is being installed in Production/Ware house/ Engineering, it shall be included in “Master List of Equipments”.

### 5.2 For Equipments

#### 5.2.1 Reactor XX-YYY

XX : indicates Reactor Code

YYY : indicates serial number

Ex : RV-001


#### 5.2.2 Heat Exchangers XX-YYY

XX : indicates Heat exchanger Code

YYY : indicates serial number

Ex : HE-001

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#### 5.2.3 Centrifuge XX-YYY

XX : indicates Centrifuge Code

YYY : indicates serial number

Ex : CF-001

#### 5.2.4 Tray Dryer XX-YYY

XX : indicates Tray Dryer Code

YYY : indicates serial number

Ex : TD-001

#### 5.2.5 Vacuum Tray Dryer XXX-YYY

XXX : indicates Vacuum tray dryer Code

YYY : indicates serial number

Ex : VTD-001

#### 5.2.6 Rotary cone vacuum dryer XXXX-YYY

XXXX : indicates Rotary cone vacuum dryer Code

YYY : indicates serial number

Ex : RCVD-001

#### 5.2.7 Blender XXX-YYY

XXX : indicates Blender code

YYY : indicates serial number

Ex : BDR-001


#### 5.2.8 Multi-miller XX-YYY

XX : Indicates Multi-miller code

YYY : indicates serial number

Ex : MM-001

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#### 5.2.9 Diesel Generator XX-YYY

XX : indicates Diesel Generator code

YYY : indicates serial number

Ex : DG-001

#### 5.2.10 Boiler XXX-YYY

XXX : indicates Boiler code

YYY : indicates serial number

Ex : BLR-001

#### 5.2.11 Boiler Feed water tank XXXX-YYY

XXXX : indicates Boiler feed water tank code

YYY : indicates serial number

Ex : BFWT-001

#### 5.2.12 Softener system XX-YYY

XX : indicates softener system code

YYY : indicates serial number

Ex : SS-001

#### 5.2.13 Pressure Nutch Filter XXX-YYY

XXX : indicates Pressure Nutch Filter code

YYY : indicates serial number

Ex : PNF-001


#### 5.2.14 Nutch Filter XX-YYY

XX : indicates Nutch Filter code

YYY : indicates serial number

Ex : NF-001

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#### 5.2.15 Leaf Filter XX-YYY

XX : indicates Leaf Filter code

YYY : indicates serial number

Ex : LF-001

#### 5.2.16 Micron Filter XX-YYY

XX : indicates Micron Filter code

YYY : indicates serial number

Ex : MF-001

#### 5.2.17 Line Filter XXX-YYY

XXX : indicates Line Filter code

YYY : indicates serial number

Ex : LNF-001

#### 5.2.18 Sparkler Filter XXX-YYY

XXX : indicates Sparkler Filter code

YYY : indicates serial number

Ex : SPF-001

#### 5.2.19 Receiver Tank XX-YYY

XX : indicates receiver tank code

YYY : indicates serial number

Ex : RT-001


#### 5.2.20 Charging tank XX-YYY

XX : indicates Charging tank code

YYY : indicates serial number

Ex : CT-001

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#### 5.2.21 Storage tank XX-YYY

XX : indicates Storage tank code

YYY : indicates serial number

Ex : ST-001

#### 5.2.22 Holding Tank XX-YYY

XX : indicates Holding tank code

YYY : indicates serial number

Ex : HT-001

#### 5.2.23 Hot water Tank XXX-YYY

XXX : indicates Hot water tank code

YYY : indicates serial number

Ex : HWT-001

#### 5.2.24 Centrifuge ML's Tank XXXXX-YYY

XXXXX: indicates Centrifuge ML's tank code

YYY : indicates serial number

Ex : CFMLT-001

#### 5.2.25 Brine Tank XX-YYY

XX : indicates Brine tank code

YYY : indicates serial number

Ex : BT-001


#### 5.2.26 Raw water Tank XXX-YYY

XXX : indicates Raw water tank code

YYY : indicates serial number

Ex : RWT-001

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#### 5.2.27 Cooling tower XXX-YYY

XXX : indicates Cooling tower code

YYY : indicates serial number

Ex : CLT-001

#### 5.2.28 Cooling tower sump XXX-YYY

XXX : indicates Cooling tower sump code

YYY : indicates serial number

Ex : CTS-001

#### 5.2.29 Cooling tower fan XXXX-YYY

XXXX : indicates Cooling tower fan code

YYY : indicates serial number

Ex : CLTF-001

#### 5.2.30 Chilling plant XXX-YYY

XXX : indicates Chilling plant code

YYY : indicates serial number

Ex : CHP-001

#### 5.2.31 Pumps XXX-YYY

XXX : indicates pump code

YYY : indicates serial number

Ex : PMP-001


#### 5.2.32 Vacuum Pumps XXXX-YYY

XXXX : indicates vacuum pump code

YYY : indicates serial number

Ex : VPMP-001

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#### 5.2.33 Vacuum Trap XXX-YYY

XXX : indicates vacuum trap code

YYY : indicates serial number

Ex : VTR-001

#### 5.2.34 Water jet XX-YYY

XX : indicates Water jet code

YYY : indicates serial number

Ex : WJ-001

#### 5.2.35 Steam jet XX-YYY

XX : indicates steam jet code

YYY : indicates serial number

Ex : SJ-001

#### 5.2.36 Vacuum Pumps sump XXX-YYY

XXX : indicates vacuum pumps sump code

YYY : indicates serial number

Ex : VPS-001

#### 5.2.37 Air Compressor XXX-YYY

XXX : indicates Air Compressor code

YYY : indicates serial number

Ex : ARC-001


#### 5.2.38 Distillation Column with Reboiler XX-YYY

XX : indicates Distillation Column with Reboiler code

YYY : indicates serial number

Ex : DC-001

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#### 5.2.39 Blower XX-YYY

XX : indicates Blower code  
YYY : indicates serial number  
Ex : BL-001

#### 5.2.40 Scrubber XXX-YYY

XXX : indicates Scrubber code  
YYY : indicates serial number  
Ex : SCR-001

#### 5.2.41 Effluent Tank XX-YYY

XX : indicates Effluent tank code  
YYY : indicates serial number  
Ex : ET-001

#### 5.2.42 Transformer XX-YYY

XX : indicates Transformer code  
YYY : indicates serial number  
Ex : TF-001

#### 5.2.43 Earth pit XX-YYY

XX : indicates Earth pit code  
YYY : indicates serial number  
Ex : EP-001


### 5.3 For Pilot Plant

#### 5.3.1 Reactors XX/YY-ZZZ

XX : indicates Pilot Plant code  
YY : indicates Reactor code

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ZZZ : indicates Serial Number

Ex : PP/RV-001

#### 5.3.2 Glass Reactors XX/YY-ZZZ

XX : indicates Pilot Plant code

YY : indicates Glass Reactor code

ZZZ : indicates Serial Number

Ex : PP/GR-001

### 5.4 For Instruments

#### 5.4.1 Pressure gauges XXXX/YYY-PP/ZZZ-VV

XXXX : indicates Company Code

YYY : indicates the Pressure gauge Code

PP : indicates the Range of the equipment

ZZZ : indicates serial number

VV : indicates the version number of the instrument. whenever instrument is replaced version number should be changed.

Ex : DIPL/DPG-07/001-00

#### 5.4.2 Vacuum gauges XXXX/YYY-PPP/ZZZ-VV

XXXX : indicates Company Code

YYY : indicates the vacuum gauge Code


PPP : indicates the Range of the equipment

ZZZ : indicates serial number

VV : indicates the version number of the instrument. whenever instrument is replaced version number should be changed.

Ex : DIPL/DVG-760/001-00

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#### 5.4.3 Digital temperature indicators XXXX/YYY/ZZZ-VV

XXXX : indicates Company Code

YYY : indicates the Digital temperature indicator Code

ZZZ : indicates serial number

VV : indicates the version number of the instrument. whenever instrument is replaced version number should be changed.

Ex : DIPL/DTI/001-00

#### 5.4.4 Temperature sensor rods XXXX/YY/ZZZ-VV

XXXX : indicates Company Code

YY : indicates the Temperature sensor Code

ZZZ : indicates serial number

VV : indicates the version number of the instrument. whenever instrument is replaced version number should be changed.

Ex : DIPL/TS/001-00

#### 5.4.5 Master Pressure gauges XXXX/YYYY-PP/ZZZ

XXXX : indicates Company Code

YYYY : indicates the Master Pressure gauge Code

PP : indicates the Range of the equipment

ZZZ : indicates serial number

Ex : DIPL/MDPG-25/001


#### 5.4.6 Master Vacuum gauges XXXX/YYYY-PPP/ZZZ

XXXX : indicates Company Code

YYYY : indicates the Master vacuum gauge Code

PPP : indicates the Range of the equipment

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ZZZ : indicates serial number

Ex : DIPL/MDVG-760/001

#### 5.4.7 Master RTD Calibrator XXXX/YYY/ZZZ

XXXX : indicates Company Code

YYY : indicates the Master RTD Calibrator code

ZZZ : indicates serial number

Ex : DIPL/RTD/001

#### 5.4.8 Master Digital Thermometer XXXX/YYY/ZZZ

XXXX : indicates Company Code

YYY : indicates the Master Digital thermometer code

ZZZ : indicates serial number

Ex : DIPL/MDT/001

#### 5.4.9 Master Digital Tachometer XXXX/YYYY/ZZZ

XXXX : indicates Company Code

YYYY : indicates the Master Digital Tachometer code

ZZZ : indicates serial number

Ex : DIPL/MDTM/001

#### 5.4.10 Earth Resistance Meter XXXX/YYY/ZZZ

XXXX : indicates Company Code

YYY : indicates the Earth Resistance Meter code


ZZZ : indicates serial number

Ex : DIPL/ERM/001

#### 5.4.11 Digital Clamp Meter XXXX/YYY/ZZZ

XXXX : indicates Company Code

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YYY : indicates the Digital Clamp Meter code

ZZZ : indicates serial number

Ex : DIPL/DCM/001

## 5.5 For Documents

### 5.5.1 Preventive Maintenance schedule XXXX/WW-YYY/ZZZ-VV

XXXX : indicates Company Code

WW-YYY: indicates the Document of Preventive Maintenance schedule Code

ZZZ : indicates serial number of Document

VV : indicates the version number of the Document.

Ex : DIPL/DC-PMS/001-00

### 5.5.2 Calibration Schedule for all instruments XXXX/WW-YYY/ZZZ-VV

XXXX : indicates Company Code

WW-YYY: indicates the instrument Code

ZZZ : indicates serial number of Document

VV : indicates the version number of the Document.

Ex : DIPL/DC-DTI/001-00

### 5.5.3 Master list of Equipments XXXX/WW-YYY/ZZZ-VV

XXXX : indicates Company Code

WW-YYY: indicates the Document of Master list of Equipments Code


ZZZ : indicates serial number of Document

VV : indicates the version number of the Document.

Ex : DIPL/DC-MLE/001-00

## 6.0 FORMATS / ANNEXURE(S): NIL

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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           | 17.07.2014     | 1) Schedule was introduced.<br>2) All equipments numbering system was revised with different codes individually.  | ---           | ---     |
| 02           | 10.09.2014     | 1) Master List of equipments included<br>2) Master Instruments ID nos. and Document nos. included   | ---           | ---     |
| 03           | 01.01.2017     | 1. SOP format changed in line with SOP-QA-001-04<br>2. document numbering for RTD sensor, DTI, Pressure gauge, Vacuum gauge removed<br>3. "Calibration schedule for all instruments" included in document numbering system. | ED-CRF-006/16 | ---     |
| 04           | 17.08.2017     | 1. SOP format changed in line with SOP-QA-001-05.   | CCF/GEN/17007 | --      |

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