1. **PURPOSE:**

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

1. **SCOPE:**

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

1. **RESPONSIBILITY:**
   1. **Engineer:**

Is responsible to allotting numbers to equipments and instruments.

* 1. **Engineering Head:**

Is the overall responsibility of the activity.

1. **Definitions: Nil**.
2. **PROCEDURE :**
   1. **Schedule:**

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

* 1. **For Equipments**
     1. Reactor XX-YYY

XX : indicates Reactor Code

YYY : indicates serial number

Ex : RV-001

* + 1. Heat Exchangers XX-YYY

XX : indicates Heat exchanger Code

YYY : indicates serial number

Ex : HE-001

* + 1. Centrifuge XX-YYY

XX : indicates Centrifuge Code

YYY : indicates serial number

Ex : CF-001

* + 1. Tray Dryer XX-YYY

XX : indicates Tray Dryer Code

YYY : indicates serial number

Ex : TD-001

* + 1. Vacuum Tray Dryer XXX-YYY

XXX : indicates Vacuum tray dryer Code

YYY : indicates serial number

Ex : VTD-001

* + 1. Rotary cone vacuum dryer XXXX-YYY

XXXX : indicates Rotary cone vacuum dryer Code

YYY : indicates serial number

Ex : RCVD-001

* + 1. Blender XXX-YYY

XXX : indicates Blender code

YYY : indicates serial number

Ex : BDR-001

* + 1. Multi-miller XX-YYY

XX : Indicates Multi-miller code

YYY : indicates serial number

Ex : MM-001

* + 1. Diesel Generator XX-YYY

XX : indicates Diesel Generator code

YYY : indicates serial number

Ex : DG-001

* + 1. Boiler XXX-YYY

XXX : indicates Boiler code

YYY : indicates serial number

Ex : BLR-001

* + 1. Boiler Feed water tank XXXX-YYY

XXXX : indicates Boiler feed water tank code

YYY : indicates serial number

Ex : BFWT-001

* + 1. Softener system XX-YYY

XX : indicates softener system code

YYY : indicates serial number

Ex : SS-001

* + 1. Pressure Nutch Filter XXX-YYY

XXX : indicates Pressure Nutch Filter code

YYY : indicates serial number

Ex : PNF-001

* + 1. Nutch Filter XX-YYY

XX : indicates Nutch Filter code

YYY : indicates serial number

Ex : NF-001

* + 1. Leaf Filter XX-YYY

XX : indicates Leaf Filter code

YYY : indicates serial number

Ex : LF-001

* + 1. Micron Filter XX-YYY

XX : indicates Micron Filter code

YYY : indicates serial number

Ex : MF-001

* + 1. Line Filter XXX-YYY

XXX : indicates Line Filter code

YYY : indicates serial number

Ex : LNF-001

* + 1. Sparkler Filter XXX-YYY

XXX : indicates Sparkler Filter code

YYY : indicates serial number

Ex : SPF-001

* + 1. Receiver Tank XX-YYY

XX : indicates receiver tank code

YYY : indicates serial number

Ex : RT-001

* + 1. Charging tank XX-YYY

XX : indicates Charging tank code

YYY : indicates serial number

Ex : CT-001

* + 1. Storage tank XX-YYY

XX : indicates Storage tank code

YYY : indicates serial number

Ex : ST-001

* + 1. Holding Tank XX-YYY

XX : indicates Holding tank code

YYY : indicates serial number

Ex : HT-001

* + 1. Hot water Tank XXX-YYY

XXX : indicates Hot water tank code

YYY : indicates serial number

Ex : HWT-001

* + 1. Centrifuge ML’s Tank XXXXX-YYY

XXXXX: indicates Centrifuge ML’s tank code

YYY : indicates serial number

Ex : CFMLT-001

* + 1. Brine Tank XX-YYY

XX : indicates Brine tank code

YYY : indicates serial number

Ex : BT-001

* + 1. Raw water Tank XXX-YYY

XXX : indicates Raw water tank code

YYY : indicates serial number

Ex : RWT-001

* + 1. Cooling tower XXX-YYY

XXX : indicates Cooling tower code

YYY : indicates serial number

Ex : CLT-001

* + 1. Cooling tower sump XXX-YYY

XXX : indicates Cooling tower sump code

YYY : indicates serial number

Ex : CTS-001

* + 1. Cooling tower fan XXXX-YYY

XXXX : indicates Cooling tower fan code

YYY : indicates serial number

Ex : CLTF-001

* + 1. Chilling plant XXX-YYY

XXX : indicates Chilling plant code

YYY : indicates serial number

Ex : CHP-001

* + 1. Pumps XXX-YYY

XXX : indicates pump code

YYY : indicates serial number

Ex : PMP-001

* + 1. Vacuum Pumps XXXX-YYY

XXXX : indicates vacuum pump code

YYY : indicates serial number

Ex : VPMP-001

* + 1. Vacuum Trap XXX-YYY

XXX : indicates vacuum trap code

YYY : indicates serial number

Ex : VTR-001

* + 1. Water jet XX-YYY

XX : indicates Water jet code

YYY : indicates serial number

Ex : WJ-001

* + 1. Steam jet XX-YYY

XX : indicates steam jet code

YYY : indicates serial number

Ex : SJ-001

* + 1. Vacuum Pumps sump XXX-YYY

XXX : indicates vacuum pumps sump code

YYY : indicates serial number

Ex : VPS-001

* + 1. Air Compressor XXX-YYY

XXX : indicates Air Compressor code

YYY : indicates serial number

Ex : ARC-001

* + 1. Distillation Column with Reboiler XX-YYY

XX : indicates Distillation Column with Reboiler code

YYY : indicates serial number

Ex : DC-001

* + 1. Blower XX-YYY

XX : indicates Blower code

YYY : indicates serial number

Ex : BL-001

* + 1. Scrubber XXX-YYY

XXX : indicates Scrubber code

YYY : indicates serial number

Ex : SCR-001

* + 1. Effluent Tank XX-YYY

XX : indicates Effluent tank code

YYY : indicates serial number

Ex : ET-001

* + 1. Transformer XX-YYY

XX : indicates Transformer code

YYY : indicates serial number

Ex : TF-001

* + 1. Earth pit XX-YYY

XX : indicates Earth pit code

YYY : indicates serial number

Ex : EP-001

* 1. **For Pilot Plant**
     1. Reactors XX/YY-ZZZ

XX : indicates Pilot Plant code

YY : indicates Reactor code

ZZZ : indicates Serial Number

Ex : PP/RV-001

* + 1. Glass Reactors XX/YY-ZZZ

XX : indicates Pilot Plant code

YY : indicates Glass Reactor code

ZZZ : indicates Serial Number

Ex : PP/GR-001

* 1. **For Instruments**
     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

* + 1. 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

* + 1. 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

* + 1. 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

* + 1. 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

* + 1. 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

ZZZ : indicates serial number

Ex : DIPL/MDVG-760/001

* + 1. 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

* + 1. 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

* + 1. 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

* + 1. 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

* + 1. Digital Clamp Meter XXXX/YYY/ZZZ

XXXX : indicates Company Code

YYY : indicates the Digital Clamp Meter code

ZZZ : indicates serial number

Ex : DIPL/DCM/001

* 1. **For Documents**
     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

* + 1. 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

* + 1. 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

1. **Formats / annexure(S): nIL**
2. **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.  2) All equipments numbering system was revised with different codes individually. | --- | --- |
| 02 | 10.09.2014 | 1) Master List of equipments included  2) Master Instruments ID nos. and Document nos. included | --- | --- |
| 03 | 01.01.2017 | 1. SOP format changed in line with SOP-QA-001-04  2. document numbering for RTD sensor, DTI, Pressure gauge, Vacuum gauge removed  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 | **--** |