1. **PURPOSE:**

The purpose is to lay down the procedure for attending breakdowns

1. **SCOPE:**

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

1. **RESPONSIBILITY:**
   1. **Technician and Electrician**

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

* 1. **Engineer:**

Is to monitor the activity

* 1. **Engineering Head:**

Is the overall responsibility for whole activity

* 1. **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.

1. **Definitions:**
   1. **Breakdown:** Wearing out or sudden loss of ability to function efficiently as of a machine
2. **PROCEDURE :**
   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.
   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.
   3. The Breakdown job will be executed by arranging the manpower and taking the necessary spare parts from the Engineering store.
   4. Before starting of the work, confirm the power supply is isolated and check the status board at Electrical feeder.
   5. At work place keep the status boards with details like Under Breakdown/Under Maintenance/ Men at Work/Work is in Progress.
   6. While working wear the safety PPE (Personal Protective Equipment) like Helmet, Goggles, Safety Shoe, Hand gloves, etc.,
   7. Wear Oxygen mask while entering into any vessel like Reactor, Receiver etc.,
   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.
   9. Ensure all the tools & tackles are removed from the work place, safety guard is fixed properly and the area is cleaned.
   10. The Observations & Actions are recorded in the concerned register and Equipment History record, current version of ED010-FM011
   11. Every month all breakdown job orders to be entered in Monthly breakdown report ED014-FM045
   12. The break down job orders should be reviewed once in a three months.
   13. Every half yearly the completed job orders should be handed over to QA Dept.
3. **Formats / annexure(S):**

Monthly Breakdown Report : ED014-FM045

1. **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   1. Breakdown definition included 2. 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 | **--** |