1. **PURPOSE:**

To provide a procedure for Maintenance of uniform time in the Plant at Discovery.

1. **SCOPE:**

This procedure is applicable for Maintenance of uniform time in the Plant at Discovery.

1. **RESPONSIBILITY:**

It is the responsibility of the concerned production personnel to follow this SOP

1. **Definitions:** Nil
2. **PROCEDURE :**
   1. Choose an electronic clock (running equal and parallel to the television time).
   2. Fix the time as a standard time in the clock at security office and adjust it.
   3. Check the all clocks in the blocks and adjust to standard clock time (if necessary).
   4. The variation of time will be ±2 minutes with standard time.
   5. If the variation of time is more than ±2 minutes with standard time and adjust the clock accordingly.
   6. Check the timings once in a month or whenever required.
   7. Record the time duration's in the process logs during manufacturing process.
3. **Formats / Annexure(S):** Nil.
4. **Change History:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Revision No.** | **Effective Date** | **Details of Revision** | **Ref. CCF No.** |
| 00 | 01.01.2009 | New SOP is introduced | ---- |
| 01 | 01.06.2014 | Revised as per current SOP No system & more clear and clarity | ---- |
| 02 | 01.01.2017 | Procedure elaborated and SOP Format Changed. | PD-CRF-024/16 |
| 03 | 01.01.2018 | SOP format changed make to inline with SOP-QA-001-05. | CCF/GEN/17035 |