



DECODING PHARMA

QUALITY ASSURANCE DEPARTMENT

STANDARD OPERATING PROCEDURE

Department: Quality Assurance	SOP No.:
Title: Assigning of Identification Number to Equipment and Instrument	Effective Date:
Supersedes: Nil	Review Date:
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1.0 OBJECTIVE:

To lay down a Procedure for “Assigning of Identification Number to Equipment and Instrument”.

2.0 SCOPE:

This procedure is applicable for identification numbering of all equipment's, instruments and Components at

3.0 RESPONSIBILITY:

- 3.1 Executive/designee-Concern department shall be responsible for preparation/ updation of Equipment/Instrument list, affix identification tag on Equipment/Instrument.
- 3.2 Head/designee of concern department shall be responsible for verification and review of Equipment/Instrument list.
- 3.3 Executive/designee-QA shall be responsible for assigning the Equipment/ Instrument ID, Code, Distribution and control of Equipment/Instrument list to all concern departments.
- 3.4 Head/designee-QA shall be responsible for approval of Equipment/Instrument list.
- 3.5 Executive/designee-EG shall be responsible for preparation of Instrument/Component ID list.

4.0 ACCOUNTABILITY:

Head-Quality Assurance shall be accountable for the compliance of this Standard Operating Procedure.

5.0 DEFINITION

- 5.1 **Equipment:** Equipment encompasses the physical entities necessary to complete a major step of a Recipe step e.g. Mixing Vessel, Holding Vessel & Autoclave etc.
- 5.2 **Instrument:** An Instrument is a device or devices used to carry out a measurement. It is stand alone System e.g. auto pipette.
- 5.3 **Component:** Component is the part of the instrument/equipment which works cohesively for the Performance of the equipment/instrument. E.g. pressure gauges of autoclave. Components can be



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Critical or non-critical depending upon their potential impact on drug quality.

5.4 Critical Component: A component within a system where the operation, contact, data, control, Alarm or failure may have a direct impact on the quality of the drug.

5.5 Non-Critical Component: A component within a system where the operation, contact, data Control, alarm or failure will have an indirect impact or no impact on drug quality.

6.0 PROCEDURE

6.1 After the approval of equipment/instrument identification number request by Head/designee-QA, Executive/designee-QA shall assign the equipment/instrument identification number.

6.2 Equipment/Instrument code is a combination of two or More than two alphabets (taken from the equipment/instrument name) which shall be unique for each type of equipment/instrument showing equipment/instrument's title in short form. The code allotted to one type of equipment/instrument shall not be allotted to others.

For example; for Mixing Vessel the equipment code is MV and so on.

6.3 During Design Qualification for the any Equipment/Instrument, Executive/designee of concerned Department shall raise the request for the equipment/ instrument identification number as per Annexure-VI (before Installation qualification).

6.4 Equipment/Instrument number shall be as follows:

AAA/XX/YY/ZZZ Where,

‘AAA’ is Plant code.

‘XX’ is department code (to which the equipment/instrument belongs).

‘YY’ is equipment/instrument code. (Two or More than Two word of Alphabet)

‘ZZZ’ is sequential serial number of the equipment/instrument starting from 001 for the same type of equipment. For different equipment/instrument, equipment/instrument code shall be different.



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E.g. Equipment number of first Mixing Vessel and Holding Vessel of manufacturing department shall be written as/A1/MV/001 and/A1/HV/002 respectively and shall be continued sequentially by Department code.

6.5 Instrument in built equipment id Number Shall be given below

XX/YY/ZZ/AA-BB

‘XX’ is department code (to which the equipment/instrument belongs).

‘YY’ is equipment/instrument code.

‘ZZ’ is sequential serial number of the equipment/instrument starting from 001

‘AA’ is instrument in built equipment

‘BB’ is sequential serial number of instrument

E.g. Instrument number of Pressure gauge of Autoclave in ampoule line 1 shall be written as

A1/AT/001/PG-01

6.6 Equipment/Instrument component number shall be as follows:

6.6.1 For Balance uses in plant.

...../BL/001

This identification code change only for last three digits like 001, 002, 003

6.6.2 For Digital Thermometer (Hygrometer)

...../DTM/001

This identification code change only for last three digits like 001, 002, 003.

6.6.3 For Magnehelic Gauge

...../MG/001

This identification code change only for last three digits like 001, 002, 003.

6.6.4 For Pressure Gauge

...../PG/001

This identification code change only for last three digits like 001, 002, 003.

6.6.5 For Amp. Meter.

...../AMP/001

This identification code change only for last three digits like 001, 002, 003.



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6.6.6 For Voltmeter

...../VOLT/001

This identification code change only for last three digits like 001, 002, 003.

6.6.7 For Temperature Controller

...../TC/001

This identification code change only for last three digits like 001, 002, 003

6.6.8 For Vacuum Gauge

...../VG/001

This identification code change only for last three digits like 001, 002, 003.

6.6.9 For Rotameter

...../ROTA/001

This identification code change only for last three digits like 001, 002, 003.

6.6.10 For Temperature Sensor

...../TS/001

This identification code change only for last three digits like 001, 002, 003.

6.6.11 For Temperature Transmitter

...../TT/001

This identification code change only for last three digits like 001, 002, 003.

6.6.12 For level Transmitter

...../LT/001

This identification code change only for last three digits like 001, 002, 003.

6.6.13 For Conductivity Sensor Cum Controller

...../CSCC/001

This identification code change only for last three digits like 001, 002, 003.

6.6.14 For Flow Transmitter

...../FT/001

This identification code change only for last three digits like 001, 002, 003.

6.6.15 ORP Sensor Cum Controller



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...../ORP/001

This identification code change only for last three digits like 001, 002, 003.

6.6.16 PH Meter Cum Controller

...../PH/001

This identification code change only for last three digits like 001, 002, 003.

6.6.17 For DTR

...../DTR/001

This identification code change only for last three digits like 001, 002, 003.

6.6.18 For Drain point

...../DT/XX/001

‘XX’ is for Department code

This identification code change only for last three digits like 001, 002, 003.

6.6.19 For Compressed Air

CA/SP/001

This identification code change only for last three digits like 001, 002, 003.

6.6.20 For Anemometer

...../AM/001

This identification code change only for last three digits like 001, 002, 003

6.6.21 AHU Numbering Given As below

XXX/YYYY/ZZ-NNN in annexure VII

‘XXX’ is for Plant code

‘YYY’ is for AHU

‘ZZ’ is for floor

NNN is sequential serial number of AHU i.e. 001, 002, 003.

E.g./AHU/GF-001

AHU Supply Number given as below

XXX/YYYY/ZZ-NNN/S-NN

‘XXX’ is for Plant code



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‘YYY’ is for AHU

‘ZZ’ is for floor

‘NNN’ is sequential serial number of AHU i.e. 001, 002, 003.

‘S’ is supplier (Label Should be green colour)

‘NN’ is Number of supplier i.e.00

AHU Return riser Number given as below

XXX/YYY/ZZ-NNN/R-NN

‘XXX’ is for Plant code

‘YYY’ is for AHU

‘ZZ’ is for floor

‘NNN’ is sequential serial number of AHU i.e.001, 002, 003.

‘R’ is supplier (Label Should be Red colour)

‘NN’ is Number of Return riser i.e.00

6.6.22 AHU Supply Number & Return riser Number maintained independently Department

Wise by Executive/designee-EG as per Annexure-VII

6.6.23 AHU Temperature gauge And AHU Pressure Gauge ID Number given as below

- XXX/YY-NNN/TG-WWW

XXX Stand for AHU

YY Stand for FF

NNN is sequential serial number of AHU

TG Stand for Temperature Gauge

WWW is sequential serial number of Temperature Gauge

Example: AHU/FF-001/TG-001

- XXX/YY-NNN/PG-WWW

XXX Stand for AHU

YY Stand for FF

NNN is sequential serial number of AHU

PG Stand for Pressure Gauge



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WWW is sequential serial number of Pressure Gauge

Example: AHU/FF-001/PG-001

- 6.7** List of Instrument/component identification number shall be maintained independently Department wise by Executive/designee-EG as per Annexure-V which shall be controlled by Quality assurance.
- 6.8** In case of any component is broken down and replaced with new one, new instrument ID No. shall be generated as per Annexure-VI and List of Instrument/component identification number shall be updated.
- 6.9** Executive/designee-QA shall maintain the Equipment/Instrument code as per Annexure-III, Whenever there is addition or deletion of Equipment/Instrument.
- 6.10** Equipment and Instrument List shall be updated by concerned department whenever any Equipment is added or deleted with updated revision number as per Annexure-I & Annexure-II Respectively.
- 6.11** Executive/designee–Concerned department shall prepare the Equipment/Instrument tag as per Annexure-IV and shall be affixed on respective equipment/instrument on visible direction.

7.0 ABBREVIATION

SOP	Standard Operating Procedure
QA	Quality Assurance
MF	Manufacturing
EG	Engineering
ID No.	Identification Number



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8.0 ANNEXURE:

Annexure No.	Title of Annexure	Format No.
Annexure-I	List of Equipments	
Annexure-II	List of Instruments	
Annexure-III	Equipment/Instrument Code	
Annexure-IV	Equipment/Instrument Identification Tag	
Annexure-V	Instrument/ component ID list	
Annexure-VI	Request for Equipment/Instrument code and Identification number	
Annexure-VII	AHU, Supply And Return Riser Id Number	

9.0 DISTRIBUTION DETAILS:

- Master Copy Quality Assurance Department
- Controlled Copy No. 01 Quality Assurance Department.
- Controlled Copy No. 02 Quality Control Department.
- Controlled Copy No. 03 Production Department.
- Controlled Copy No. 04 Human Resource Department
- Controlled Copy No. 05 Engineering Department.
- Controlled Copy No. 06 Warehouse Department (Store).

10.0 REFERENCE

ISPE good practice guide maintenance.

11.0 REVISION HISTORY

Revision No.	Change Control No.	Details of Changes	Reason of Changes	Effective Date	Done By
00	Not Applicable	Not Applicable	New SOP		



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ANNEXURE-IV

EQUIPMENT/INSTRUMENT IDENTIFICATION TAG

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Equipment/Instrument Name:	
Equipment/Instrument ID No.:	
Location:	
Make:	



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ANNEXURE-VI

REQUEST FOR EQUIPMENT/INSTRUMENT CODE AND IDENTIFICATION NUMBER

Department: Equipment/Instrument Name: Make: Model: Quantity: Reason of request: Request raised by: (Executive/designee-Concern department) (Sign & Date)		Approved By: (Head-Concern department) (Sign & Date)
Equipment Code:		
Equipment/Instrument number:		
Assigned By: (Executive/designee-QA) (Sign & Date)	Received By: (Executive/designee-Concern department) (Sign & Date)	

