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1.0   PURPOSE

To define a procedure for numbering system of equipments, instruments, accessories, rooms and miscellaneous items.

2.0   SCOPE

2.1   This procedure applies to numbering system of equipments, instruments, accessories, rooms and miscellaneous items within the premises of …………….

3.0   REFERENCE(S) & ATTACHMENTS

3.1   References

3.1.1   SOP: Preparation of Master Lists

3.2   Attachments

3.2.1   Attachment-I : Requisition for allocation of new code number

3.2.2   Attachment-II : List of abbreviation codes for Accessories

3.2.3   Attachment-III : List of abbreviation codes for Instruments

4.0   DEFINITION & ABBREVIATION(S)

4.1   Definitions

4.1.1   Nil

4.2   Abbreviations

4.2.1   e.g.: For Example

4.2.2   i.e.: That is

4.2.3   No.: Number

4.2.4   etc.: etcetera

4.2.5   SOP: Standard operating procedure

4.2.6   QAD: Quality assurance department

5.0   RESPONSIBILITY:

5.1   User Department:

5.1.1   Shall be responsible for raising request for new code number and coding as per SOP.

5.2   Quality Assurance:

5.2.1   To issue new code numbers, prepare and maintain list as per procedure defined in SOP.

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5.3   **Quality Assurance Head:**

5.3.1   To ensure implementation of the defined procedure.

5.4   **Plant Head:**

5.4.1   To ensure implementation of the defined procedure.

6.0   **Distribution:**

      I.   Quality Assurance

      II.   Quality Control

      III.   Production

      IV.   Ware house

      V.   Utility

      VI.   Human Resource and Admin

      VII.   Environment, Health and Safety

7.0   **PROCEDURE:**

7.1   **CODING OF EQUIPMENTS :**

7.1.1   **BLOCK 1:**

All equipments which are received at Block 1 will have code no. as follows:

    B1-NNN

Where, **B1=** Stands for Block 1

    NNN = Serial number i.e. 001, 002, 003….etc.

7.1.2   **BLOCK 2:**

All equipments which are received at Block 2 will have code no. as follows:

    B2-NNN

Where, **B2=** Stands for Block 2

    NNN = Serial number i.e. 001, 002, 003….etc.

7.1.3   **QUALITY CONTROL:**

All equipments which are received at Quality Control will have code no. as follows:

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Q-NNN

Where, **Q**= Stands for Quality Control

NNN = Serial number i.e. 001, 002, 003….etc.

7.1.4   **ENGINEERING/ UTILITY:**

All equipments which are received at Engineering/ Utility/ Service floor will have code no. as follows:

E-B-NNN

Where, **E**= Stands for Engineering/ Utility/ Service area

B= Abbreviation of Block to be written as follows:

B1: Stands for Block 1

B2: Stands for Block 2

U: Stands for Utility Block

NNN = Serial number i.e. 001, 002, 003….etc.

7.2   CODING OF ACCESSORIES:

7.2.1   All accessories which are received at Block 1/ Block 2 shall be coded as per system described below:

BX-A-NNN

Where, **B** =Abbreviation of Block to be written as follows:

B1: Stands for Block 1

B2: Stands for Block 2

X = Abbreviation for the department is to be written as follows:

P: Production

W: Warehouse

A: Admin

QA: Quality Assurance

A = Mention abbreviation of accessory as listed in Attachment-II

NNN = Serial number i.e. 001, 002, 003….etc**.**

7.2.2   **Quality Control:**

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All accessories which are received at Quality Control shall be coded as per system described below:

Q-A-NNN

Where, **Q**= Stands for Quality Control

A = Mention abbreviation of accessory as listed in Attachment-II

NNN = Serial number i.e. 001, 002, 003….etc**.**

7.2.3 **Engineering / Utility / Service Area:**

All accessories which are received at Engineering/ Utility/ Service area will have code no. as follows:

E/B/A-NNN

Where, **E**= Stands for Engineering/ Utility/ Service area

B= Abbreviation of Block to be written as follows:

B1: Stands for Block 1

B2: Stands for Block 2

U: Stands for Utility Block

A = Mention abbreviation of accessory as listed in Attachment-II

NNN = Serial number i.e. 001, 002, 003….etc.

7.2.4 **Administration and Human Resource:**

All accessories which are received at Administration department should have code no. as follows:

(A-B-NNN)

Where, **A**=Stands for Administration department

B= Mention abbreviation of accessory as listed in Attachment-II

NNN = Serial number i.e. 001, 002, 003….etc**.**

7.2.5 **IT Department:**

All accessories which are received at IT department should have code no. as follows:

(I-A-NNN)

Where, **I** =Stands for Information technology

A= Mention abbreviation of accessory as listed in Attachment-II

NNN = Serial number i.e. 001, 002, 003….etc**.**

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7.3   CODING OF INSTRUMENTS:

7.3.1   All instruments associated with the process, product quality, directly or indirectly must be calibrated by internally or outside approved calibration agency.

7.3.2   A technical agreement shall be made with calibration agency.

7.3.3   All the instruments shall be identified and provided with instrument number (known as instrument code number) as per the guidewords provided.

7.3.4   If any new instrument is received at site then code number requisition is raised by user department and issued by QA.

7.3.5   New instrument code number shall be generated as per pattern **A, B** or **C** as stated below:

A). **D/I-NNN**: For portable/ Analytical instruments,

D= Department abbreviation code

Q   : Stands for Quality Control

P   : Stands for Production

W   : Stands for Warehouse

E   : Stands for Engineering/ Utility/ Service area

I = Stands for instrument

NNN = Serial Number starting from 001.

B).**YYY/ZZ-NNN:** Wherever instrument is not directly attached to the equipment and is installed in a room.

YYY   : Room/ area code

ZZ-NNN: *****Instrument code (as described in Attachment-III).

C). **AAA/ZZ-NNN:** Wherever instrument is directly attached/ installed within an equipment or instrument.

AAA   : Equipment code or Instrument code

ZZ-NNN: *****Instrument code (as described in Attachment-III).

7.4   ROOM NUMBERING SYSTEM:

7.4.1   Room numbering shall be done as per system described below:

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B-F-NN

Where, **B**= B1 for Block 1

= B2 for Block 2

= U for Utility area or Quality Control and Quality Assurance area of Utility

Block

F = 0 for Ground Floor

= 1 for First Floor

= 2 for Second Floor

= 3 for Third Floor

= 4 for Fourth Floor

= 5 for Fifth Floor

NN= Serial Number starting from 01.

7.4.2 Sequence of room numbering shall preferably follow the material/ process flow wherever applicable.

7.4.3 Room number shall be displayed on the door frame, at the top centre.

7.4.4 Room number shall be indicated on documents related to the area such as area qualification, layouts, log books, etc.

7.4.5 If one room is subsequently divided internally into more than one room, then each room shall have separate new room number which shall be the last serial number in that block.

7.4.6 If two or more rooms are merged and made to one room, then the room number shall be deleted and new room number shall be allocated.

7.4.7 In case two doors are present for a room, then room number shall be displayed on both doors.

7.4.8 Areas like Engineering, utility, Boiler/ chiller house, ETP, safety office, change rooms, toilets, canteen, etc. shall be numbered.

7.4.9 Admin block, Common passage, common airlocks shall not be numbered.

NOTE:

Numbering of corridor shall be as follows:

B-F-COR-NN

Where, **B**= B1 for Block 1

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= B2 for Block 2

= U for Utility area or Quality Control and Quality Assurance area of Utility Block

F= 0 for Ground Floor

= 1 for First Floor

= 2 for Second Floor

= 3 for Third Floor

= 4 for Fourth Floor

= 5 for Fifth Floor

COR= Stands for corridor

NN= Serial Number starting from 01.

7.5 DRAIN POINT NUMBERING SYSTEM:

7.5.1 **Coding of drain point:**

All drain points shall be given code no. as follows: **RN/DP-XX**

Where,

RN= Mention Room number

DP stands for Drain point

XX = Serial number i.e. 01, 02, 03....

7.6 AIR SUPPLIER AND RISER NUMBERING SYSTEM:

7.6.1 **Coding of Air Supplier:**

All air suppliers shall be given code no. as follows: **RN/AS-XX**

Where,

RN= Mention Room number

AS stands for Air Supplier

XX = Serial number i.e. 01, 02, 03....

7.6.2 **Coding of Return Air Riser:**

All air suppliers shall be given code no. as follows: **RN/AR-XX**

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Where,

RN= Mention Room number

AR stands for Return Air Riser

XX = Serial number i.e. 01, 02, 03....

7.7 LIGHT FITTING NUMBERING SYSTEM:

7.7.1 **Coding of Light Fitting:**

All Light fittings in the area shall be given code no. as follows: **RN/LF-XX**

Where,

RN= Mention Room number

LF stands for Light fitting

XX = Serial number i.e. 01, 02, 03....

7.8 UTILITY SUPPLIES NUMBERING SYSTEM:

7.8.1 **Coding of Raw water sampling points:**

Coding of raw water sampling point shall be done as follows:

RW-NNN

Where,

RW= Stands for Raw water

NNN= Stands for serial number starting from 001.

7.8.2 **Coding of Potable water sampling points:**

Coding of System sampling point of potable water shall be done as follows:

PT-NNN

Where,

PT= Stands for potable water

NNN= Stands for serial number starting from 001.

Coding of User sampling point of potable water shall be done as follows:

PT-B-NNN

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Where,

PT= Stands for potable water

B= Abbreviation of Block to be written as follows:

B1: Stands for Block 1

B2: Stands for Block 2

NNN= Stands for serial number starting from 001.

7.8.3 **Coding of Purified water sampling points:**

Coding of System sampling point of purified water shall be done as follows:

PW-NNN

Where,

PW= Stands for purified water

NNN= Stands for serial number starting from 001.

Coding of User sampling point of purified water shall be done as follows:

PW-B-NNN

Where,

PW= Stands for purified water

B= Abbreviation of Block to be written as follows:

B1: Stands for Block 1

B2: Stands for Block 2

NNN= Stands for serial number starting from 001.

7.8.4 **Coding of Compressed Air sampling points:**

Coding of System sampling point of Compressed air shall be done as follows:

CA-NNN

Where,

CA= Stands for Compressed air

NNN= Stands for serial number starting from 001.

Coding of User sampling point of Compressed air shall be done as follows:

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CA-B-NNN

Where,

CA= Stands for Compressed air

B= Abbreviation of Block to be written as follows:

B1: Stands for Block 1

B2: Stands for Block 2

NNN= Stands for serial number starting from 001.

7.8.5 **Coding of Boiler steam sampling points:**

Coding of System sampling point Boiler steam shall be done as follows:

BS-NNN

Where,

BS= Stands for Boiler steam

NNN= Stands for serial number starting from 001.

Coding of User sampling point of Boiler steam shall be done as follows:

BS-B-NNN

Where,

BS= Stands for Boiler steam

B= Abbreviation of Block to be written as follows:

B1: Stands for Block 1

B2: Stands for Block 2

NNN= Stands for serial number starting from 001.

NOTE: Prepare the list of Equipment's, Instruments, Accessories, Rooms, Drain points, Purified water, Potable water, Raw water, Compressed air and Boiler steam as per SOP (Preparation of Master Lists).

7.9 **Coding of Lift:**

All lifts shall be given code no. as follows:

B-LIFT-NN

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Where,

B= Abbreviation of Block to be written as follows:

      B1: Stands for Block 1

      B2: Stands for Block 2

      U: Stands for Utility area or Quality Control and Quality Assurance

area of Utility Block

LIFT= Stands for lift.

NN = Serial number i.e. 01, 02, 03....

8.0   REVISION HISTORY

Version No.	00	Effective Date	
Details of revision: New SOP Prepared			

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Attachment-I

REQUISITION FOR ALLOCATION OF NEW CODE NUMBER FOR

EQUIPMENT/INSTRUMENT/ACCESSORY/ROOM

To,

Quality Assurance

From: _____ Department.

Date: _____

Kindly allocate the code number for the following:

S.No.	Description	Equipment/ Instrument/ Accessory/ Room	Capacity/ Size	Make/ Model	Location/ Area of installation/ use	Code No. allocated

Reference URS / DQ / Purchase Order / Invoice Number (if any): _____

_____   _____
Request raised by: Code allocated by:
(User department)   (Quality Assurance)
Date: Date:

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Attachment- II

LIST OF ABBREVIATION CODES FOR ACCESSORIES

S.No.	ACCESSORY NAME	CODE
1.	SS SCOOP	SS
2.	LADDER	LD
3.	ACCESSORY BOX	AC
4.	SIEVE STORAGE BOX	SSB
5.	GLOVES BOX	GB
6.	MAGNETIC GRILLE	MG
7.	SS CHAIR	CH
8.	SS CONTAINER	SC
9.	SPATULA	SP
10.	SAMPLING THIEF/ ROD	SAM
11.	SS TABLE	TL
12.	SS TROLLEY	T
13.	REJECTION BIN	RB
14.	STANDARD WEIGHT BOX	WB
15.	LABEL BOX	LB
16.	SS CAGE TROLLEY	CT
17.	AIR CONDITIONER	AC
18.	SS CUPBOARD	CB
19.	MOP STORAGE CABINET	MS
20.	WATER JET GUN	WG
21.	HAND DISINFECTANT DISPENSER	HS
22.	MOP TROLLEY	MT
23.	WASTE BIN	WN
24.	AIR JET GUN	AG
25.	FIRST AID BOX	FA
26.	KEY BOX	KB

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S.No.	ACCESSORY NAME	CODE
27.	WHITE BOARD	BW
28.	LINEN CUPBOARD	LC
29.	CROSS OVER BENCH	CO
30.	LINEN RACK	LR
31.	SHOE LOCKER	LS
32.	PERSONNEL LOCKER	PL
33.	LINEN TROLLEY	LT
34.	HAND DRIER	HD
35.	INSPECTION HOOD	IH
36.	ACCESSORY RACK	AR
37.	PASS BOX	PB
38.	DOCUMENT STAND	DS
39.	SS SPOON	SN
40.	SS HAND STIRRER	SH
41.	VACUUM CLEANER	VC
42.	SS WASH BASIN	SWB
43.	HYDRAULIC TROLLEY	HT
44.	MOBILE RACK	MR
45.	FIXED STANDING RACK	SR
46.	PERSONNEL COMPUTER	PC
47.	PRINTER	P
48.	MIRROR	M
49.	WORK TABLE	WT
50.	S.S BOWL	B
51.	IN PROCESS CONTAINER	IP
52.	SOAP SOLUTION DISPENSER	D
53.	TOOL BOX	TB
54.	SCRAP TROLLEY	ST
55.	PLASTIC BASKET	BP

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S.No.	ACCESSORY NAME	CODE
56.	PLASTIC BUCKET	BK
57.	CHANGE PARTS CUPBOARD	CP
58.	SIFTER SIEVE	SI
59.	SS BUCKET	SBT
60.	SS PALLET	SSP
61.	PLASTIC PALLET	HP
62.	TELEPHONE STAND	TE
63.	SPLIT AIR CONDITIONER	SAC
64.	STACKER	STA
65.	CASSETTE AIR CONDITIONER	CAC
66.	CANISTER	CR
67.	CHANGE PARTS TROLLEY	CPT
68.	PUNCH TROLLEY	PT
69.	PUBLIC ADDRESS SYSTEM SPEAKER	PASS
70.	LAPTOP	LAP
71.	PROJECTOR	PROJ
72.	FINGER PUNCHING MACHINE	FPM
73.	STATUS DISPLAY STAND	DSS
74.	HELMET HOLDING STAND	HHS
75.	PIPE HOLDING STAND	PHS
76.	AIR CURTAIN	ARC
77.	FLY-O-CIDE	FOC
78.	STANDARD WEIGHT	SWT
79.	TELEVISION	LCD
80.	QC SAMPLE BOX	QSB
81.	HELMET	HL
82.	EAR MUFF	EM
83.	STATIC CHARGE DISSIPATOR	SCDP
84.	GOGGLE	GOG

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S.No.	ACCESSORY NAME	CODE
85.	3 M MASK	MK
86.	NOTICE BOARD	NTB
87.	FILTER HOUSING	FH
88.	HAND HELD METAL DETECTOR	MD
89.	PERSONNEL PROTECTIVE EQUIPMENT BOX	PPEB
90.	CRATE	CRA
91.	SPILL KIT BOX	SKB
92.	CALCULATOR	CL
93.	RECHARGEABLE TORCH	RT
94.	SPEAKER	SPK
95.	WALKIE/TALKIE VHF SETS WITH BATTERY AND CHARGER	WTV
96.	WALKIE/TALKIE MAIN SET	WTM
97.	EMERGENCY ANNOUNCEMENT SYSTEM	EAS
98.	SPARK ARRESTER	SA
99.	WATER FILTER	WFT
100.	STREET LIGHT	SLT
101.	UMBRELLA STAND	US
102.	SWITCH BOARD	SBD
103.	SELF-CONTAINED BREATHING APPARATUS	SCBA
104.	HOOTER FOR FIRE ALARM SYSTEM	HTF
105.	SAFETY SUGESSION BOX	SSUB
106.	SOFA	SOF
107.	SMOKE DETECTOR	SMD
108.	OFFICE CHAIR	OC
109.	CHIMNEY	CHM
110.	PUMP (Except pumps used for production of formulations)	PM
111.	SYNTEX PLASTIC TANK	STK
112.	PLASTIC CHAIR	PCH
113.	VENT FILTER	VF

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S.No.	ACCESSORY NAME	CODE
114.	CONFERENCE TABLE	CTL
115.	MOP STICK	MST
116.	NYLON BRUSH	NB
117.	BOILER STEAM PIPE	BSP
118.	SS BREADED HOSE PIPE	BHP
119.	CLEANING BRUSH	CLB
120.	DRUM OPENER	DO
121.	PAPER PUNCHING MACHINE	PPM
122.	PAPER STAPLER	PST
123.	DRUM CATCHER TROLLEY	DCT
124.	PLASTIC TRAY	PLT
125.	SS JUG	SJG
126.	SHOE COVER BOX	SCB
127.	SHUTTER	SHT
128.	CLOSE CIRCUIT TELEVISION	CCTV
129.	REMOTE ALARM FOR INCUBATOR/ WALK-IN CHAMBER	RA
130.	FIRE ALARM REPEATER PANEL	FARP
131.	ANNUNCIATOR	ANC
132.	LOCAL DISPLAY UNIT	LDU
133.	SIEVE INTEGRITY CHECKING APPARATUS	SIA
134.	BEAKER	BKR
135.	DOMINIC HUNTER	DH
136.	FLOOR WIPER STICK	FWS

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Attachment- III

LIST OF ABBREVIATION CODES FOR INSTRUMENTS

S.No.	INSTRUMENT NAME	CODE
1.	PRESSURE GAUGE	PG
2.	COMPOUND GAUGE	CG
3.	AMMETER	AMM
4.	VOLTMETER	VM
5.	DIAL TEMPERATURE GAUGE	DTG
6.	PRESSURE SWITCH	PS
7.	HOUR METER	HM
8.	MAGNEHELIC GAUGE	MG
9.	DRY & WET HYGROMETER	H
10.	DIGITAL HYGROMETER	DH
11.	VACUUM GAUGE	VG
12.	TIMER	T
13.	DIGITAL CLOCK	DC
14.	ANALOG CLOCK	AC
15.	RPM INDICATOR	RPM
16.	PHOTOHELIC MANOMETER	PM
17.	VACUUM INDICATOR	VI
18.	DIGITAL COUNTER METER	DCM
19.	VERNIER CALIPER	VC
20.	MEASURING CYLINDER	MC
21.	TACHOMETER	TM
22.	STOP WATCH	SW
23.	VOLUMETRIC CYLINDER	VMC
24.	DIGITAL TIMER	DT
25.	HARDNESS TESTER	HT
26.	LUX METER	LM
27.	ANEMOMETER	ANM
28.	DECIBEL METER	DB
29.	DT APPARATUS	DTA
30.	FRIABILITY APPARATUS	FA
31.	TAPPED/ BULK DENSITY APPARATUS	TBDA

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S.No.	INSTRUMENT NAME	CODE
32.	HALOGEN MOISTURE ANALYZER	HMA
33.	WATER ACTIVITY ANALYZER	WAA
34.	MEASURING SCALE	MS
35.	GLASS THERMOMETER	GT
36.	CONDUCTIVITY METER	CM
37.	PH METER	PHM
38.	FLOW METER	FM
39.	MICROMETER	MM
40.	DATALOGGER	DL
41.	TONNAGE GAUGE	TG
42.	DIAL GAUGE	DG
43.	PRESSURE INDICATOR	PI
44.	TEMPERATURE INDICATOR	TI
45.	BAG BROKEN INDICATOR	BBI
46.	CFM INDICATOR WITH SENSOR	CIS
47.	RH INDICATOR	RI
48.	DEPTH GAUGE	DEG
49.	TEMPERATURE CONTROLLER	TC
50.	TEMPERATURE SCANNER WITH SENSOR	TSS
51.	TEMPERATURE RECORDER WITH SENSOR	TRS
52.	DIGITAL MEGGAR	DME
53.	MULTIMETER	MUM
54.	CLAMP METER	CLM
55.	ANALOG MULTIMETER	AM
56.	ANALOG MEGGAR (500V & 1000V)	AME
57.	EARTHING MEASURING INSTRUMENT	EMI
58.	THERMAL IMAGER	THI
59.	LASER GUN	LG
60.	LASER BEAM MEASURING INSTRUMENT	LBM
61.	VIBROMETER	VBM
62.	FIRE PUMP INDICATOR	FPI
63.	ALCOHOL BREATH ANALYZER	ABA
64.	DIGITAL BLOOD PRESSURE METER	BPM
65.	WATER LEVEL INDICATOR	WLI

STANDARD OPERATING PROCEDURE

Department: Quality Assurance	SOP No.:
Title: Numbering System of Equipments, Instruments, Accessories, Room and Miscellaneous Items	Effective Date:
Supersedes: Nil	Review Date:
Issue Date:	Page No.:

S.No.	INSTRUMENT NAME	CODE
66.	THERMOGRAPHER	TMG
67.	SPIRIT LEVEL INDICATOR	SLI
68.	HYDRO METER	HDM
69.	THERMOHYGROMETER	TH
70.	LOOP CALIBRATOR	LC
71.	RH AND TEMPERATURE CONTROLLER	RHTC
72.	TOTAL ORGANIC CARBON	TOC
73.	VACUUM SWITCH	VS