



PHARMA DEVILS

ENGINEERING DEPARTMENT

STANDARD OPERATING PROCEDURE

Department: Engineering	SOP No.:
Title: Air Handling Unit Numbering Pattern For HVAC System	Effective Date:
Supersedes: Nil	Review Date:
Issue Date:	Page No.:

1.0 OBJECTIVE:

To lay down a procedure for numbering pattern of AHU in HVAC system.

2.0 SCOPE:

This SOP is applicable for numbering pattern of AHU in HVAC system present.

3.0 RESPONSIBILITY:

Technician / Engineer.

Head of Department – Engineering.

4.0 PROCEDURE:

4.1 The numbering pattern of AHU shall be given as follows:

1 st Column	2 nd Column	3 rd Column	4 th Column	5 th Column	6 th Column	7 th Column
Unit Description	Oblique	Area Description	Oblique	Unit Numbering	Oblique	Version
AAX	/	BB	/	CC	/	ZZ
Example: I : AHG/GB/01/00						
AAX	/	BB	/	CC	/	ZZ
AHG	/	GB	/	01	/	00

Where,

AAX : First two code AA stands for Unit Description and third code shall be floor description

BB : Stands for Area Description

CC : Stands for Unit Numbering

ZZ : Stands for version number of AHU in case of replacement.

4.2 Like AA, details of unit description shall be given as follows:

AH: For Air Handling Unit

AP: For Air Preparation Unit.

DC: For Dust Collector Unit.

VG: For Ventilation Unit.

EX: For Exhaust Unit.



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4.3 Like X, details of floor description shall be given as follows:

B: Stands for Basement Floor

G: Stands for Ground Floor

F: Stands for First Floor

S: Stands for Second Floor

T: Stands for Terrace Floor

4.4 Like BB, details of the area shall be given as follows:

GB: General Block (Tablet)

OT: Ointment Block

SG: Soft Gel Block

CB : Cepha Block.

WH : Ware House.

FC: Filter cleaning area

SA: Solvent area

SC: Scrap yard.

QC: Quality control.

QA: Quality Assurance.

UT: Utility

4.5 Like CC, the unit number shall be in running sequence as 01, 02, 03... and so on.

4.6 Like ZZ, the version (replacement) number shall be given as 01, 02, 03... and so on.

4.7 Mark the AHU unit identification number on the system.

4.8 Record the AHU unit replacement as per Annexure-I.

Note : In case of replacement of AHU unit, the AHU unit version shall be recorded only in AHU unit replacement record as per Annexure – I.

4.9 In case of addition/deletion of any AHU unit in HVAC system, the same shall be recorded in remarks, if any column of addition/deletion of units in HVAC system as per Annexure – II. At least at the end of the calendar year or as required the listed unit shall be incorporated in the next year unit list for HVAC system.

5.0 ANNEXURE (S):

Annexure-I: Record For AHU Replacement In HVAC System.

Annexure-II: Addition / Deletion of AHU in HVAC system.



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6.0 REFERENCE (S):

SOP : Preparation, approval, distribution control, revision and destruction of Standard Operating Procedure (SOP).

7.0 ABBREVIATION (S) / DEFINITION (S) :

AHU : Air handling unit.

HVAC: Heating Ventilation and Air Conditioning.

REVISION CARD

S. No.	REVISION No.	REVISION DATE	DETAILS OF REVISION	REASON (S) FOR REVISION	REFERENCE CHANGE CONTROL No.
1	----	----	----	New SOP	----

