

	SMSA P.O. Box 63259 Riyadh 11526, K.S.A.	Document ID	SMSA-HC25
	STANDARD OPERATING PROCEDURE for Numbering of Warehouse, Equipment and Instrument.	Revision no.	05
		Effective Date	29-04-2025
		Next Revision Date	29-04-2027
		Function	Warehouse
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1.0 PURPOSE

- 1.1 To lay down the Procedure for Numbering of Warehouse, Equipment and Instrument.

2.0 SCOPE

- 2.1 This procedure is applicable to SMSA-NUPCO Healthcare Warehouse for Numbering of Warehouse, Equipment and Instrument.

3.0 ABBREVIATIONS/DEFINITION

No.	Term	Description
1	SOP	Standard Operating Procedure
2	No.	Number
3	AHU	Air Handling Unit
4	OPS	Operations
5	HC	Healthcare
6	CR	Cold Room
7	FR	Freezer Room
8	CHL	Chiller
9	WP	Water Pump

4.0 RESPONSIBILITY

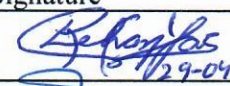
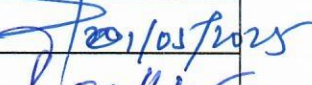
- 4.1 It is the responsibility of the SMSA Utility Executive for Numbering of Warehouse, Equipment and Instrument.
- 4.2 Project Assistant Manager or Manager to ensure Compliance of Numbering System.

5.0 PRECAUTION/INSTRUCTION

NA

6.0 PROCEDURE

- 6.1 Numbering of Warehouse to be done as OPS/HC/WH001.

	Name & Designation	Signature
Author/ Originator of Doc Change	REHAN YAFAI UTILITY EXECUTIVE	 29-04-2025
Reviewer (Process Owner)	M. J. M. Tareed Warehouse Supervisor	 20/05/2025
Approving Authority	M. H. T. Saeed	 20/05/2025

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- 6.2 Here OPS stands for Operations, HC stands for Healthcare and WH stands for Warehouse and 001 is Warehouse Number. For Warehouse Numbering of all Warehouses find Attachment-I
- 6.3 Numbering of Equipment (AHU, Cold Room, Freezer Room, Chiller) For reference of all Equipment Numbering find in Attachment-II.
- 6.4 Numbering of AHU to be done as AHU NO.-001, here AHU stands for Air Handling Unit, NO. stands for Number and 001 stands for AHU Number.
- 6.5 Numbering of Cold Room to be done as CR-001, here CR stands for Cold Room and 001 stands for Cold Room Number.
- 6.6 Numbering of Freezer Room to be as FR-001, here FR stands for Freezer Room and 001 stands for Freezer Room Number.
- 6.7 Numbering of Chiller to be done as CHL-001, here CHL stands for Chiller and 001 stands for Chiller Number.
- 6.8 Numbering of Water Pump to be done as WP-001, here WP stands for Water Pump and 001 stands for Water Pump Number.
- 6.9 Numbering of Warehouse Temperature Sensors to be done as WH001/I001, here WH001 stands for Warehouse Number 1 and I001 stands for Instrument Number 1 i.e.(Temperature sensor Number1).

B

- 6.11 Numbering of Freezer Room Temperature Sensor to be done as FR-001/I001, here FR-001 stands for Freezer Room 1 and I001 stands for Temperature Sensor.

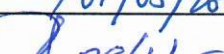
7.0 RECORD

Title of Record	Custodian	Retention Period
NA	NA	NA

8.0 Attachment

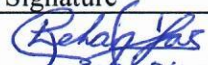
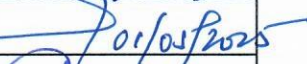
- 8.1 Attachment-I
- 8.2 Attachment-II
- 8.3 Attachment-III

9.0 DOCUMENT CHANGE RECORD

	Name & Designation	Signature
Author/ Originator of Doc Change	REHAN YAFAI UTILITY EXECUTIVE	 29-04-2025
Reviewer (Process Owner)	M. J. M. J. J. J. Warehouse Supervisor	7/01/05/2025
Approving Authority	PAJIM SINGH	

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Rev No.	Effective Date	Nature of Change	Document Change Request No:
00	01-07-2017	New Document	NA
01	11-02-2018	Changes Made in the SOP as follows SOP Document ID amended as SMSA-HC unique ID format for all SOP.	
02	11-02-2020	Sop reviewed and No changes required.	
03	16-03-2022	Changes Made in Sop as follows - Amended Point 4.2 - Removed Point 6.13, 6.14	
04	15-05-2023	Update Attachment-I, Attachment-II, Attachment-II	
05	29-04-2025	- Amended Annexure -I - Amended Annexure -II	

	Name & Designation	Signature
Author/ Originator of Doc Change	REHAN YAFAI UTILITY EXECUTIVE	 29-04-2025
Reviewer (Process Owner)	M. J. M. Jameel Warehouse Supervisor	 01/05/2025
Approving Authority	Dr. J. H. S. S. S.	 29-04-2025

Attachment-I
Warehouse Numbering

Sr. No.	Warehouse Number	Area Number
1	1	OPS/HC/WH001
2	2	OPS/HC/WH002
3	3	OPS/HC/WH003
4	4	OPS/HC/WH004
5	5	OPS/HC/WH005
6	6	OPS/HC/WH006
7	7	OPS/HC/WH007
8	8	OPS/HC/WH008
9	9	OPS/HC/WH009
10	10	OPS/HC/WH010
11	11	OPS/HC/WH011
12	12	OPS/HC/WH012
13	13	OPS/HC/WH013
14	14	OPS/HC/WH014
15	15	OPS/HC/WH015
16	16	OPS/HC/WH016
17	17	OPS/HC/WH017

Attachment-II
AHU Numbering

Sr. No.	AHU NO.	AHU Area Description
1	AHU NO.-1	OPS/HC/WH001
2	AHU NO.-2	OPS/HC/WH001
3	AHU NO.-3	OPS/HC/WH001
4	AHU NO.-4	OPS/HC/WH001
5	AHU NO.-5	OPS/HC/WH001
6	AHU NO.-6	OPS/HC/WH001
7	AHU NO.-7	OPS/HC/WH001
8	AHU NO.-8	OPS/HC/WH001
9	AHU NO.-9	OPS/HC/WH001
10	AHU NO.-10	OPS/HC/WH002
11	AHU NO.-11	OPS/HC/WH002
12	AHU NO.-12	OPS/HC/WH002
13	AHU NO.-13	OPS/HC/WH002
14	AHU NO.-14	OPS/HC/WH002
15	AHU NO.-15	OPS/HC/WH002
16	AHU NO.-16	OPS/HC/WH002
17	AHU NO.-17	OPS/HC/WH002
18	AHU NO.-18	OPS/HC/WH002
19	AHU NO.-19	OPS/HC/WH003
20	AHU NO.-20	OPS/HC/WH003
21	AHU NO.-21	OPS/HC/WH003
22	AHU NO.-22	OPS/HC/WH003
23	AHU NO.-23	OPS/HC/WH003
24	AHU NO.-24	OPS/HC/WH003
25	AHU NO.-25	OPS/HC/WH003
26	AHU NO.-26	OPS/HC/WH003
27	AHU NO.-27	OPS/HC/WH003
28	AHU NO.-28	OPS/HC/WH004
29	AHU NO.-29	OPS/HC/WH004
30	AHU NO.-30	OPS/HC/WH004
31	AHU NO.-31	OPS/HC/WH004
32	AHU NO.-32	OPS/HC/WH004
33	AHU NO.-33	OPS/HC/WH004
34	AHU NO.-34	OPS/HC/WH004
35	AHU NO.-35	OPS/HC/WH004
36	AHU NO.-36	OPS/HC/WH004
37	AHU NO.-37	OPS/HC/WH005
38	AHU NO.-38	OPS/HC/WH005
39	AHU NO.-39	OPS/HC/WH005
40	AHU NO.-40	OPS/HC/WH005
41	AHU NO.-41	OPS/HC/WH005
42	AHU NO.-42	OPS/HC/WH005
43	AHU NO.-43	OPS/HC/WH005
44	AHU NO.-44	OPS/HC/WH006
45	AHU NO.-45	OPS/HC/WH006
46	AHU NO.-46	OPS/HC/WH006
47	AHU NO.-47	OPS/HC/WH006
48	AHU NO.-48	OPS/HC/WH006
49	AHU NO.-49	OPS/HC/WH006

50	AHU NO.-50	OPS/HC/WH006
51	AHU NO.-51	OPS/HC/WH007
52	AHU NO.-52	OPS/HC/WH007
53	AHU NO.-53	OPS/HC/WH007
54	AHU NO.-54	OPS/HC/WH007
55	AHU NO.-55	OPS/HC/WH007
56	AHU NO.-56	OPS/HC/WH008
57	AHU NO.-57	OPS/HC/WH008
58	AHU NO.-58	OPS/HC/WH008
59	AHU NO.-59	OPS/HC/WH008
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61	AHU NO.-61	OPS/HC/WH008
62	AHU NO.-62	OPS/HC/WH008
63	AHU NO.-63	OPS/HC/WH008
64	AHU NO.-64	OPS/HC/WH008
65	AHU NO.-65	OPS/HC/WH009
66	AHU NO.-66	OPS/HC/WH009
67	AHU NO.-67	OPS/HC/WH009
68	AHU NO.-68	OPS/HC/WH009
69	AHU NO.-69	OPS/HC/WH009
70	AHU NO.-70	OPS/HC/WH009
71	AHU NO.-71	OPS/HC/WH009
72	AHU NO.-72	OPS/HC/WH009
73	AHU NO.-73	OPS/HC/WH009
74	AHU NO.-74	OPS/HC/WH010
75	AHU NO.-75	OPS/HC/WH010
76	AHU NO.-76	OPS/HC/WH010
77	AHU NO.-77	OPS/HC/WH010
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81	AHU NO.-81	OPS/HC/WH010
82	AHU NO.-82	OPS/HC/WH010
83	AHU NO.-83	OPS/HC/WH011
84	AHU NO.-84	OPS/HC/WH011
85	AHU NO.-85	OPS/HC/WH011
86	AHU NO.-86	OPS/HC/WH011
87	AHU NO.-87	OPS/HC/WH011
88	AHU NO.-88	OPS/HC/WH011
89	AHU NO.-89	OPS/HC/WH011
90	AHU NO.-90	OPS/HC/WH012
91	AHU NO.-91	OPS/HC/WH012
92	AHU NO.-92	OPS/HC/WH012
93	AHU NO.-93	OPS/HC/WH012
94	AHU NO.-94	OPS/HC/WH012
95	AHU NO.-95	OPS/HC/WH013
96	AHU NO.-96	OPS/HC/WH013
97	AHU NO.-97	OPS/HC/WH013
98	AHU NO.-98	OPS/HC/WH013
99	AHU NO.-99	OPS/HC/WH013
100	AHU NO.-100	OPS/HC/WH013
101	AHU NO.-101	OPS/HC/WH013
102	AHU NO.-102	OPS/HC/WH014
103	AHU NO.-103	OPS/HC/WH014
104	AHU NO.-104	OPS/HC/WH014

105	AHU NO.-105	OPS/HC/WH0007
106	AHU NO.-106	OPS/HC/WH007
107	AHU NO.-107	OPS/HC/WH0007
108	AHU NO.-108	OPS/HC/WH007
109	AHU NO.-109	OPS/HC/WH015
110	AHU NO.-110	OPS/HC/WH015
111	AHU NO.-111	OPS/HC/WH015
112	AHU NO.-112	OPS/HC/WH015
113	AHU NO.-113	OPS/HC/WH015
114	AHU NO.-114	OPS/HC/WH015
115	AHU NO.-115	OPS/HC/WH015
116	AHU NO.-116	OPS/HC/WH015
117	AHU NO.-117	OPS/HC/WH016
118	AHU NO.-118	OPS/HC/WH016
119	AHU NO.-119	OPS/HC/WH016
120	AHU NO.-120	OPS/HC/WH016
121	AHU NO.-121	OPS/HC/WH016
122	AHU NO.-122	OPS/HC/WH016
123	AHU NO.-123	OPS/HC/WH016
124	AHU NO.-124	OPS/HC/WH016
125	AHU NO.-125	OPS/HC/WH017
126	AHU NO.-126	OPS/HC/WH017
127	AHU NO.-127	OPS/HC/WH017
128	AHU NO.-128	OPS/HC/WH017
129	AHU NO.-129	OPS/HC/WH017
130	AHU NO.-130	OPS/HC/WH017
131	AHU NO.-131	OPS/HC/WH017
132	AHU NO.-132	OPS/HC/WH017

Cold Room Numbering

Sr. No.	Cold Room Number	Cold Room Name
1	CR-001	Cold Room-1
2	CR-002	Cold Room-2
3	CR-003	Cold Room-3
4	CR-004	Cold Room-4
5	CR-005	Cold Room-5
6	CR-006	Cold Room-6
7	CR-007	Cold Room-7
8	CR-008	Cold Room-8
9	CR-009	Cold Room-9
10	CR-010	Cold Room-10
11	CR-011	Cold Room-11
12	CR-012	Cold Room-12
13	CR-013	Cold Room-13
14	CR-014	Cold Room-14
15	CR-015	Cold Room-15

Freezer Room Numbering

Sr. No.	Freezer Room Number	Freezer Name
1	FR-001	Freezer Room-1
2	FR-002	Freezer Room-2

Chiller Numbering

Sr. No.	Chiller Number	Chiller Name
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1	CHL-001	Chiller-1
2	CHL-002	Chiller-2
3	CHL-003	Chiller-3
4	CHL-004	Chiller-4
5	CHL-005	Chiller-5
6	CHL-006	Chiller-6

Water Pump Numbering		
Sr. No.	Water Pump Number	Water Pump Name
1	WP-001	Water Pump-1
2	WP-002	Water Pump-2
3	WP-003	Water Pump-3
4	WP-004	Water Pump-4
5	WP-005	Water Pump-5

Diesel Generator Numbering		
Sr. No.	Generator Number	Water Pump Name
1	GN-001	Diesel Generator-1
2	GN-002	Diesel Generator-2
3	GN-003	Diesel Generator-3
4	GN-004	Diesel Generator-4
5	GN-005	Diesel Generator-5

Attachment-III
Temp. & RH Transmitter (Warehouse)

Sr. No.	Instrument Numbering
1	WH001/I001
2	WH001/I002
3	WH001/I003
4	WH001/I004
5	WH002/I001
6	WH002/I002
7	WH002/I003
8	WH002/I004
9	WH003/I001
10	WH003/I002
11	WH003/I003
12	WH003/I004
13	WH004/I001
14	WH004/I001
15	WH004/I001
16	WH004/I001
17	WH005/I001
18	WH005/I002
19	WH005/I003
20	WH005/I004
21	WH006/I001
22	WH006/I002
23	WH006/I003
24	WH006/I004
25	WH007/I001
26	WH007/I002
27	WH007/I003
28	WH007/I004
29	WH008/I001
30	WH008/I002
31	WH008/I003
32	WH008/I004
33	WH009/I001
34	WH009/I002
35	WH009/I003
36	WH009/I004
37	WH010/I001
38	WH010/I002
39	WH010/I003
40	WH010/I004
41	WH011/I001
42	WH011/I002
43	WH011/I003

44	WH011/I004
45	WH012/I001
46	WH012/I002
47	WH012/I003
48	WH012/I004
49	WH013/I001
50	WH013/I002
51	WH013/I003
52	WH013/I004
53	WH014/I001
54	WH014/I002
55	WH014/I003
56	WH014/I004
57	WH0015/I001
58	WH0015/I002
59	WH0015/I003
60	WH0015/I004
61	WH0016/I001
62	WH0016/I002
63	WH0016/I003
64	WH0016/I004
65	WH0017/I001
66	WH0017/I002
67	WH0017/I003
68	WH0017/I004
69	Control Drug Room
70	Server Room

Temp. & RH Transmitter(Cold Room & Freezer Room)		
Sr. No.	Instrument Numbering	
1	CR-001/I001	CR-001/I002
2	CR-002/I001	CR-002/I002
3	CR-003/I001	CR-003/I002
4	CR-004/I001	CR-004/I002
5	CR-005/I001	CR-005/I002
6	CR-006/I001	CR-006/I002
7	CR-007/I001	CR-007/I002
8	CR-008/I001	CR-008/I002
9	CR-009/I001	CR-015/I002
10	CR-010/I001	FR-001/I002
11	CR-011/I001	FR-002/I002
12	CR-012/I001	
13	CR-013/I001	
14	CR-014/I001	
15	CR-015/I001	
16	FR-001/I001	
17	FR-002/I001	