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 SHAKAMBHARI GROUP #SteelWithin	SHAKAMBHARI ISPAT & POWER LTD. (Formerly known as Ess Dee Aluminium Ltd.)
STANDARD OPERATING PROCEDURE	
Title: Batch Number Allotment, Release & Product Expiry Determination	
SOP No.	Page No. 1 of 3
Version No.	Effective Date
SIPL/QAS/013	07.07.2026
Next review date	06.07.2028

1.0 PURPOSE

1.1 To define a procedure for allotment of Batch Number to any Plain or Printed Job.

2.0 SCOPE

2.1 This SOP applies to any manufacturing process at any stage of operation, e.g. printing, slitting, doctoring & packing etc.

3.0 REFERENCE(S) & ATTACHMENTS**3.1 References**

3.1.1 ISO 15378:2017 - 9.1.3.5

3.2 Attachments: Nil**4.0 RESPONSIBILITY****4.1 Production Head**

4.1.1 To assign batch numbers and keep a list of all batch numbers assigned.

4.2 QA Head:

4.2.1 To review all the processes involved for completion of a batch. Also, to release the batch for dispatch after review.

5.0 DISTRIBUTION

5.1 Quality Control

5.2 Production

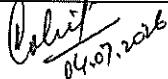
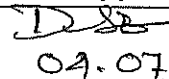
5.3 Warehouse

6.0 DEFINITION(S) & ABBREVIATION(S)**6.1 Definitions**

6.1.1 Nil

6.2 Abbreviations

6.2.1 Nil

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7.0 PROCEDURE

7.1 For Printed and Plain Material

7.1.1 For printed and plain material, the Batch No. shall be allotted in the following manner:

7.1.1.1 First four letters "SIPL" stand for "SHAKAMBHARI ISPAT & POWER LTD."

7.1.1.2 Next two letters for the year, e.g. for 2026 – "26".

7.1.1.3 Next two letters for the month, e.g. for June – "06".

7.1.1.4 Next three to four letters for the Sr. number, e.g. "123", "1450".

7.1.2 In case of printed material, the batch number shall be allotted from the printing stage itself and shall be continued till packing.

7.1.3 In case of plain material, the batch number shall be allotted from the slitting stage and shall be continued till packing.

7.1.4 In case there is a change in quantity, the batch number shall remain the same. If there is any other change like slitting size or any other quality parameter, then the batch number shall be changed.

7.2 For Pre-slitting Material

7.2.1 For pre-slitting of material like Blister Foil, Strip Foil, Alu-Alu Foil etc., the Batch No. shall be allotted in the following manner:

7.2.1.1 First four letters "SIPL" stand for "SHAKAMBHARI ISPAT & POWER LTD."

7.2.1.2 Next three letters for the process / material, e.g. for Lid Foil (Blister Foil) – "LID", for Strip Foil – "STR", for Alu-Alu material – "ALU".

7.2.1.3 Next two letters for the year, e.g. for 2026 – "26".

7.2.1.4 Next two letters for the month, e.g. for June – "06".

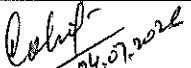
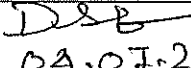
7.2.1.5 Next three to four letters for the Sr. number, e.g. "001", "123", "1450".

7.2.2 The batch number shall be allotted from the initial process stage and shall end upon completion of slitting. For e.g. in case of coated blister, the batch number shall start from pre-slitting and shall end when slitting of material in any form (Jumbo or small OD) is complete.

7.3 All the batch numbers shall be allotted by the Production Head.

7.4 The QA Head shall review the batch after production of batches and approve. If the material is found as per the specification norms, the batch shall be released.

7.5 If QA finds any deviation at any stage of operation in the batch production, the entire batch shall be treated as HOLD. The Production Head shall then submit the CAPA, which is subject to the satisfaction of the QA Head. If the process / material is corrected through any re-work process and the same is accepted by the QA Head, the batch shall be released. The QA Head shall maintain all such cases. If the QA Head is not convinced with the CAPA, the batch shall be rejected and the material shall be scrapped in the presence of QA and sold to an approved scrap vendor.

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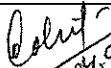
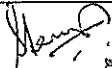
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- 7.6 **Expiry of Material:** All products shall be as recommended and considered for re-testing, not expired. Based on the material properties and behaviour, the re-test period shall be decided by the QA Head and Plant Head. On the re-test due period, material should be tested for critical properties and considered for further use based on the findings. Below is the list of re-test periods.

Material	Re-Test Period in Years
Lid (Blister) Foil	One Year
Strip Foil (Foil / LDPE) Through Heat & Press Operation	One Year
PVC Films	One Year
Alu-Alu	Two Years
Paper based 4 Ply / 5 Ply	Two Years
Any Dry Laminate 2 Ply / 3 Ply / 4 Ply	Two Years

8.0 REVISION HISTORY:

Revision No.	00	Effective Date	07.07.2026	CC No.	NA.
Details of revision: New SOP					

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