

For Restricted Circulation only

 SHAKAMBHARI GROUP # SteelWithin		SHAKAMBHARI ISPAT & POWER LTD. (Formerly known as Ess Dee Aluminium Ltd.)	
STANDARD OPERATING PROCEDURE			
Title: Preparation, review, approval, issuance & retrieval of Specification, and Standard Test Method (STMs)			Page No. 1 of 8
SOP No.	Version No.	Effective Date	Next review date
SIPL/QCS/001	00	06.07.2026	05.07.2028

1.0 PURPOSE

- 1.1 To define a procedure for preparation, review, approval, issuance, and retrieval of Specification, Test Method, and Standard Test Method.

2.0 SCOPE

- 2.1 This SOP applies to all functions in order to prepare, review, and approve all Specifications and Standard Test Methods.
- 2.2 This SOP applies to the Quality Control department at Shakambhari Ispat & Power Ltd.

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

- 3.1.1 In-house

3.2 Attachments

- 3.2.1 Attachment- I : Format of Specification SIPL/QCS/001/F01/00
- 3.2.2 Attachment- II : Format of STM SIPL/QCS/001/F02/00

4.0 RESPONSIBILITY**4.1 QC Department Person:**

- 4.1.1 To initiate the preparation of Specification and STM.
- 4.1.2 To prepare a list of the Specification and STM.

4.2 QC Department Head:

- 4.2.1 To prepare the Specification and STM.

4.3 Quality Assurance Person:

- 4.3.1 To confirm the content, correctness, and detailing of the Specification and STM.
- 4.3.2 To issue controlled copy of the SOP.

4.4 QA Head:

- 4.4.1 To approve new or revised Specification and STM.
- 4.4.2 To ensure the implementation of the defined system.

5.0 DISTRIBUTION

- 5.1 Quality Assurance
- 5.2 Quality Control

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 05.07.2026	 05.07.2026	 05.07.2026

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

6.1.1 **Specification:** A written, authorized document which contains all significant characteristics of a material, whether it is Raw Material, Semi-Finished Material, or Finished Material. It covers each aspect of the material which directly or indirectly affects its end use and user requirement.

6.1.2 **Standard Test Method (STM):** A written, authorized procedure which gives instructions for performing any test related to material quality.

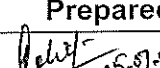
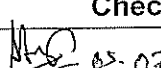
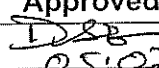
6.2 Abbreviations

6.2.1 QA: Quality Assurance

6.2.2 QC: Quality Control

6.2.3 STM: Standard Test Method

6.2.4 SPC: Specification

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7.0 PROCEDURE**7.1 Preparation of New Specification and STM:**

- 7.1.1 Preparation of a new specification shall take place when there is an addition of any material. When a new material is added, the QC department person shall raise a request for creating a new specification. The QC Head shall prepare the new specification.
- 7.1.2 Preparation of a new STM shall take place when there is an addition of a test with respect to a material property. The requirement can be internal or external (customer, consultant, etc.). The QC department person shall raise a request for creating a new STM. The QC Head shall prepare the new STM.
- 7.1.3 The QA Head or designee shall verify the Specification and STM.

7.2 General Guidelines:

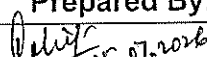
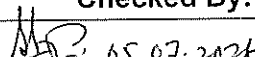
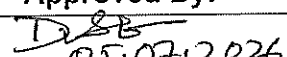
- 7.2.1 Use positive sentences and simple, directive language in Specification and STM writing.
- 7.2.2 All Specifications and STMs shall be written in MS Word and printed on one side of the page.
- 7.2.3 Specifications and STMs shall be typewritten in single spacing using MS Word or equivalent.
- 7.2.4 A4 size (width 8.27" and height 11.69" approximately) white paper shall be used. However, the page size can be changed to accommodate attachments to the Specification and STM only.
- 7.2.5 The format of Specification and STM shall use the following page margins: Top 1.0", Bottom 0.5", Left 1.0", Right 0.7", Header 0.7", and Footer 0.7".
- 7.2.6 The main body text shall be in black-colour Arial font, size 11, and size 10 for the address in the footer. However, if required in special cases, e.g. in formats, the font size can be changed.

7.3 Format of Specification and STM (as per Attachment- I & II):

- 7.3.1 **Title:** Mention the title of the Specification and STM, which is expressive of the subject. It shall describe the aspects covered by the procedure exactly and include as many keywords as possible for easy retrieval.

7.3.2 Specification and STM Numbering System:

- 7.3.2.1 The numbering system for allocation to any Specification and STM shall be department/section-specific to the unit, i.e. SIPL for Shakambhari Ispat & Power Ltd. QA shall allocate the number. The numbering system has a sequential number in three digits with a prefix code, as below in Table-1:

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Sr. No.	Document	Prefix Code
1	Specification	SPC
2	STM	STM

7.3.2.2 Mention the Specification and STM number in the format

LC/Prefix Code/NNN and Version ZZ, where:

LC = location code, i.e. SIPL;

Prefix Code = as mentioned in Table-1 above;

NNN = serial no. 001, 002, and so on;

ZZ = revision no. (the first revision is 00, subsequent revisions are 01, 02, etc.).

For example, the first STM written for QC checking for thickness and width of substrate shall be numbered SIPL/STM/001, and the version shall be 00.

7.3.2.3 A sequential number shall be assigned to the Specification and STM. The sequential number after the last Specification/STM number shall be assigned to the new Specification/STM. This number shall not be reassigned to any other Specification or STM, even after deletion of that Specification or STM. Example: if the last STM prepared is SIPL/STM/001 (Version 00), the newly induced STM shall be numbered SIPL/STM/002, Version 00.

7.3.2.4 Any revision to an existing Specification or STM shall be numbered with the same Specification/STM number, suffixing the revision code (00, 01, 02, 03, etc.). For example, the second revision of Specification No. SIPL/SPC/001, currently at Version 00, shall be numbered SIPL/SPC/001, Version 01.

7.3.2.5 The QC department shall prepare a list of all assigned numbers of the issued Specifications and STMs.

7.3.3 References and Attachments:

7.3.3.1 **References:** Mention the details of any references used in order to design the STM. The references can be an official publication, guidelines, instruction manuals, other SOPs, or an in-house procedure/system used to accomplish an activity.

7.3.3.2 **Attachments:** Mention the attachment(s) used in the STM, if any; otherwise type NA. Page numbering of each attachment shall run in the format of the Specification/STM. The Format Number shall be footed on the left-hand side of each page.

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<i>Chit</i> 05.07.2026	<i>SD</i> 05.07.2026	<i>DSE</i> 05.07.2026

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7.3.3.3 Format numbering shall be in the format

LC/Specification and STM No./FNN/XX, where:

LC = location code, i.e. SIPL;

Specification and STM No. = the Specification/STM number in which the format was initially explained per point 7.3.2.2, version number excluded;

F = represents the format;

NN = the format serial no. of that Specification/STM (01, 02, 03...10, 11, and so on);

XX = version no. of the format (first version is 00, subsequent versions are 01, 02, etc.). E.g., the thirteenth format of SPC No. SIPL/SPC/002/00 shall be SIPL/SPC/002/F13/00.

7.3.3.4 In case of revision of the attachment(s), the Specification/STM shall be revised and assigned the next revision number, for both the Specification/STM and the attachment. In case of a Specification/STM revision with no change in the attachment format, the attachment format remains unaffected (i.e. the revision number of the attachment shall remain the same). In case of revision of the attachment format, the Specification/STM is also revised to accommodate the change, and the next version is assigned to both the Specification/STM and the format.

7.3.3.5 An annexure shall be revised independently without impacting the Specification/STM, and shall be attached separately; other provisions shall remain as defined for the attachment. In case of revision of the annexure format, the same procedure applicable to the attachment shall apply.

7.3.4 **Responsibility:** Mention the responsibilities of individuals/departments, along with clear ownership, in this section.

7.3.5 **Distribution:** This section provides a guideline for distribution of the controlled copy of the STM to the concerned departments.

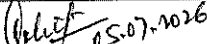
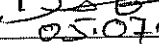
7.3.5.1 Additional copies shall be issued for a specific purpose, and a distribution record shall be maintained if it is a controlled copy.

7.3.6 **Definitions of Terms:** Write down definitions of terms in this section, where required.

7.3.7 **Procedure:**

7.3.7.1 For a Specification, this section is not applicable. For an STM, this section shall start on a new page only.

7.3.7.2 Outline the logical steps to be carried out to complete the purpose of the STM.

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7.3.7.3 When required, give an example or attachment for further clarification. Each step of the activities/operations shall be explained.

7.3.7.4 Frequency pertaining to monitoring, calibration, validation, checking, cleaning, and sampling shall be mentioned, wherever applicable.

7.3.7.5 Where required, information about format, label, equipment, instrument, and area identification shall be mentioned in the STM.

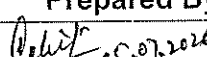
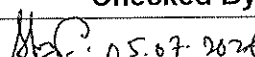
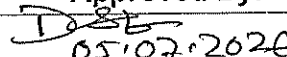
7.3.7.6 If required, the specific work environment in which the operation has to be performed shall be mentioned.

7.3.7.7 Abbreviations shall be mentioned in the STM by giving the full form of the abbreviation the first time it is used, e.g. Standard Test Method (STM).

7.3.8 **History:** A brief history of changes made in the Specification/STM shall be written in this section.

8.0 REVISION HISTORY

Revision No.	00	Effective Date	06.07.2026	CC No.	NA
Details of revision: New SOP					

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Attachment- I :**Header***For Restricted Circulation only*

Logo	Company Name		
Specification			
Title:			Page No. X of Y
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- 1.0 PRODUCT
- 2.0 TECHNICAL SPECIFICATION
- 3.0 REVISION HISTORY

Footer

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SIPL/QCS/001/F01/00 Vill. & P.O.-Hoera, P.S.-Mogra, Dist.- Hoogly, West Bengal – 712147, India.

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Attachment- II:Header*For Restricted Circulation only*

Logo	Company Name		
STANDARD TEST METHOD			
Title:			Page No. X of Y
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- 1.0 PURPOSE
- 2.0 SCOPE
- 3.0 REFERENCE (S) & ATTACHMENT (S)
- 4.0 RESPONSIBILITY
- 5.0 DISTRIBUTION
- 7.0 DEFINITION (S) & ABBREVIATION (S)
- 7.0 PROCEDURE
- 8.0 REVISION HISTORY

Footer

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<i>[Signature]</i> 05.07.2026	<i>[Signature]</i> 05.07.2026	<i>[Signature]</i> 05.07.2026

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