
	<b>GILES CHEMICAL ~ PREMIER MAGNESIA</b>		
	<b>Company Procedure</b>		
	Title: <b>Document Numbering</b>	Number: <b>Q12-PR-100-003</b>	
	Owner: <b>Deborah Durbin</b>	Revision: <b>0</b>	
	Effective Date: <b>12/01/12</b>	Page: <b>1 of 3</b>	

## 1.0 Purpose

This procedure defines the process for assigning a unique identification number to all controlled documents found within the electronic Document Control System at Giles Chemical.

## 2.0 Scope

This procedure will be applied to every document when it is created and subsequently uploaded to the Documentation Control System. The document number is generated from the *Master Controlled Document List (Q12-PR-100-F003)* which is maintained by the Quality Unit.

## 3.0 Responsibility

The Quality Unit is responsible for assigning the document number in accordance with this procedure.

## 4.0 Safety Considerations

Safety is a condition of employment. Employees are not authorized to work in an unsafe manner and are prohibited from harming the environment of the facility or community.

## 5.0 Materials/Equipment

N/A

## 6.0 Procedure



Document numbers shall be in the format **YYY-BB-CCC-DD** defined as follows:

6.1 **A** identifies the Area such as, but not limited to:

- A Accounting
- C Customer Service
- H Human Resources
- P Manufacturing
- R Repackaging

### Controlled Document

Only those quality documents viewed through the Giles Chemical electronic Documentation System are officially controlled. All other copies, whether viewed through another computer program or a printed version, are not controlled and, therefore, the Quality Unit at Giles assumes no responsibility for the accuracy of the document.

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Q Quality Assurance  
 L Quality Lab  
 M Maintenance  
 E Engineering  
 S Safety  
 I Information Technology  
 G Greendale

6.2 **YY** are the last two numerals of the current Year in which the document was created.

6.3 **BB** is a two or three letter identifier that defines the document type within the Document Control System. All areas will have at a minimum the following document types:

PL Policy  
 PR Procedure  
 FM Form

Additional identifiers may be used for clarity such as:

CO Change Over  
 EM Equipment Manual  
 SCR Special Customer Request  
 COA Certificate of Analysis



6.4 **CCC** represents either one of two categories of documents and will be defined as:

**100** = Quality documents that compose the Quality System  
**200** = All other documents

6.5 **DDD** is a sequential number assigned to new controlled documents by the Quality Unit from the *Master Controlled Document List (Q12-PR-100-F003)*.

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6.6 Some Forms follow a slightly different format:

Stand alone forms are **not** linked to a Procedure or Policy and follow the above formatting where the document type **BB** is defined as **FM**.

Q13-FM-100-001 (not linked to any other document)

Linked forms are directly associated with a Procedure or Policy and differ in that the document type **BB** is defined as **PR** when linked to a Procedure and as **PL** when linked to a Policy; **FM** is not used. To distinguish the document as a form, the sequential number **DDD** is prefaced by an **F**.

Q13-PR-100-F001 (form linked to procedure Q13-PR-100-001)

When more than one form exists that is linked to a particular Policy or Procedure, the sequential number **DDD** will be followed by a lower case alphabetical letter assigned sequentially.

Q13-PR-100-F001a (the second form linked to procedure Q13-PR-100-001)

## 7.0 Reference Documents

*Document Control (Q12-PR-100-002)*

*Document Approval (Q12-PR-100-F002)*

*Master Controlled Document List (Q12-PR-100-F003)*

## 8.0 Change Information

New Document

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