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

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
 VAL Validations



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)

6.7 Some Engineering documents may follow a slightly different numbering system which will be defined within the procedures for those documents; for example, validations.

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

Controlled Document

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