
	GILES CHEMICAL ~ PREMIER MAGNESIA		
	Company Procedure		
	Title: Document Numbering	Number: Q12-PR-100-003	
	Owner: Katherine Cash	Revision: 0	
	Effective Date: 12/20/2012	Page: 1 of 3	

1.0 Purpose

- 1.1 This procedure defines the process for assigning a unique number to all documents found within the Document Control System (DCS) at Giles Chemical.

2.0 Scope

- 2.1 This procedure will be applied to every document when it is created and subsequently uploaded to the DCS. The document number is generated from the *Master Controlled Document List Q12-PR-100-F003*, which is maintained by the cGMP Coordinator.

3.0 Responsibility

- 3.1 The cGMP Coordinator or designee is responsible for assigning a document number in accordance with this procedure.

4.0 Safety Considerations

- 4.1 Special safety precautions are not applicable. 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

- 5.1 N/A



6.0 Procedure – Document Components

- 6.1 Document numbers shall be in the format **AYY-BB-CCC-DDD**, where **A** identifies the area such as, but not limited to:

- A Accounting
- C Customer Service
- E Engineering
- G Greendale
- H Human Resources
- I Information Technology
- M Maintenance
- P Manufacturing – Main Plant
- Q Quality Assurance
- L Quality Laboratory
- R Repackaging
- S Safety

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 accuracy of the document.

	GILES CHEMICAL ~ PREMIER MAGNESIA		
	Company Procedure		
	Title: Document Numbering	Number: Q12-PR-100-003	
	Owner: Katherine Cash	Revision: 0	
	Effective Date: 12/20/2012	Page: 2 of 3	

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 category within the DCS. All areas will have the following document identifiers:

PL	Policy
PR	Procedure
FM	Form

6.3.1 Document type identifiers are not limited to those designated in section 6.3. Additional identifiers may be used at the discretion of the cGMP Coordinator or designee. Additional identifiers must be submitted on [Document Approval Form Q12-FM-100-001](#) and must be approved by the cGMP Coordinator. For example:

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

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

6.4.1 **100** – Quality documents that compose the Quality System.

6.4.2 **200** – All other documents.

For Example: The current document Number is Q12-PR-**100**-003.

6.5 **DDD** is the sequential numbering system for new controlled documents added to the DCS starting at 001. Document numbers are obtained sequentially from the [Master Controlled Document List Q12-PR-100-F003](#).



6.5.1 In the case of the document category Forms, they may exist as stand-alone or directly linked to a Policy or Procedure. The format will be as follows:

6.5.1.1 Stand-alone: **AYY-BB-CCC-DDD**, where **BB** would be **FM**.

6.5.1.2 Directly linked to a Policy or Procedure: **AYY-BB-CCC-FDDD**, where **BB** would be **PL** or **PR** and **DDD** would be prefaced by **F**.

6.5.1.3 When more than one form exists for a single Policy or Procedure, **DDD** will be followed by a lower case alphabetical identifier assigned sequentially: **AYY-BB-CCC-FDDD_a** and **AYY-BB-CCC-FDDD_b**.

Controlled Document

	GILES CHEMICAL ~ PREMIER MAGNESIA		
	Company Procedure		
	Title: Document Numbering	Number: Q12-PR-100-003	
	Owner: Katherine Cash	Revision: 0	
	Effective Date: 12/20/2012	Page: 3 of 3	

7.0 Reference Documents

Document Control Procedure Q12-PR-100-002

Document Approval Form Q12-FM-100-001

Master Controlled Document List Q12-PR-100-F003

8.0 Amendment Record

Revision Number	Revision Date	Revision Author	Revision Description
0	12/20/2012	KC	New Document

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 accuracy of the document.