

## Procedure for document numbering and control

The objective of this procedure is to ensure document numbering and control.

Any document produced by the laboratory such as QM, OM, Formats, Check Lists, Work Instructions and any other document to be developed in future based on need by it shall be the property of the laboratory. Any part of these documents shall not be reproduced or transmitted in any form or by any means, electronic, mechanical, including photography and recording, for any purpose unless required by the regulator for its use. To ensure appropriate control, the documents shall be held with their control and numbering as follows:

Control of documents:

- All up-to-date original and Master Copies of the documents shall be held by Quality Manager;
- All Controlled Copy of documents for the use of the laboratory staff and regulator.

Document number system:

Following document numbering shall be followed:

Document Number	Document Description	Document Identification Number
QM	Quality Manual	01-Identified as Quality Manual
OM	Operating Manual	02-Identified as Operating Procedures
ML	Master Lists	03-Identified as Master List of Documents
FO	Formats	04-Identified as Master List of Formats
CL	Check Lists	05-Identified as Master Check Lists
WI	Work Instructions	06-Identified as Work Instructions

Description of maintaining Master Copies of documents:

The original up-to-date documents shall be maintained in the following system:

- QM - Quality Manual specific to ISO-17025 as well as scheme specific separately;
- OM - Consolidated Operating Procedures for ISO-17025 and scheme specific compliance requirements, if any;

- iii) FO/CL/WI - Consolidated Master List of Formats/Check Lists/Work Instructions scheme specific compliance requirements, if any;

In case of use of FO/CL/WI only scheme specific relevant formats/check lists and work instructions shall be used by the laboratory staff as well shared with the regulator, if required.

The FO/CL shall have a consolidated numbering as well as page numbering for the purpose of maintaining and submission, if required by the regulator.

For the purpose of use by the laboratory staff, each FO/CL/WI shall have document specific number as included in the Master List of documents having FO/CL/WI specific page numbering of each document.