 Discovery Labs	STANDARD OPERATING PROCEDURE			
	SOP No.:	SOP-QA-026-03	Effective Date:	01.01.2018
	Supersedes :	SOP-QA-026-02	Next Review Date:	31.12.2020
	Department:	Quality Assurance	Page:	1 of 2
TITLE: EMPLOYEE SPECIMEN SIGNATURE				

1.0 PURPOSE:

To lay down the procedure for Employee Specimen Signature.

2.0 SCOPE:

This SOP is applicable for all Employee Specimen Signature at Discovery Laboratories Pvt. Ltd.

3.0 RESPONSIBILITY:

- 3.1 It is the responsible of the HR personnel introduce the new employee.
- 3.2 It is the responsible for QA personnel shall explain and bring together the specimen signature.
- 3.3 Head-QA/Designee is approve/ implementation of the procedure.

4.0 DEFINITIONS:

NIL


5.0 PROCEDURE :

- 5.1 Human Resources department shall introduce to QA department on the first day of joining new employee as part of induction program.
- 5.2 QA personnel will explain the specimen signature procedure and take the specimen signature.
- 5.3 New employee shall write full name in the employee specimen signature Record (QA026-FM017).
- 5.4 The new employee shall write the full signature for 3 times and short signature for 3 times in specimen signature record (QA026-FM017).
- 5.5 If there is any change in signature of employee with justified reason, prior approval shall be taken from respective department HOD, HR and Head-QA.
- 5.6 Specimen signature log shall be maintained department wise.

6.0 FORMATS / ANNEXURE(S):

	Prepared by	Reviewed by	Approved by
Sign & Date			
Name	Y. Samatha	G. Swapna	Ch. Mahendar Reddy
Department	Quality Assurance	Quality Assurance	Quality Assurance

QA001-FM139-01

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Specimen Signature Log : QA026-FM017

7.0 CHANGE HISTORY:

Revision No.	Effective Date	Details of Revision	Ref. CCF No.
00	18-09-2009	New SOP is introduced.	---
01	15-06-2014	Formats are the part of SOP. So prepared Separately and more clarity.	---
02	01-03-2017	1. SOP format changed make to inline with SOP-QA-001-04. 2. Specimen signature log format contents were modified. 3. Altogether procedure has been rephrased for better clarity.	QA-CRF-014/16
03	01.01.2018	SOP format changed make to inline with SOP-QA-001-05.	CCF/GEN/17037

	Prepared by	Reviewed by	Approved by
Sign & Date			
Name	Y. Samatha	G. Swapna	Ch. Mahendar Reddy
Department	Quality Assurance	Quality Assurance	Quality Assurance

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