 Discovery Labs	STANDARD OPERATING PROCEDURE			
	SOP No.:	SOP-WH-019-01	Effective Date:	01.01.2018
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TITLE: BATCH NUMBERING FOR RAW MATERIALS AND PACKING MATERIALS				

1.0 PURPOSE:

To lay down a procedure for assigning of Batch Numbering to Raw materials and Packing materials.

2.0 SCOPE:

This SOP is applicable for Assigning of In-house Batch Numbering for Raw materials and Packing materials in Warehouse department at Discovery Intermediates Pvt. Ltd.

3.0 RESPONSIBILITY:

- 3.1 It is the responsibility of the Warehouse personnel to follow this procedure.
- 3.2 Head -Warehouse / Designee is responsible for implementing the procedure.

4.0 DEFINITIONS:

Nil

5.0 PROCEDURE :

- 5.1 Unique in-house batch numbering system shall be defined and shall be followed for raw materials and packing materials.
- 5.2 Upon receipt of the material batch number shall be allotted by warehouse personnel.
- 5.3 In-house Batch numbering shall be given as follows:

5.3.1 Raw Materials:

AAAYYNNNNN

Where,


AAA : Raw Material Code. The list of product codes shall be append to the SOP

YY : Last two digits of the year i.e. for the year 2016 the year code is '16'

NNNN : Sequential number starts from 0001

Example: THF160001

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5.3.2 Packing Materials:

AAAAYYNNNN

Where,

AAAA : Packing material code. The list of product codes shall be append to the SOP

YY : Last two digits of the year i.e. for the year 2016 the year code is '16'

NNNN : Sequential number starts from 0001

Example: PM01160001

5.3.3 Re-test Raw Materials:

AAAAYYNNNNR-01

AAA : Raw Material Code. The list of product codes shall be append to the SOP

YY : Last two digits of the year i.e. for the year 2016 the year code is '16'

NNNN : Number starts from 0001 (Initial In-house batch number)

R : Re-Test

01 : First time re-test (02 indicate second time re-test 03 indicates third time re-test)

Example-1: THF160001R-01 THF first time re-test in the year 2016.

PM016001R-01 Packing material fist time re-test in the year 2016

Example-2: Re-test number shall be assigned for initial batch number i.e. THF160001 is initial batch number R-01 is first re-test (THF160001R-01).

5.3.4 Mixed Raw materials:


AAAMYNNNNN

AAA : Raw Material Code. The list of product codes shall be append to the SOP

M : Mixed raw material

YY : Last two digits of the year i.e. for the year 2016 the year code is '16'

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NNNN : Sequential number starts from 0001 (irrespective of initial In-house batch number)

Example: THFM160001

5.4 In-house Batch numbering for contract manufacturing products:

5.4.1 Raw Materials:

AAABBYNNNN

Where,

AAA : Raw Material Code. The list of product codes shall be append to the SOP

BB : Customer code. The list of customer codes shall be appended to the SOP.

YY : Last two digits of the year i.e. for the year 2016 the year code is '16'

NNNN : Sequential number starts from 0001

Example: THFMY160001

5.4.2 For raw materials is provided from two different units of same customer, the second / additional unit numbering system as follows.

AAABBUN/YYNNN

AAA : Raw Material code. The list of codes shall be appended to the SOP.

BB : Customer code. The list of customer codes shall be appended to the SOP.

UN : Unit code i.e. U indicates "Unit: and "N" indicates unit no. 1, 2, 3 etc...

YY : Last two digits of the year i.e. for the year 2016 the year code is '16'

NNN : Sequential number starts from 001 for each product and stage


Example1 : THFMYU8160001

6.0 FORMATS / ANNEXURE(S):

Annexure-1 : Raw material / Packing material code list

7.0	CHANGE HISTORY	Prepared by	Reviewed by	Approved by
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Revision No.	Effective Date	Details of Revision	Ref. CCF No.
00	01.01.2017	New SOP	--
01	01.01.2018	1. SOP format changed make to inline with SOP-QA-001-05.	CCF/GEN/17034

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