 Discovery Labs	<b>STANDARD OPERATING PROCEDURE</b>			
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<b>TITLE: NUMBERING SYSTEM</b>				

## 1.0 PURPOSE:

To lay down the procedure for numbering system to various documents.

## 2.0 SCOPE:

This procedure is applicable for assigning numbering system to various documents in Discovery Laboratories Pvt. Ltd.

## 3.0 RESPONSIBILITY:

3.1 It is the responsibility of QA personnel to assign the numbering system.

3.2 It is the responsibility of the respective departments to follow the numbering system.

3.3 Head-QA/ Designee approve and implementation of the procedure.

## 4.0 DEFINATIONS:

Nil

## 5.0 PROCEDURE:

The following numbering system shall be followed for various documents.

5.1 Temperature mapping documents:

For Protocol:

TM/PC/YYNNN

Here,

TM : Temperature mapping documents


PC : Protocol

YY : Year of the protocol prepared

NNN : serial number starts with 001 in a year

e.g.: TM/PC/18001

	Prepared by	Reviewed by	Approved by
<b>Sign &amp; Date</b>			
<b>Name</b>	B. Satyam	Ch. Mahender Reddy	N. Sreedhar
<b>Department</b>	Quality Assurance	Quality Assurance	Quality Assurance

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For Report:

TM/R/YYNNN

Here,

TM : Temperature mapping documents

R : Report

YY : Year of the report prepared

NNN : serial number starts with 001 in a year

e.g.: TM/R/18001

5.2 Analytical method verification documents:

For Protocol:

MV/PC/XXX/YYNNN

Here,

MV : Method verification document

PC : Protocol

XXX : Product code along with stage number

YY : Year code

NNN : Serial Number

e.g.: MV/PC/Z3/18001

For Report:

MV/R/XXX/YYNNN

Here,

MV : Method verification document


R : Report

XXX : Product code along with stage number

YY : Year code

NNN : Serial Number

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<b>TITLE: NUMBERING SYSTEM</b>				

e.g.: MV/R/Z3/18001

### 5.3 Equipment Re-Qualification documents:

QLPR/AA-BBB/VV

Here,

QLPR : Equipment Re-qualification document

AA-BBB : Equipment type and ID Number

VV : number of times re-qualification performed, starts with 01, 02, .....

e.g.: QLPR/RV-001/01

### 5.4 General Protocol and Reports:

For Protocol:

GEN/PC/YYNNN

Here,

GEN : General document

PC : Protocol

YY : Year code

NNN : Serial number

e.g.: GEN/PC/18001

For Report:

GEN/R/YYNNN

Here,

GEN : General document


R : Report

YY : Year code

NNN : Serial number


e.g.: GEN/R/18001

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- 5.5
PCO BPR (Product wise, if any):  
ECR/XXX/EQ/NNN-VV  
Here,  
ECR : Equipment cleaning record  
XXX : Product code  
EQ : Equipment type  
NNN : Serial number in the equipment  
VV : Revision number  
e.g.: ECR/PNB/RV/001-00
- 5.6
Water system Qualification documents:  
For Protocol:  
GEN/PC/WS/YYNNN  
Here,  
GEN : General document  
PC : Protocol  
WS : Water system  
YY : Year code  
NNN : Serial number  
e.g.: GEN/PC/WS/17001

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For Report:

GEN/R/WS/YYNNN

Here,

GEN : General document

R : Report

WS : Water system

YY : Year code

NNN : Serial number

e.g.: GEN/R/WS/18001

#### 6.0 FORMATS/ ANNEXURE(S):

Nil

#### 7.0 CHANGE HISTORY:

Revision No.	Effective Date	Details of Revision	Ref CCF No.
00		New SOP is introduced	CCF/GEN/18007

	Prepared by	Reviewed by	Approved by
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