1. **PURPOSE:**

To lay down the procedure for Employee Specimen Signature.

1. **SCOPE:**

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

1. **RESPONSIBILITY:**
   1. It is the responsible of the HR personnel introduce the new employee.
   2. It is the responsible for QA personnel shall explain and bring together the specimen signature.
   3. Head-QA/Designee is approve/ implementation of the procedure.
2. **Definitions:**

NIL

1. **PROCEDURE :**
   1. Human Resources department shall introduce to QA department on the first day of joining new employee as part of induction program.
   2. QA personnel will explain the specimen signature procedure and take the specimen signature.
   3. New employee shall write full name in the employee specimen signature Record (QA026-FM017).
   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. 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.
   6. Specimen signature log shall be maintained department wise.
2. **Formats / annexure(S):**

Specimen Signature Log : QA026-FM017

1. **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 |