1. **PURPOSE:**

To lay down a procedure for assigning of Batch Numbering to Raw materialsand Packingmaterials.

1. **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.

1. **RESPONSIBILITY:**
   1. It is the responsibility of the Warehouse personnel to follow this procedure.
   2. Head -Warehouse / Designee is responsible for implementing the procedure.
2. **Definitions:**

Nil

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

* + 1. 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

* + 1. Re-test Raw Materials:

AAAYYNNNNR-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-01Packing 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).

* + 1. Mixed Raw materials:

AAAMYYNNNNN

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’

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

Example: THFM160001

* 1. In-house Batch numbering for contract manufacturing products:
     1. Raw Materials:

AAABBYYNNNN

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

* + 1. 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

1. **Formats / annexure(S):**

Annexure-1 : Raw material / Packing material code list

1. **Change History:**

| **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 |