



DECODING PHARMA

QUALITY ASSURANCE DEPARTMENT

STANDARD OPERATING PROCEDURE

Department: Quality Assurance	SOP No.:
Title: Allocation of Room numbering and Equipment numbering	Effective Date:
Supersedes: Nil	Review Date:
Issue Date:	Page No.:

1.0 Objective

To lay down the procedure for Allocation of room and equipment/Instrument ID number.

2.0 Scope

This SOP is applicable for assign Identification numbering system for room, Equipment/instruments at

3.0 Responsibility

3.1 Officer/Executive Defined area shall ,

3.1.1 Intimate to Quality Assurance Department to assign Identification number for Room and new equipments/instrument.

3.2 Officer/Executive - Quality Assurance:

3.2.1 Assigns number to Room and new equipments/instrument.

3.3 Head-Quality Assurance.

4.0 Verifies the assigned number to Room & equipments.

5.0 Accountability

Head - Quality Assurance

6.0 Procedure

6.1 **Assigning of Identification number of equipment/instrument in**

6.1.1 The first character "S" denotes the location of the plant.

6.1.2 The second character is "C" denotes the block, Cephalosporin.

6.1.3 The next character is "/" slash.

6.1.4 The next two characters "EQ" denotes for the Equipment/instrument.

6.1.5 The next character is "/" slash.

6.1.6 The next three character are numerical denotes the serial number, starts from 001.



DECODING PHARMA

QUALITY ASSURANCE DEPARTMENT

STANDARD OPERATING PROCEDURE

Department: Quality Assurance	SOP No.:
Title: Allocation of Room numbering and Equipment numbering	Effective Date:
Supersedes: Nil	Review Date:
Issue Date:	Page No.:

6.1.7 For example, the identification number of Vial Washing Machine in Cephalosporin Block shall be assigned as SC/EQ/001.

6.2 Assigning of Identification number of Equipment/instrument in General Block:

6.2.1 The first character “S” denotes the location of the plant. The second character is

- a. “G” denotes the General block tablet.
- b. “GI” denotes the general Block injection.
- c. “GD” denotes the general Block Dry powder Syrup.

6.2.2 The next character is “/” slash.

6.2.3 The next two characters “EQ” denotes for the Equipment/instrument.

6.2.4 The next character is “/” slash.

6.2.5 The next three character are numerical denotes the serial number, starts from 001.

6.2.6 For example

- a. the identification number of Vibro Sifter in General Block tablet shall be assigned as SG/EQ/001.
- b. the identification number of Autoclave in General Block injection shall be assigned as SGI/EQ/001.
- c. the identification number of Vibro Sifter in General Block Dry powder syrup shall be assigned as SGD/EQ/001

6.3 Assigning of Identification number of Equipment/instrument in Engineering:

6.3.1 The first character “S” denotes the location of the plant.

6.3.2 The second character is “U” denotes the Utility.

6.3.3 The next character is “/” slash.

6.3.4 The next two characters “EQ” denotes for the Equipment/instrument.



DECODING PHARMA

QUALITY ASSURANCE DEPARTMENT

STANDARD OPERATING PROCEDURE

Department: Quality Assurance	SOP No.:
Title: Allocation of Room numbering and Equipment numbering	Effective Date:
Supersedes: Nil	Review Date:
Issue Date:	Page No.:

- 6.3.5 The next character is “/” slash.
- 6.3.6 The next three character are numerical denotes the serial number, starts from 001.
- 6.3.7 For example, the identification number of Air Compressor in Utility shall be assigned as SU/EQ/001.
- 6.3.8 The identification of some critical Equipment like Reverse Osmosis Plant, Water for injection, Pure Steam Generator and Nitrogen plant are to be as follows.
- 6.3.8.1 For Reverse Osmosis plant the number is SU/RO/01 where.
- “S” denotes for
 - “U” denotes for Utility.
 - “/” Slash.
 - “RO” denotes for Reverse Osmosis.
 - “/” Slash.
 - “01” denotes the serial Number.
- 6.3.8.2 For Water for injection the number is SU/MCDP/01 where.
- “S” denotes for
 - “U” denotes for Utility.
 - “/” Slash.
 - “MCDP” denotes for Multi Column Distillation Plant.
 - “/” Slash
 - “01” denotes the serial Number.
- 6.3.8.3 For Pure Steam Generator the number is SU/PSG/01 where.
- “S” denotes for



DECODING PHARMA

QUALITY ASSURANCE DEPARTMENT

STANDARD OPERATING PROCEDURE

Department: Quality Assurance	SOP No.:
Title: Allocation of Room numbering and Equipment numbering	Effective Date:
Supersedes: Nil	Review Date:
Issue Date:	Page No.:

- b. "U" denotes for Utility.
- c. "/" Slash.
- d. "PSG" denotes for Pure Steam Generator.
- e. "/" Slash
- f. "01" denotes the serial Number.

6.3.8.4 For Nitrogen plant the number is SU/N2/01 where.

- a. "S" denotes for
- b. "U" denotes for Utility.
- c. "/" Slash.
- d. "N2" denotes for Nitrogen plant.
- e. "/" Slash.
- f. "01" denotes the serial Number.

6.4 Assigning of Identification number of Equipment/Instrument in QC

- 6.4.1 The first two character "QC" denotes the equipment/instrument of Quality at laboratory of quality control,
- 6.4.2 The next Character "/" Slash.
- 6.4.3 The next three character are numerical denotes the serial number, starts from 001.
- 6.4.4 For example, the identification number of equipment/instrument shall be assigned as QC/001.

6.5 Assigning of Identification number of Equipment/Instrument in QA

- 6.5.1 The first character "S" denotes the location of the plant,
- 6.5.2 The next character is "/" slash.



DECODING PHARMA

QUALITY ASSURANCE DEPARTMENT

STANDARD OPERATING PROCEDURE

Department: Quality Assurance	SOP No.:
Title: Allocation of Room numbering and Equipment numbering	Effective Date:
Supersedes: Nil	Review Date:
Issue Date:	Page No.:

6.5.3 The next two characters “QA” denotes for the Equipment/instrument form Quality assurance.

6.5.4 The next character is “/” slash.

6.5.5 The next three character are numerical denotes the serial number, starts from 001.

6.5.6 For example, the identification number of Equipment/instrument shall be assigned as S/QA/001.

6.6 Assigning of Identification number of Equipment/Instrument in Ware House:

6.6.1 The first character “S” denotes the location of the plant,

6.6.2 The second character is “W” denotes the block, Ware House.

6.6.3 The next character is “/” slash.

6.6.4 The next two characters “EQ” denotes for the Equipment.

6.6.5 The next character is “/” slash.

6.6.6 The next three character are numerical denotes the serial number, starts from 001.

6.6.7 For example, the identification number of Stacker in Warehouse shall be assigned as SW/EQ/001.

6.7 Assigning of Identification number of Room in Cephalosporin Block

6.7.1 The first character “SC” denotes the location of the plant, Cephalosporin Block.

6.7.2 The next character is “/” slash.

6.7.3 The next two characters denotes for the Room are as follows.

a. “IM” Injection manufacturing.

b. “TM” Tablet manufacturing.

c. “IP” Injection packing.



DECODING PHARMA

QUALITY ASSURANCE DEPARTMENT

STANDARD OPERATING PROCEDURE

Department: Quality Assurance	SOP No.:
Title: Allocation of Room numbering and Equipment numbering	Effective Date:
Supersedes: Nil	Review Date:
Issue Date:	Page No.:

d. "CG" Cephalosporin General Area.

6.7.4 The next character is "/" slash.

6.7.5 The next three character are numerical denotes the serial number, starts from 001.

6.7.6 For example, the identification number of a injection manufacturing room shall be assigned as SC/IM/001.

6.8 Assigning of Identification number of Room in General Block

6.8.1 The first character "SG" denotes the location of the plant, General Block.

6.8.2 The next character is "/" slash.

6.8.3 The next two characters denotes for the Room are as follows.

a. "TM" Tablet manufacturing.

b. "CM" Capsule manufacturing.

c. "GG" General Block General Area.

d. "GP" General packing.

e. "GR" Granulation.

f. "GI" General Block injection.

g. "GD" General Block Dry Powder.

6.8.4 The next character is "/" slash.

6.8.5 The next three character are numerical denotes the serial number, starts from 001.

6.8.6 For example, the identification number of a Tablet manufacturing room shall be assigned as SG/TM/001.

6.9 Assigning of Identification number of Room in Quality.



DECODING PHARMA

QUALITY ASSURANCE DEPARTMENT

STANDARD OPERATING PROCEDURE

Department: Quality Assurance	SOP No.:
Title: Allocation of Room numbering and Equipment numbering	Effective Date:
Supersedes: Nil	Review Date:
Issue Date:	Page No.:

- 6.9.1 The first character “S” denotes the location of the plant,
- 6.9.2 The next character is “/” slash.
- 6.9.3 The next two characters “QC” denotes for Quality.
- 6.9.4 The next character is “/” slash.
- 6.9.5 The next three character are numerical denotes the serial number, starts from 001.
- 6.9.6 For example, the identification number of a Room shall be assigned as S/QC/001.

6.10 Assigning of Identification number of Room in Ware House.

- 6.10.1 The first character “S” denotes the location of the plant,
- 6.10.2 The next character is “/” slash.
- 6.10.3 The next two characters “WH” denotes for Ware House.
- 6.10.4 The next character is “/” slash.
- 6.10.5 The next three character are numerical denotes the serial number, starts from 001.
- 6.10.6 For example, the identification number of a Room shall be assigned as S/WH/001

7.0 Annexure (S)

- Annexure I:- Format for Room identification number
- Annexure II:- Format for Equipment identification number

8.0 References (S)

In-house

9.0 Glossary



DECODING PHARMA

QUALITY ASSURANCE DEPARTMENT

STANDARD OPERATING PROCEDURE

Department: Quality Assurance	SOP No.:
Title: Allocation of Room numbering and Equipment numbering	Effective Date:
Supersedes: Nil	Review Date:
Issue Date:	Page No.:

SOP : Standard Operating procedure

Q.A : Quality Assurance



DECODING PHARMA

QUALITY ASSURANCE DEPARTMENT

STANDARD OPERATING PROCEDURE

Department: Quality Assurance	SOP No.:
Title: Allocation of Room numbering and Equipment numbering	Effective Date:
Supersedes: Nil	Review Date:
Issue Date:	Page No.:

ANNEXURE-I

Block:				Effective Date			
AREA:		AREA:		AREA:		AREA:	
ROOM NAME	ROOM NUMBER	ROOM NAME	ROOM NUMBER	ROOM NAME	ROOM NUMBER	ROOM NAME	ROOM NUMBER
						Glossary	

Prepared by	Checked by	Approved by	Authorized by

