STANDARD OPERATING PROCEDURE	
Department: Quality Assurance	**SOP No.:**
Title: Date and Time Format	**Effective Date:**
Supersedes: Nil	**Review Date:**
Issue Date:	**Page No.:**

1.0 OBJECTIVE:

To lay down a procedure for writing date and time in documents.

2.0 SCOPE:

This SOP is applicable to all the GMP documents in …….. where date and time is to be mentioned.

3.0 RESPONSIBILITY:

All employees working in ……

Head – Quality Assurance for compliance.

4.0 DEFINITION(S):

NA

5.0 PROCEDURE:

5.1 The date and time shall be written in all the GMP documents as per the format below:

5.1.1 The dates in all the documents shall be written in the format DD/MM/YY.

5.1.2 The first two characters shall represent the date of the month.

5.1.3 The third character shall be slash "/".

5.1.4 The fourth and fifth character shall represent the month

5.1.6 The sixth character shall be a slash "/".

5.1.7 The seventh and eighth characters shall represent the last two characters of the current year. e.g. 07 shall be written to represent year 2021.

5.2 The time shall be written in all the documents for execution in 24 h format e.g. activity to be recorded at 2.00 pm shall be written as 14.00 h and activity to recorded at 12.00 am shall be written as 00.00 h so on.

6.0 ABBREVIATION(S):

Nil

STANDARD OPERATING PROCEDURE	
Department: Quality Assurance	**SOP No.:**
Title: Date and Time Format	**Effective Date:**
Supersedes: Nil	**Review Date:**
Issue Date:	**Page No.:**

7.0 REFERENCE(S):

NA

8.0 ANNEXURE(S):

Nil

9.0 REVISION CARD:

S.No.	REVISION No.	REVISION DATE	DETAILS OF REVISION	REASON(S) FOR REVISION