



DECODING PHARMA

QUALITY ASSURANCE DEPARTMENT

STANDARD OPERATING PROCEDURE

Department: Quality Assurance	SOP No.:
Title: Layout Numbering System	Effective Date:
Supersedes: Nil	Review Date:
Issue Date:	Page No.:

1.0 OBJECTIVE:

To lay down a Procedure for Layout Numbering System.

2.0 SCOPE:

This SOP is applicable for Codification of Layout Numbering System at

3.0 RESPONSIBILITY:

QA (Officer/Executive): Preparation, Distribution, Revision, Retrieval and Destruction of this SOP. Allotment of Layout Numbering System.

QA (Manager): Training and effective implementation of this SOP to all concerned Departments.

Respective Departments: Review and Checking of Numbering System of Layout.

4.0 ACCOUNTABILITY:

Head QA: Approval, Ensure Training and Implementation of this SOP's.

5.0 DEFINITION:

Not Applicable

6.0 PROCEDURE :

6.1 Precautions:

6.1.1 All the Layout shall be given unique number for it's Identification and Traceability.

6.1.2 Once Layout number is allotted to any Layout, the same number shall not be assigned to any other Layout.

6.1.3 Layout number shall be assigned by QA and same shall be recorded in respective Layout number issuance Log Book.

6.2 Area Codes:

Following codes shall be used for Area applicable in Layout Numbering:



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S.No.	AREA	CODE
1.	Ground Floor	GF
2.	First Floor	FF
3.	Second Floor	SF

6.3 Numbering System For Layout:

DF/XX/YYY–WW

DF: Plant Code

/: Indicates Separator

XX : Area Code

/: Indicates Separator

YYY: Serial No. Starts from 001, 002, 003.....etc.

–: Indicates Dash

WW: Indicates Revision Number of Layout i.e. 00

If any changes in Layout than Revision Number change from 00 to 01, 02, 03.....etc. though change control.

Examples:

For Ground Floor Layout: DP/GF/001–00

For First Floor Layout: DP/FF/001–00

For Second Floor Layout: DP/SF/001–00

7.0 ABBREVIATIONS:

Pvt. Private

Ltd. Limited

SOP Standard Operating Procedure

GF Ground Floor

FF First Floor

SF Second Floor



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8.0 ANNEXURES:

ANNEXURE No.	ANNEXURE TITLE	FORMAT No.
Annexure-I	Layout number issuance Log Book.	

9.0 DISTRIBUTION:

- Master Copy Quality Assurance Department.
- Controlled Copy No. 01 Quality Assurance Department.
- Controlled Copy No. 02 Quality Control Department.
- Controlled Copy No. 03 Production Department.
- Controlled Copy No. 04 Engineering Department.
- Controlled Copy No. 05 Warehouse Department.

10.0 REFERENCES:

Not Applicable

11.0 REVISION HISTORY:

Revision No.	Change Control No.	Details of Changes	Reason of Changes	Effective Date	Done By
00	Not Applicable	Not Applicable	New SOP		

