



DECODING PHARMA

QUALITY ASSURANCE DEPARTMENT

STANDARD OPERATING PROCEDURE

Department: Quality Assurance	SOP No.:
Title: Maintenance of Employee Specimen Signatures	Effective Date:
Supersedes: Nil	Review Date:
Issue Date:	Page No.:

1.0 OBJECTIVE:

To lay down a procedure for maintaining the specimen signatures of all employees.

2.0 SCOPE:

This procedure is applicable to use of signatures of employees, working in

3.0 RESPONSIBILITY:

Head – Personnel and Administration

Head – Department of Respective Departments

Head – Quality Assurance

4.0 DEFINITION(S):

NA

5.0 PROCEDURE:

5.1 This procedure is required to maintain specimen signatures of employees, so that,

- The signature/initial on records/documents match with the specimen signatures which are maintained in the respective departments.
- No operating personnel can repudiate/disown the activity recorded.
- It is possible to determine the person who has recorded the activity.

5.2 The specimen signature of each individual shall be recorded on a signature card as per the format (Refer Annexure-I).

5.3 The individual shall sign/initial on the signature card against the columns provided, matching to the regular signature/initial.

5.4 The QA person shall maintain the signature cards of all the department employees in a file

5.5 This file shall also have an updated list of all department employees with name, employee number and position in the format (Refer Annexure II).

5.6 This list shall be updated quarterly and shall be signed and dated by the respective department head.



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- 5.7 If the employee is transferred from the present department to another department, his/her signature card will be transferred to the new department.
- 5.8 In case an employee leaves from the organization, his original signature card shall be transferred to his personal file maintained by the human resources department.
- 5.9 However, plant copy of the signature card shall be maintained in the department for at least three more years. An entry to this effect shall be made in the remarks column.
- 5.10 Whenever a new employee joins the organization, it is the responsibility of the individual department head to request for the specimen signature card and get the same filled and updated
- 5.11 In case an employee leaves from the organization, his original signature card shall be transferred to his personal file maintained by the human resources department.
- 5.12 However, plant copy of the signature card shall be maintained in the department for at least three more years. An entry to this effect shall be made in the remarks column.
- 5.13 Whenever a new employee joins the organization, it is the responsibility of the individual department head to request for the specimen signature card and get the same filled and updated.

6.0 ABBREVIATION(S):

Nil

7.0 REFERENCE(S):

NA

8.0 ANNEXURE(S):

Annexure -I: Specimen Signature Card

Annexure -II: List of Employees



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Annexure I

EMPLOYEE SPECIMEN SIGNATURE CARD

Name of the Employee			
Employee Number			
Department			
Date of Joining			
Signature			
Initial			
Date			
Approved By	Name	Signature	Date
In-charge Department			
Remarks:			
Effective Date:			



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Annexure II

LIST OF EMPLOYEES

Effective Date	
Department	

S.No.	Name of the Employee	Designation
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

Department Head (Sign/Date)	
Head QA (Sign/Date)	
Next Due for Review	