PHARMA DEVILS	
QUALITY ASSURANCE DEPARTMENT	
STANDARD OPERATING PROCEDURE	
Department: Quality Assurance	**SOP No.:**
Title: Batch Numbering System	**Effective Date:**
Supersedes: Nil	**Review Date:**
Issue Date:	**Page No.:**

1.0 Objective

1.1 To describe the Procedure for allocation of batch number for products manufactured at ………. plant of ………………

2.0 Scope

2.1 This SOP is applicable for batch numbering of the product manufacture at …………...

3.0 Responsibility

3.1 The Heads of Production Dept shall be:

3.1.1 Responsible for creating batch no in the SAP.

3.2 Production Executive/Officer shall be.

3.2.1 Responsible for issuing weighment sheets for raw material and packing material bearing correct batch number.

3.2.2 Responsible for requesting for issuance of BMR, mentioning Batch No as per SAP.

3.3 Officer- Quality Assurance shall be:

3.3.1 Responsible for issuing BMR with correct Batch No.

4.0 Accountability

Head Quality Assurance

5.0 Procedure

5.1 Batch number to be assigned for a batch shall be generated by SAP system.

5.2 Batch numbering system shall consist of following 7 numerical characters.

Batch Number: YXXNNNN
Where, "Y"   Indicates Calendar Year.
           "XX"   Indicates plant code.
           "NNNN"   Sequential number across all the products of respective Plant.

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5.3 Plant codes assigned for …………Plant is 13.

5.4 For example, batch number of a product is "1130001". Which indicates

    5.4.1 The first numerical digit "1" indicates year 2011.

    5.4.2 Second two digits "13" indicates Plant code for "……………"

    5.4.3 The next four digits indicated the serial number of respective batch, which shall start from 0001 and continue serially till 31st December of the same calendar year.

5.5 The above batch numbering system is applicable to the product manufactured at ……………..

6.0 Annexure (S)

    Nil

7.0 References (S)

    In-house

8.0 Glossary

    SOP   : Standard Operating procedure

    SAP   : System Application in Data Processing.

    BMR   : Batch Manufacturing Record.