



**STANDARD OPERATING PROCEDURE**

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

**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.
- 5.7 If the employee is transferred from the present department to another department, his/her



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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





# PHARMA DEVILS

QUALITY ASSURANCE DEPARTMENT

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### Annexure I

#### EMPLOYEE SPECIMEN SIGNATURE CARD

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



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**Annexure II**

**LIST OF EMPLOYEES**

<b>Effective Date</b>	
<b>Department</b>	

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

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