



PHARMA DEVILS

HR DEPARTMENT

STANDARD OPERATING PROCEDURE

Title : Preparation of Signature Log of Authorized Signatory

SOP No.:		Department:	HR	
		Effective Date:		
Revision No.:		Revision Date:		
Supersede Revision No.:		Page No.:	1 of 3	

1.0 OBJECTIVE:

To lay down a procedure for Preparation of Signature Log of Authorized Signatory.

2.0 SCOPE:

This Procedure is applicable to define the procedure for Preparation of Signature Log of Authorized Personnel at

3.0 RESPONSIBILITY:

Officer / Executive Personnel & Administration / HR

4.0 ACCOUNTABILITY:

Head Personnel & Administration / HR

5.0 ABBREVIATIONS :

HR Human Resource
No. Number
Ltd. Limited
SOP Standard Operating Procedure
QA Quality Assurance

6.0 PROCEDURE:

- 6.1 All the Authorized Personnel of individual department shall have to put their signature in the specified format.
- 6.2 Personnel Department shall take signature of all the concerned personnel in “**Signature Log of Authorised Signatory**” shown in Format as **Annexure -I**.
- 6.3 All the concerned Personnel shall put their Three Signatures as Specimen in specified column.
- 6.4 Above requested three signatures may be either same or it may be initial, half signature as well as Full Signature.
- 6.5 Finally duly filled signature Log shall be Authorized by the Company’s Authorised signatory.
- 6.6 Signature Log may be updated as and when it is required.
- 6.7 Duly filled and Authorized Signature Log shall be available at Personnel & HR department.

7.0 ANNEXURES:

ANNEXURE No.	TITLE OF ANNEXURE	FORMAT No.
Annexure-I	Signature Log of Authorized Signatory	



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8.0 DISTRIBUTION:

- Controlled Copy No. 01 Head Personnel & Administration / HR
- Master Copy Quality Assurance Department

9.0 REFERENCES:

Not Applicable

10.0 REVISION HISTORY:

CHANGE HISTORY LOG

Revision No.	Details of Changes	Reason for Change	Effective Date	Updated By
00	New SOP	Introduction of New SOP		

