



STANDARD OPERATING PROCEDURE

Department: Quality Control	SOP No.:
Title: Allocation of Analytical Reference Number	Effective Date:
Supersedes: Nil	Review Date:
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1.0 OBJECTIVE:

To lay down a procedure for Allocation of Analytical Reference Number.

2.0 SCOPE:

This SOP is applicable for Allocation of Analytical Reference Number in the Quality Control Department.

3.0 RESPONSIBILITY:

Executive, Officer – Quality Control Department

Head – Quality Control Department

4.0 DEFINITION(S):

NA

5.0 PROCEDURE:

5.1 Analytical reference number shall be generated when the material / product received in the quality control for analysis.

5.2 For Raw Materials & Packaging materials:

5.2.1 All analytical reference number for raw materials and packaging materials shall have nine characters.

e.g. For Raw material

R	-	0001	/	X
				X

R Raw Materials

- Dash

0001 Serial number of the sample

/ Slash



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XX Last two digit of the Year (06 for year 2006, 07 for year 2007 ... etc)

e.g. For Packaging materials

P	-	0001	/	XX
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P Packing Materials

- Dash

0001 Serial number of the sample

/ Slash

XX Last two digit of the Year (06 for year 2006, 07 for year 2007 ... etc)

5.3 For Finished product Tablets, Capsules, & Inprocess sample:

5.3.1 All analytical reference number for finished product tablets and finished product capsules shall have 10 characters.

e.g. For Finished product Capsule

FC	-	0001	/	X
				X

FC Finished product Capsule

- Dash

0001 Serial number of the sample

/ Slash

XX Last two digit of the Year (06 for year 2006, 07 for year 2007 ... etc)

5.3.2 AR Number for Inprocess sample report will consist of 10 characters.

e.g. For Inprocess sample

IP	-	0001	/	X
				X

IP Inprocess sample

- Dash



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0001 Serial number of the sample

/ Slash

XX Last two digit of the Year (06 for year 2006, 07 for year 2007 ... etc)

5.4 For Validation Samples:

5.4.1 AR Number for validation samples report will consist of 11 characters.

e.g. For Validation sample

VAL	-	0001	/	X
				X

VAL Validation sample

- Dash

0001 Serial number of the sample

/ Slash

XX Last two digit of the Year (06 for year 2006, 07 for year 2007... etc)

5.5 For Raw water, Purified water & swab sample:

5.5.1 AR Number for Water samples report will consist of 10 characters.

e.g. For Raw water sample, Purified water.

WS	-	0001	/	X
				X

WS Raw water sample, Purified water,

- Dash

0001 Serial number of the sample

/ Slash

XX Last two digit of the Year (06 for year 2006, 07 for year 2007... etc)

e.g. For swab samples (Wash water)

SW	-	0001	/	X
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				X
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SW Swab water sample

- Dash

0001 Serial number of the sample

/ Slash

XX Last two digit of the Year (06 for year 2006, 07 for year 2007... etc)

5.6 For Pre shipment or Free sample:

5.6.1 AR Number for preshipments sample report will consist of 10 characters.

e.g.

PS	-	0001	/	X
				X

PS Preshipment or free samples

- Dash

0001 Serial number of the sample

/ Slash

XX Last two digit of the Year (06 for year 2006, 07 for year 2007... etc)

5.7 For Trial Batches:

5.7.1 AR Number for trial batches sample report will consist of 10 characters.

e.g.

TR	-	0001	/	X
				X

TR Trial batches samples

- Dash

0001 Serial number of the sample

/ Slash



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5.8 For Microbiological samples:

5.8.1 AR Number for microbiological section shall have 10 Characters.

e.g.

MS	-	0001	/	X
				X

MS Microbiological samples

- Dash

0001 Serial number of the sample

/ Slash

XX Last two digit of the Year (06 for year 2006, 07 for year 2007... etc)

5.9 AR Number for Reagent sample analysis report will consist of 10 characters

e.g.

RS	-	0001	/	X
				X

RS Reagent samples

- Dash

0001 Serial number of the sample

/ Slash

XX Last two digit of the Year (06 for year 2006, 07 for year 2007... etc)



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5.10 AR Number for Consumable item analysis report will consist of 10 characters.

e.g.

CI	-	0001	/	X
				X

CI Consumable item.

- Dash

0001 Serial number of the sample

/ Slash

XX Last two digit of the Year (06 for year 2006, 07 for year 2007... etc)

5.11 AR Number for Market samples, samples from R&D or regulatory analysis report will consist of 09 characters.

e.g.

M	-	0001	/	X
				X

M Market samples

- Dash

0001 Serial number of the sample

/ Slash

XX Last two digit of the Year (06 for year 2006, 07 for year 2007... etc)

6.0 ABBREVIATION(S):

QCD - Quality Control Department

SOP - Standard Operating Procedure

7.0 REFERENCE(S):

NA

