



STANDARD OPERATING PROCEDURE

Department: Production	SOP No.:
Title: Procedure for numbering system of miscellaneous items	Effective Date:
Supersedes: Nil	Review Date:
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1.0 OBJECTIVE:

To lay down the procedure for numbering system of miscellaneous items.

2.0 SCOPE:

This SOP is applicable for numbering system of miscellaneous items.

3.0 RESPONSIBILITY:

Production: Officer /Executive/Assistant Manager

Head Production : To ensure execution & compliance

QA : To ensure the procedure.

4.0 PROCEDURE :

4.1 After receiving Equipments / Instruments, check the gate pass / Challan / invoice copy against the Equipments / Instruments.

4.2 Check the gate entry and record in Inward register of respective department.

4.3 Prepare GIM in system and then allocate the number for Equipments / Instruments in respective department as per below procedure.

4.4 Equipments and Instruments number should allocate as per SOP.

4.5 **Miscellaneous equipment / instruments shall be numbered as per below:-**

Procedure to be followed for allotting code no. of SS Tanks:

4.5.1 Seven characters shall be considered as code no. of SS Tanks, as follows:

X	YY	-	ZZZ
1 st character	2 nd & 3 rd character	4 th Character	5 th , 6 th & 7 th Character
Department Code	SS Tank/Container	Hyphen	Serial No.

X: Indicates department code such as 'P' for Production.

YY: Indicates code of SS Tank 'ST' or SS Container 'SC'

ZZZ : Indicates for Serial No.



PHARMA DEVILS

PRODUCTION DEPARTMENT

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Example: PST-001

P : Stands for Production

ST : Stands for Solution Tank

SC : Stands for Solution Container.

- : Hyphen

001 : Serial No.

4.5.2 Procedure to be followed for allotting code no. of Cabinets:

Seven characters shall be considered as code no. of Cabinets, as follows:

X	YY	-	ZZZ
1 st character	2 nd & 3 rd character	4 th Character	5 th , 6 th & 7 th Character
Department Code	Cabinets	Hyphen	Serial No.

X: Indicates department code such as 'P' for Production.

YY: Indicates code of Cabinets 'CB'

ZZZ : Indicates for Serial No.

Example : PCB-001

P : Stands for Production

CB : Stands for Cabinet

- : Hyphen

001 : Serial no.

4.5.3 Procedure to be followed for allotting code no. of Trolleys:

Seven characters shall be considered as code no. of Trolleys as follows:

X	YY	-	ZZZ
1 st character	2 nd & 3 rd character	4 th Character	5 th , 6 th & 7 th Character
Departmental Code	Trolleys	Hyphen	Serial No.

X: Indicates department code such as 'P' for Production.

YY: Indicates code of Trolleys 'TR'



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ZZZ : Indicates for Serial No.

Example: PTR-001

P : Stands for Production

TR : Stands for Trolley

- : Hyphen

001 : Serial no.

4.5.4 Procedure to be followed for allotting code no. of Multi-mill Screen:

Eight characters shall be considered as code no. of screen as follows:

X	Y	XXX	-	ZZ
1 st character	2 nd character	3 rd , 4 th , 5 th Character	6 th Character	7 th to 8 th Character
Department Code	Screen	Size of screen	Hyphen	Serial No.

X : Indicates department code such as 'P' for Production

Y : Indicates Multi-mill screen such as 'M'.

XX : Indicates the Size of screen used for Multi-mill.

Example: PM1.5-01

P : Stands for Production

M : Stands for Multi-mill screen

1.5 : Screen size

- : Hyphen

01 : Serial No.

4.5.5 Procedure to be followed for allotting code no. of Sieves :

Eight or Nine characters shall be considered as code no. of sieves as follows:

X	Y	A/B	XX	-	ZZ
1 st character	2 nd character	3 rd character	4 th to 5 th Character	6 th or 7 th Character	7 th to 8 th or 8 th to 9 th Character
Department Code	Sieve	220 / 750 mm sifter	Sieve mesh Size	Hyphen	Serial No.



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X : Indicates department code such as 'P' for Production

Y : Indicates sieve such as 'S'

A : Indicates the sieve used for 1220 mm sifter

B : Indicates the sieve used for 750 mm sifter

Example: PSA40-01

P : Stands for Production

S : Stands for sieve of sifter

A : Stands for 1220 mm sifter sieve

40 : Sieve mesh size

- : Hyphen

01 : Serial No.

4.5.6 Procedure to be followed for allotting code no. of Scoop/Spatula/Jug/Spoon:

Seven characters shall be considered as code no. of Scoop/Spatula/Jug/Spoon as follows:

X	Yy	-	ZZZ
1 st character	2 nd & 3 rd character	4 th Character	5 th ,6 th &7 th Character
Department Code	Scoop/Spatula/Jug/Spoon	Hyphen	Serial No.

Example: PSc-001 or PSt-001 or PJg-001 or PSp-001

P : Stands for Production

Sc : Stands for Scoop

St : Stands for Spatula

Jg : Stands for Jug

Sp : Stands for Spoon

- : Hyphen

001 : Serial number of Scoop or Spoon or Jug or Spatula .

4.5.7 Procedure to be followed for allotting code no. of Bin.



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Nine or eight characters shall be considered as code no. of Bin as follows:

X	Y	XXX/XXXX	-	ZZ
1 st character	2 nd character	3 rd ,4 th &5 th or 3 rd ,4 th ,5 th & 6 th Character	6 th or 7 th Character	7 th & 8 th , or 8 th & 9 th
Department Code	Bin	Capacity Bin	Hyphen	Serial No.

Example : PB600-01 or PB1200-01

P : Stands for Production

B : Stands for Bin

600 : Stands for 1200 litre capacity

1200 : Stands for 600 litre capacity

01 : Stands for Serial number of Bin

4.5.8 Procedure to be followed for allotting code no. of IPC.

Eight characters shall be considered as code no. of IPC as follows:

X	Y	XXX	-	ZZ
1 st character	2 nd character	3 rd ,4 th & 5 th Character	6 th Character	7 th & 8 th
Department Code	IPC	Capacity IPC	Hyphen	Serial No.

Example : PI220-01 or PI125-01

P : Stands for Production

I : Stands for IPC

220 : Stands for 220 litre capacity

125 : Stands for 125 litre capacity

01 : Stands for Serial number of IPC

4.5.9 Procedure to be followed for allotting code no. of Co-mill screen for FBD.

Ten characters shall be considered as code no. of Co-mill screen for FBD as follows:

X	XX	Y	YYY	-	ZZ
1 st Character	2 nd & 3 rd Character	4 th Character	5 th ,6 th & 7 th Character	8 th Character	9 th &10 th Character
Department Code	Co-mill screen for	Capacity of Co-mill	Screen size	Hyphen	Serial No.



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	FBD				
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Example : PCFL2.0-01 or PCFS2.0-01

P : Stands for Production

CF : stands for Co-mill for FBD

L : Stands for Co-mill of 10HP

S : Stands for Co-mill of 5HP

2.0 : Stands for 2.0mm screen

01 : Stands for serial number of screen

4.5.10 Procedure to be followed for allotting code no. of Co-mill screen for RMG.

Ten characters shall be considered as code no. of Co-mill screen for RMG as follows:

X	XX	Y	YYY	-	ZZ
1 st Character	2 nd & 3 rd Character	4 th Character	5 th , 6 th & 7 th Character	8 th Character	9 th &10 th Character
Department Code	Co-mill screen for RMG	Capacity of Co-mill	Screen size	Hyphen	Serial No.

Example : PCRL6.0-01 or PCRS6.0-01

P : Stands for Production

C : Stands for Co-mill for RMG

L : Stands for Co-mill of 1200 litre

S : Stands for Co-mill of 600 litre

2.0 : Stands for 2.0mm screen

01 : Stands for serial number of screen

4.5.11 The code number of Equipments / Instruments should be allocated by respective department head or designee.

4.5.12 Once the code number of Equipments / Instruments is allocated, it should not be allocated to any other Equipments / Instruments, even if the Equipments / Instruments are transferred to other unit.

5.0 ANNEXURE (S):

Nil



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6.0 REFERENCE (S):

SOP: Equipment numbering and Instrument numbering system.

SOP: Preparation, approval, distribution control, revision and destruction of Standard Operating Procedure (SOP).

7.0 ABBREVIATION (S) /DEFINITION (S):

QA : Quality Assurance

No. : Number

PRD : Production

GIM : Goods Inward Memo

SOP : Standard Operation Procedure

REVISION CARD

S. No.	REVISION No.	REVISION DATE	DETAILS OF REVISION	REASON (S) FOR REVISION	REFERENCE CHANGE CONTROL No.
1	00	--	--	NEW SOP	--