



# PHARMA DEVILS

## QUALITY CONTROL DEPARTMENT

### STANDARD OPERATING PROCEDURE

<b>Department:</b> Quality Control	<b>SOP No.:</b>
<b>Title:</b> Allocation of identification number to Instruments/Equipment	<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 allocating Identification Number to Instrument/Equipment in order to have unique Identification number for better traceability and reference in all related documents.

#### 2.0 SCOPE:

This procedure is applicable for all instruments and equipments installed in Quality Control Laboratory.

**3.0 RESPONSIBILITY** – Execution - Executive QC .  
Checking - Assistant Manager QC.

**4.0 ACCOUNTABILITY** - Manager Quality Control

#### 5.0 PROCEDURE:

5.1 Assign the identification number to instrument in following manner:

Q/001

Where

Q = Quality

/ = Slash

001 = Identification No. of first instrument in QC

5.2 Each Instrument/Equipment shall have a unique Identification No. Once a No. is allocated to any Instrument/Equipment, the same identification No. shall not be repeated to any other Instrument/Equipment.

5.3 Whenever any new instrument/equipment required in QC department, the Identification No. For the same shall be assigned during URS finalization.

5.4 The record of assigned Identification No. shall be maintained along with their locations as in Annexure- I

#### 6.0 SAFETY & PRECAUTIONS:

Not Applicable.



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#### 7.0 REVISION HISTORY:

Revision No.	Reason for Revision	Superseded from & Date
00	New	

#### 8.0 DISTRIBUTION:

Copy No.	Issuance Record				Withdrawal Record		Destruction Record	
	Date	Dept. issued	Name / Signature of receiver	Issued By Name / Signature	By	Sign/ Date	By	Sign/ Date

#### 9.0 REFERENCES:

Not Applicable

#### 10.0 ABBREVIATIONS & ANNEXURES:

SOP : Standard Operating Procedure

QA : Quality Assurance

No. : Number

QC : Quality Control

ID : Identification

**Annexure -I** : Identification Number of Instruments/Equipments

