

Standard Operating Procedure <b>Numbering Official Documents</b>	SOP No. 1.005
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**Effective:** 3-15-97  
**Supersedes:** 3-15-97  
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- 1 Purpose
  - 1.1 To establish a system for numbering documentation.
- 2 Scope
  - 2.1 This procedure applies to assigning numbers to official documentation under quality control such as SOP's, attachments, and forms.
- 3 Definition
  - 3.1 Each document will be assigned a group number as follows:
 

3.1.1 General	1.0
3.1.2 Engineering	2.0
3.1.3 Project Management	3.0
3.1.4 Safety	4.0
3.1.5 Construction	5.0
3.1.6 Commissioning	6.0
3.1.7 QA/QC	7.0
3.1.8 Service	8.0
3.1.9 Preventive Maintenance & Calibration Procedures	9.0
- 4 Responsibility
  - 4.1 QA is responsible for maintaining and assigning a unique number to each official document under the document control system.

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## 5 Procedure

5.1 Each SOP is assigned an identification number as follows: four digits - first represents the group number, second, third and fourth are sequentially assigned. Example: SOP # 1.001 is the first SOP in the general procedures section. SOP # 8.004 is the fourth SOP in the service section, etc.

5.2 Each form or attachment linked to a specific SOP is assigned an identification number as follows: five digits - first is the group number, second, third and fourth are the SOP number, and the fifth is the form or attachment number, sequentially assigned. Example: Form Number (FN) 1.006.1 is the first form assigned to SOP 1.006.

Exception: Forms and attachments that do not require a standard operating procedure. Due to the general information in the document such as interoffice communication, transmittal forms, and request forms. Documents of this nature will still fall under documentation control in order to prevent several renditions of the same document.

5.3 Each form or attachment not linked to a specific SOP is assigned an identification number as follows: five digits - first is the group number, second, third and fourth are the SOP number, and the fifth is the form or attachment number, sequentially assigned. Example: Form Number (FN) 1.005.12.

5.4 Identification numbers assigned to SOP's, forms, and attachments are logged by entering the appropriate information into both tracking forms: FN 1.005.1 (SOP Numbering Assignment Sheet) and FN 1.005.2 (Form and Attachment Assignment Sheet).

5.4.1 FN 1.005.1 is used to track SOP's.

5.4.2 FN 1.005.2 is used to track forms and attachments.

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## Document Approval

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