

Ami Polymer Pvt. Ltd.		
STANDARD OPERATING PROCEDURE		
Title: Procedure for Coding system for Manufacturing Batch	Department	: QUALITY ASSURANCE
	SOP No.	: AP/QA/SOP:028/08
	Supersedes	: AP/QA/SOP:28/07
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Issued Date	Effective Date	Review Before
30/11/2023	04/12/2023	29/11/2026

1.0 OBJECTIVE: To lay down the procedure for Coding system of manufacturing batch & machine to Maintain Quality standards.

2.0 SCOPE: The procedure applies for steps of coding system for manufacturing batch & machine.

3.0 RESPONSIBILITY: Quality control executive/ Production supervisor

4.0 PROCEDURE:

4.1 Procedure for Manufacturing batch number coding

4.1.1 All the manufacturing batches produced in Clean room, Silvassa plant are identified by following coding.

4.1.1.1 Coding for extruded products:

CyyEmm-zzzz

EyyEmm-zzzz

AyyEmm-zzzz

CWyyEmm-zzzz

EWyyEmm-zzzz

AWyyEmm-zzzz

C stands for Mixing area of Clean room second floor,

E stands for Mixing area of Clean room (66-E),

A stands for Mixing area of Clean room First floor,

W stands for Wacker Rubber

yy stands for last two digits of manufacturing year,

E stands for Extrusion,

mm stands for Manufacturing month,

zzzz stands for serial number

(Batch numbers CWyyEmm-zzzz, EWyyEmm-zzzz and AWyyEmm-zzzz are applicable only for Imapure® Platinum cured silicone tube)

4.1.1.2 Coding for Liquid silicone molded product.

LyyMmm-zzzz

L stands for Liquid Silicone, yy stands for last two digits of manufacturing year,

M stands for Molding, mm stands for Manufacturing month, zzzz stands for bucket serial number.

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4.1.1.3 List of first initial alphabet stands for extruded & molded products

- A- Clean room First floor
- B- Black area products
- C- Clean room Second floor
- E- Clean room (66-E)
- G- Clean room Ground floor, Molding & Extrusion Items
- L- Liquid silicone rubber
- S- Silicone Sheet

4.1.1.4 Coding for Imaprene tube, Imaweld tube, Imaliner tube, Imachemton tube.

XyyEmm-zzzz

X stands for type of product (IP for Imaprene Tube, IW for Imaweld Tube, IL for Imaliner Tube, B for Imachemton Tube), yy stands for last two digits of manufacturing year, E stands for Extrusion, mm stands for Manufacturing month, zzzz stands for item wise serial number.

4.1.1.5 Coding for outsourced extruded material (PTFE tube, FEP tube).

XyyEmm-zzzz

X stands for type of product (P for PTFE Tube, F for FEP Tube), yy stands for last two digits of year, E stands for Extrusion, mm stands for month, zzzz stands for Invoice number of particular material.

4.1.1.6 Coding for outsourced molded material (PTFE T/C gasket, PTFE washer, PTFE O ring).

XyyMmm-zzzz

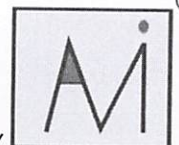
X stands for type of product (S for Silicone Sheet, P for PTFE T/C gasket, PTFE washer & PTFE O ring), yy stands for last two digits of year, M stands for Molding, mm stands for manufacturing month, zzzz stands for Invoice number of particular material.

4.1.1.7 Coding for Plastic molded product.

PPyyMmm-zzzz

PP stands for Plastic products, yy stands for last two digits of manufacturing year, M stands for Molding, mm stands for Manufacturing month, zzzz stands for batch serial number.

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4.2 Procedure for Machine coding.

4.2.1 Machine coding is like as follows.

S/xx/yy where S stands for Silvassa, xx stands for two alphabets from machine name, yy stands for serial number. In case of long name of machine xxx is applicable, so code is S/xxx/yy.

4.3 Procedure for Single use System coding

4.3.1 Batch coding for single use system is as follows:

ZXXSUSMM-YYYY & ZXXSUBMM-YYYY

Whereas Z denote company location (Silvassa location indicate by C), XX denotes for last two digits of manufacturing year, SUS denote single use system, SUB denotes for single use bag, MM denotes month represent in digit (For example: Jan indicate as 01), YYYY denotes serial no of batch for that particular month.

4.3.2 Batch coding for Glass Reinforced Nylon Clamp is as follows:

ZXXGNCMM-YYYY

Whereas Z denote company location (Silvassa location indicate by C), XX denotes for last two digits of manufacturing year, GNC denotes for Glass Reinforced Nylon Clamp, MM denotes for month represent in digit, YYYY denotes serial no of batch for that particular month.

5.0 ABBREVIATION:

None.

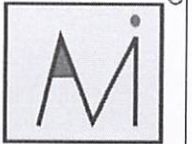
6.0 ANNEXURE:

None.

7.0 REFERENCE:

None.

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8.0 REASON(S) FOR REVISION OF SOP:

- 00 – New SOP.
- 01 – Revised against CCP no CCP/015/18-19
- 02 – Corrected CCP number CCP/015/18-19 to CCP/016/18-19 in revision reason
- 03 – Amendment in 4.1.1.3 & 4.1.1.4 as per current procedure.
- 04 – Amendment in 4.1.1.5, 4.1.1.6 & 4.1.1.7 as per current procedure.
- 05 – Batch coding of Single use System Included.
- 06 – Amendment in 4.1.1.4 as per current procedure.
- 07 – Amendment in 4.1.1.4, 4.1.1.6, 4.1.1.7 and included 4.3.2 as per current procedure.
- 08 – Amendment in 4.1.1.1 as per current procedure.

9.0 CONTROL COPY OF SOP DISTRIBUTION RECORD:

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