	Facultat de Química Departament Química Analítica Mat Control	PGC/MAT/001/01
		Codification and structure of procedures
		Pag. 1 de 6

Title: Codification and structure of procedures

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	Facultat de Química Departament Química Analítica Mat Control	PGC/MAT/001/01
		Codification and structure of procedures
		Pag. 2 de 6

1 Objective

Establish the codification and structuring procedures of the Mat Control quality system.

2 Scope

This document applies to all procedures that are generated within the Mat Control quality system.

3 Definitions

Controlled copy is a copy of a procedure that is sent to a recipient. It is identified with the number of copies and distribution site. Printed in red "DO NOT COPY" on all pages.

Distribution place is a numeric code to identify the physical place where the controlled copy is. This code corresponds door number of the laboratory or office where the document is.

4 Related Procedures

PGQ/MAT/002/01: Writing, review, approval, distribution and maintenance of procedures

5 Responsibilities

The quality system responsible of Mat Control does the codifications of all documents generate in quality system.

6 References


Not applicable.

7 Instructions

7.1 Classification procedures

The procedures can be of two types:

General Procedures Quality - (Procedimientos General de Calidad) – **PGC**: Documents that establish details to run activities considered critical for maintaining quality.

	Facultat de Química Departament Química Analítica Mat Control	PGC/MAT/001/01
		Codification and structure of procedures
		Pag. 3 de 6

Standardized Operation Procedure (Procedimientos Normalizados de Trabajo) – **PNT** - documents that describe in a clear and detailed the steps to perform a certain activity or process.

7.2 *Structure of the procedures*

The definitive version of a procedure, PGC or PNT, will be printed on double side of paper DIN A4 format, the type of letter is Times New Roman (12 points), with a spacing of 1.5 points, 1,27 cm all edges.

The structures is detailed below:

7.2.1 Format

First page - consists of (see Annex A):

Header: it contains the logo of the University of Barcelona, accompanied by phrases Faculty of Chemistry, Analytical Chemistry Department, Mat Control, the code identifying the document, page and total number of pages document.

Title: We seek a short title, which itself defines the content of the procedure.

Space intended for name and signature of people who write, review and approve the document with relevant dates.


Reference procedure which replaces, with the date and reason for replacement.

Space to register the copy number and the controlled distribution.

Space to register annex on the document.

Inside Page - It develops the content of the procedure.

Header: same of first page. It contains the logo of the University of Barcelona, accompanied by phrases Faculty of Chemistry, Analytical Chemistry Department, Mat Control, the code identifying the document, page and total number of pages document.

	Facultat de Química Departament Química Analítica Mat Control	PGC/MAT/001/01
		Codification and structure of procedures
		Pag. 4 de 6

7.2.2 Contents:

Objective : Purpose of the procedure.

Scope: Activities covering the procedure and/or the persons to whom it applied.

Definitions: Precise definitions for the correct understanding of the procedure by which people have used. If necessary, you see the phrase "Not Applicable".

Related Procedure: Indicated code and title procedures that complement the procedure in question. If so, you see the phrase "Not Applicable".

Responsibilities: List of people associated with the procedure, specifying its functions.

References: Bibliographic material (books, articles, standards, legislation, etc.) Used for writing or procedure that can serve as supplementary information. If necessary, you see the phrase "Not Applicable".

Instructions: Description and detailed sequence of operations to follow. As a general rule, follow the following instructions:

Use short sentences with simple words and terms. As a sentence, preferably using the imperative.

It would distribute the various procedural steps in subparagraphs numbered.

Use drawings and diagrams when you consider may be instructive.

Note that the main purpose of a proceeding is to serve as a guide when performing a task with which you are not familiar.

Annexes: It includes the information necessary to complete the content of the procedure or can be filed as a form. It is include as a subtitle of instructions.

7.3 Codification of Procedures

Each procedure carries an alphanumeric code that identifies it. This code is expressed as follows:


a) General Procedures Quality: PGC /MAT / XXX / YY

PGQ: abbreviation identifying the type of document.

MAT: Acronyms for Mat Control.

XXX: digit order number to the document.

YY: digit version of the document.

	Facultat de Química Departament Química Analítica Mat Control	PGC/MAT/001/01
		Codification and structure of procedures
		Pag. 5 de 6

b) Standardized Operating Procedures: PNT / MAT / AAA / XXX / YY

PNT: abbreviation identifying the type of document.

MAT: Acronyms for Mat Control.


AAA: Acronyms identifying the subject of the document (see Table 1).

XXX: digit order number to the document.


YY: digit version of the document.

Table 1 – Acronyms according subjects.

Acronyms	Definitions
DOC	Quality System Documentation not included in other areas (List of equipment, reference materials)
REG	Procedures that describe how to record one activity.
EQP	Equipment: appliances and tools
EXP	Experimental procedures. Management of reagents, standards, samples or reference materials.
DAD	Data treatment
INS	Cleaning and maintenance of installations
PCQ	Quality control plans
MAS	Environment and Security: residues, workplace health and safety, labelling of reagents.
ORG	Organization and personnel
RSG	Review of the Quality System Management: audits, preventive and corrective actions

	Facultat de Química Departament Química Analítica Mat Control	PGC/MAT/001/01
		Codification and structure of procedures
		Pag. 6 de 6

7.4 Annex A – First page of PNT and PGC

	Facultat de Química Departament Química Analítica Mat Control	Document Code
		Document title
		Pag. X de Y

Title: XXXXXXXX

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