

DEPARTMENT	OEC-MR-DC-I-01	ISSUE DATE	REVISION #
MR		2015-12-01	0.0
	INSTRUCTION FOR NUMBERING OF DOCUMENTS		PAGES
			1 of 3

PURPOSE

To have uniform numbering system for all documents

SCOPE

The process is applicable to all departments and respective HOD's are responsible for the same.

REFERENCE

NA

RESPONSIBILITY

HOD's are responsible for document numbering system

PROCEDURE / DESCRIPTION OF ACTIVITIES

1. There are four basic types of documents:

- Quality Manual
- Processes
- Formats
- Work Instructions

2. All documents follow a uniform numbering system:

OEC-XXX-YY-Z-##

a) XXX: Up to three character code for the department that the process relates too. The list of the same is below

Department	Department Code
Human Resources	HRD
Administration	ADM
Security	SEC
Finance & Accounts	F&A
Accounts	ACC
Billing	BILL
Collection	COL
Information Technology	ITD
Sales	SAL
Marketing	MKT
Operations	OPS
Branch Operations	BOP
Customer Service	CSD
Project	PRJ
Audit	IAD

b) YY – Up to two character code for the process. The list of the same is below

DEPARTMENT	OEC-MR-DC-I-01	ISSUE DATE	REVISION #
MR		2015-12-01	0.0
	INSTRUCTION FOR NUMBERING OF DOCUMENTS		PAGES
			2 of 3

Process	Abbreviation
Complaint Management	CM
Document Control	DC
Internal Audit	IA
Management Review	MR
Corrective Action	CA
Record Control	RC
Training	TR
Recruitment	RE
Non-Conforming Product	NC
Purchase	PU
Measurement	ME
Process For Managing Pickup	PP
Destruction & Retention Process	DR
Permut Process	PR
Refile Process (Internal & External)	RF
Retrieval Process	RT
Scanning Process	BS
Operating Procedure For Aod Management (Barclays)	AM
Operating Procedure For Aod Management (HDFC)	AM
Operating Procedure For Aod Management (KMBL)	AM
Operating Procedure For Archival And Storage Of ECBOP-AOD	AS
Operating Procedure For Availing Audit Facility By Customer	AF
Operating Procedure For Data Entry For Records - File Management	DE
Reconciliation Procedure Of Hdfc Bank Retail Liability Account Opening Forms (AOD)	AR
Operating Procedure For Ndml-Kra Data Entry, Scanning And Storage Project	NP
Operating Procedure For Strapping Of Boxes At Warehouse	SB
Operating Procedure For Rao Document Management – HDFC	DM
Data Analysis Process	DA
Sales Policy & Process	SP

c) Z – stands for either of the following

- P – Process
- F – Format
- I – Work Instruction
- O - Others

d) ## - The number of the document/ version number

DEPARTMENT MR	OEC-MR-DC-I-01	ISSUE DATE 2015-12-01	REVISION # 0.0
	INSTRUCTION FOR NUMBERING OF DOCUMENTS		PAGES 3 of 3

ENCLOSURES

NA

FORMATS / EXHIBITS

NA