	<b>BUREAU OF ANIMAL INDUSTRY</b>	
	<b>GENERAL PROCEDURES</b>	
	<i>Document Name:</i> <b>CODING OF CONTROLLED DOCUMENTS</b>	GP BAI-03 Rev. No.: 04 March 04, 2024 Page: 1/7

- 1.0 Person Responsible:** Document Control Officer
- 2.0 Tool/Equipment(s):** Computer, Printer, External Hard Drive, USB Flash drive

**3.0 Definition of Terms:**

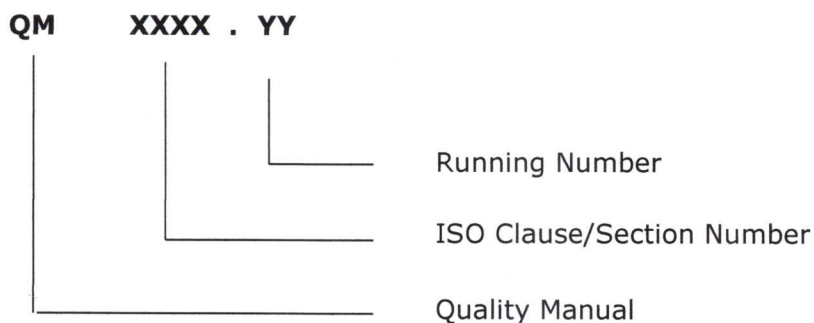
AHWD – Animal Health and Welfare Division  
 FVDB – Animal Feeds Veterinary Drugs and Biologics Control Division  
 LRDD - Livestock Research and Development Division  
 NVQS- National Veterinary Quarantine Services Division  
 VLD- Veterinary Laboratory Division  
 OD – Office of the Director (Administrative Support Services)


**4.0 Steps**

- 3.1 Use alpha-numeric coding system in coding all controlled documents of the BAI's QMS
- 3.2 For the concerned divisions, in the preparation of procedures and work instructions, indicate the division and section in the header (beneath the agency name)
- 3.3 For forms, plans, records, equipment and master lists, indicate the division in the header and place the code, revision number, effectivity and page number date at the footer

**I. Documents**

**A. Quality Manual**



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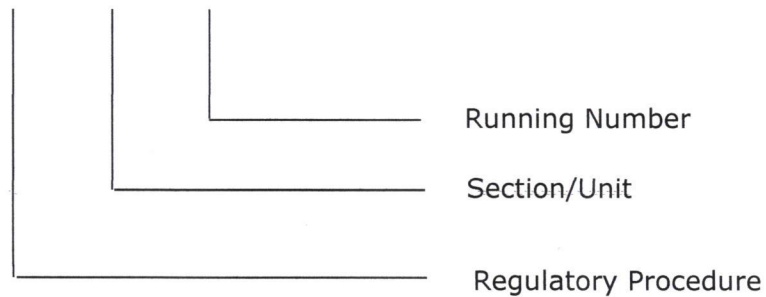
- B. **General Procedures Manual** contains the procedures for the core processes of the BAI and the LRDD

**GP BAI - YY**



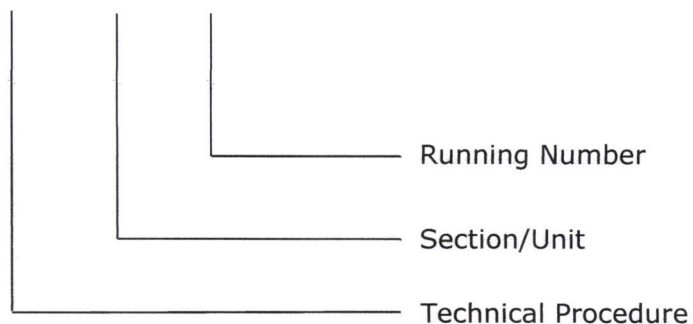
- C. **Regulatory Procedures Manual** – contains the procedure of the core processes of the divisions with inspection activities


**RP XXXX - YY**



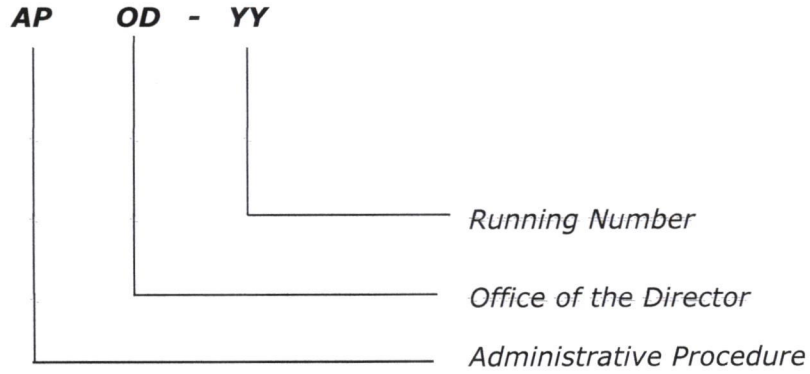
- D. **Technical Procedures Manual** – contains the procedures of the core processes of the laboratories

**TP XXXX - YY**

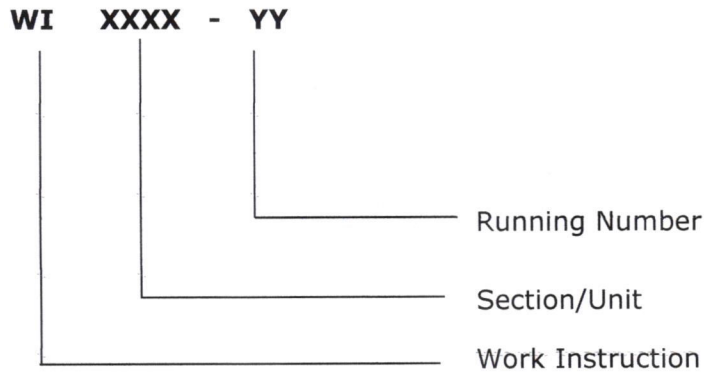


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E. **Administrative Procedures**-contains the procedures of the support processes of the Administrative Services

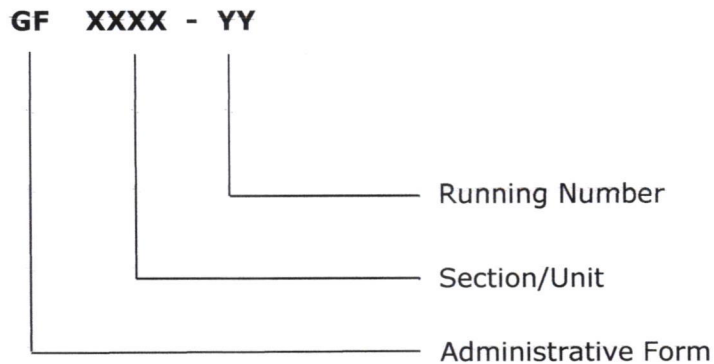



F. **Work Instructions**



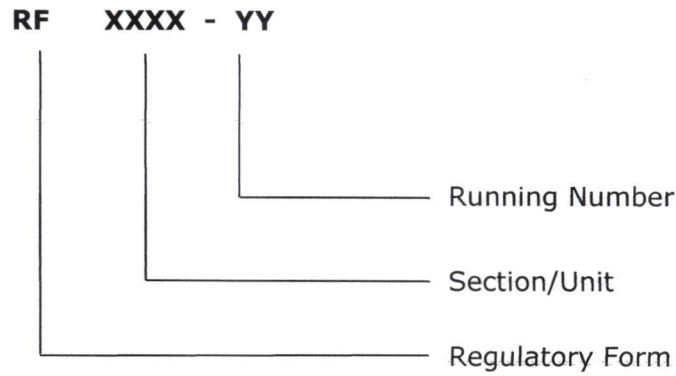
**II. Forms**

A. **General Forms**

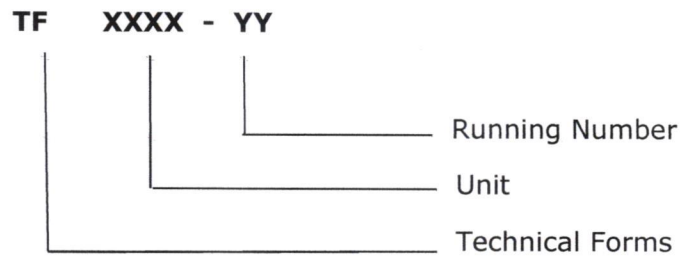


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**B. Regulatory Forms**

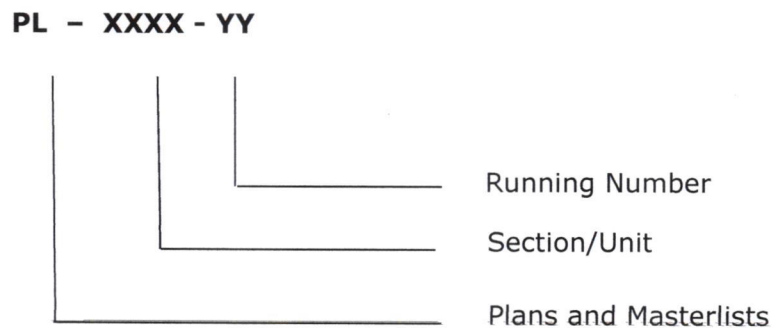


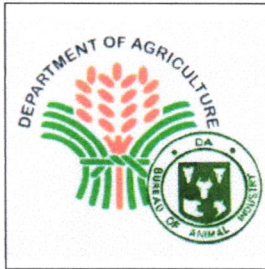
**C. Technical Forms**



**III. Plans and Master Lists**

- A. **Plans and Master List** – for training, calibration, preventive maintenance plans and Risks Register and Masterlist of External Documents/Equipment/Records etc.





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**GENERAL PROCEDURES**

*Document Name:*

**CODING OF CONTROLLED DOCUMENTS**

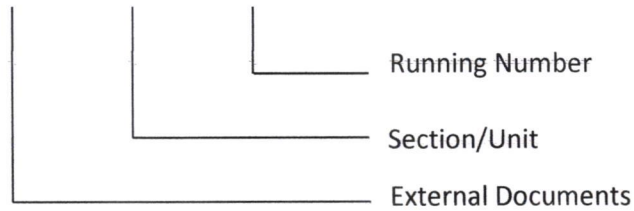
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- B. **External Documents** – Masterlist of External Documents (forms from other agencies), references used and manuals of equipment

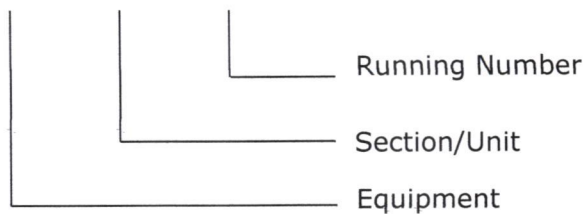
**ED XXXX - YY**



- IV. **Equipment**– to be used for tagging equipment (Lab./Office Equipment, desktop/laptop, aircon, binder, etc.)

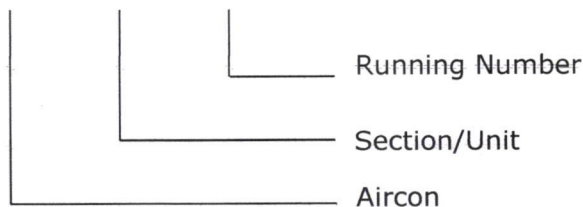
- A. Laboratory Equipment


**EQP XXXX - YY**



- B. Aircon

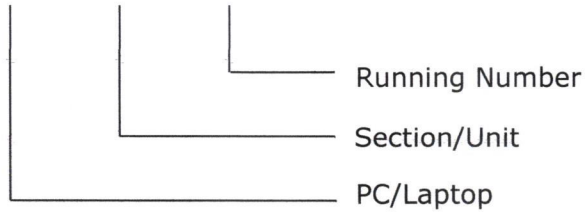
**AC XXXX - YY**



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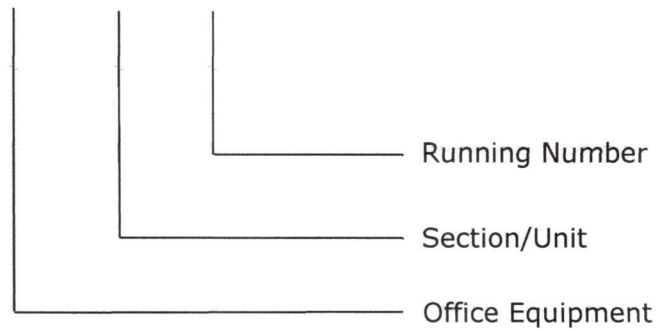
C. Computers/Laptops

**PC XXXX - YY**



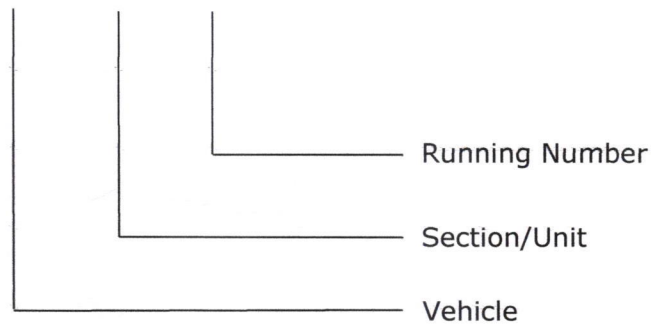
D. Other Office Equipment


**OE XXXX - YY**



E. Vehicle

**VE XXXX - YY**

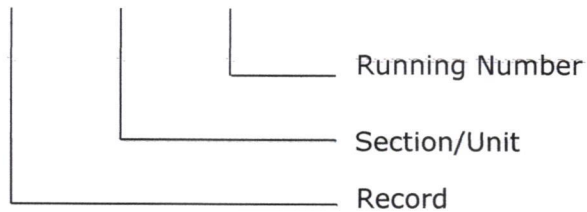




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**Equipment Folders** – contains the equipment manual of operation, calibration certificates, maintenance history, etc. (not to be coded)

V. **Records**

**R - XXXX - YY**



Prepared by:	Approved by:
 ANTONIA C. MAYRAN Document Control Officer	 ENRICO MIGUEL L. CAPULONG, DVM, MSA Top Management