SHAKAMBHARI GROUP #SteelWithin	SHAKAMBHARI ISPAT & POWER LTD. (Formerly known as Ess Dee Aluminium Ltd.)		
STANDARD OPERATING PROCEDURE			
Title: Good Documentation Procedure (GDP)			**Page No.** 1 of 3
SOP No.	**Version No.**	**Effective Date**	**Next review date**
SIPL/QAS/017	00	07.07.2026	06.07.2028

1.0 PURPOSE

1.1 The purpose of this SOP is to ensure that all external documents are properly controlled and records generated are properly kept.

2.0 SCOPE

2.1 This procedure is applicable to all documents / records generated by the company and external origin documents.

3.0 REFERENCE(S) & ATTACHMENT(S)

3.1 References

3.1.1 ISO 15378:2017 & ISO 9001:2015

3.1.2 Section 4.18 of cGMP

3.2 Attachments

3.2.1 Attachment-I : Master List of Formats : SIPL/QAS/017/F01/00

3.2.2 Attachment-II : Master List of Signatures : SIPL/QAS/017/F02/00

4.0 RESPONSIBILITY

4.1 Respective Department Personnel:

4.1.1 To use documents / formats approved by the QA Head.

4.2 QA Head / MR:

4.2.1 To control any document / format used by any department.

5.0 DISTRIBUTION

5.1 All Departments

6.0 DEFINITION(S) & ABBREVIATION(S)

6.1 Definitions

6.1.1 **External origin documents:** All those documents which are not prepared by the company but are used for reference.

6.1.2 **Records:** All filled formats used as evidence of any operations.

6.2 Abbreviations

6.2.1 Nil

Prepared By:	Checked By:	Approved By:
04.07.2026	04.07.2026	04.07.2026

7.0 PROCEDURE

7.1 External Origin Documents

7.1.1 The MR will identify all external origin documents used / referred to by the company for smooth operations.

7.1.2 The front page of all such documents will be controlled by use of a stamp.

7.2 Internal Documents

7.2.1 All documents shall be stored as per their department and document numbers.

7.2.2 Copies of all documents shall be either controlled (only limited copies with proper record) or uncontrolled (any copy with no stamp of controlled copy shall be treated as uncontrolled).

7.2.3 All superseded / obsolete copies of the original document shall be preserved for at least two years for reference. The controlled copies shall be destroyed immediately upon revision.

7.2.4 Electronic documents (soft copies) shall also be controlled with document numbers. A backup of all computers shall also be taken onto a hard disk on a monthly basis.

7.3 Record Control

7.3.1 All records which support the Quality Management System are referenced in the appropriate procedure, work instruction, quality plan etc. A list and various files are maintained by each function head.

7.3.2 All personnel have been advised to fill the records legibly and identifiable to the product / process involved.

7.3.3 **Storage:** Records shall be stored in suitably protected and secure facilities so as to:

7.3.3.1 Be easily retrievable.

7.3.3.2 Minimize deterioration.

7.3.3.3 Be protected from damage.

7.3.3.4 Prevent loss / unauthorized access or tampering such as alteration.

7.3.4 Control

7.3.4.1 Currently maximum records are on hard prints and controlled by the MR through the Master List of Formats. All other electronic records are secured by data backup on the server handled by the IT department.

7.3.4.2 All the records are made directly after performing the activities. All records are dated and signed by the activity owner.

7.3.4.3 Any corrections in records are avoided. If any correction in an entry is done, then it is ensured that they are:

7.3.4.3.1 Dated and signed by the activity owner.

7.3.4.3.2 Only one cut will be put on such an entry so that the cut portion can be read easily.

7.3.4.3.3 No use of fluid or eraser is done for correction.

7.3.5 Critical stages are defined by the management and their records are always cross-checked.

7.3.6 **Retention:** All records related to a batch are kept for 2 years.

7.3.7 **Disposition:** After expiry of the retention period, quality records are destroyed after approval from the Operation Head / QA Head by any appropriate means, preferably by shredding. A record of records / documents destroyed shall be maintained for reference.

8.0 REVISION HISTORY

Revision No.	00	**Effective Date**	07.07.2026	CC No.	NA
Details of revision: New SOP					