	BUREAU OF ANIMAL INDUSTRY	
	GENERAL PROCEDURES	
	<i>Document Name:</i>	GP BAI-03
CODING OF CONTROLLED DOCUMENTS		Rev. No.: 03 <i>February 08, 2021</i> 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





BUREAU OF ANIMAL INDUSTRY

GENERAL PROCEDURES

Document Name:

CODING OF CONTROLLED DOCUMENTS

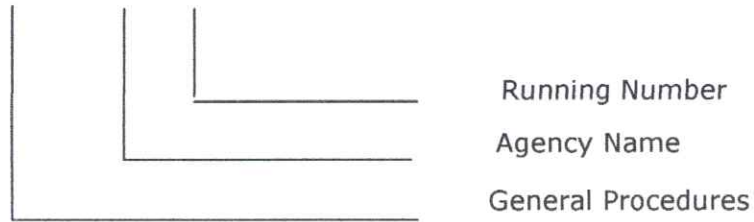
GP BAI-03

Rev. No.: 03
February 08, 2021

Page: 2/7

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

GP BAI - YY



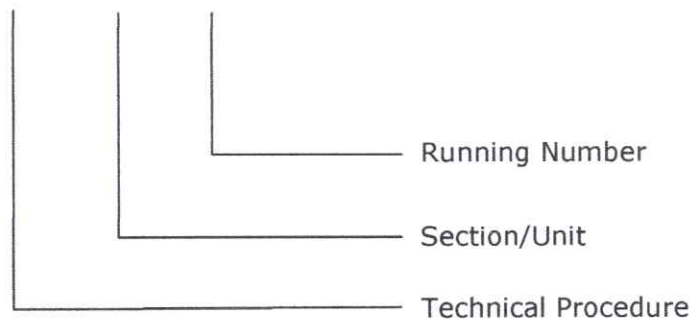
- C. **Regulatory Procedures Manual** – contains the procedure of the core processes of the divisions with inspection activities

RP XXXX - YY



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

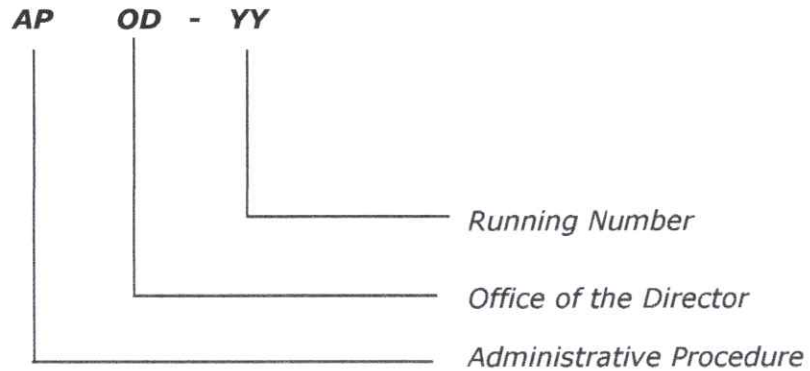
TP XXXX - YY



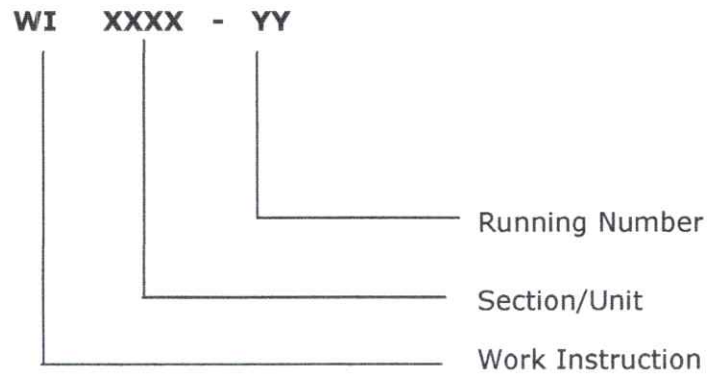


BUREAU OF ANIMAL INDUSTRY	
GENERAL PROCEDURES	
Document Name:	GP BAI-03
CODING OF CONTROLLED DOCUMENTS	Rev. No.: 03 February 08, 2021 Page: 3/7

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

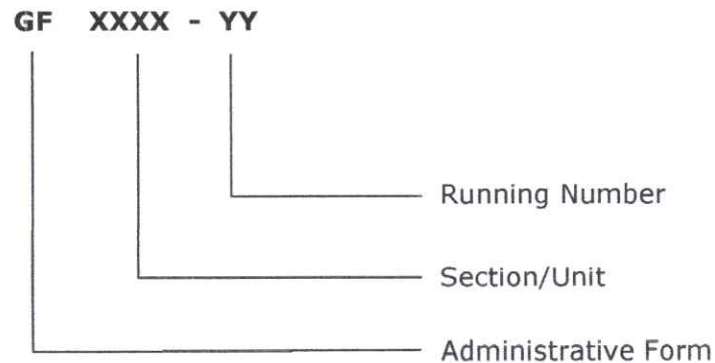



F. **Work Instructions**



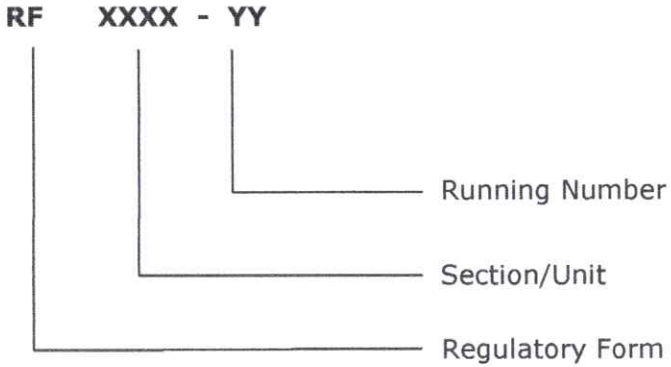
II. Forms

A. **General Forms**

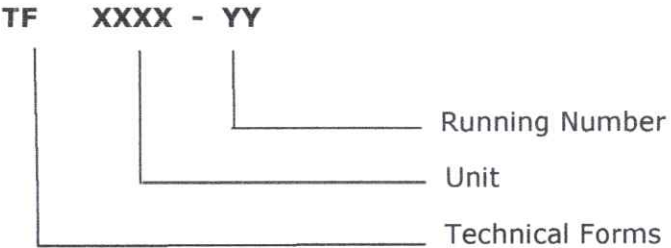


	BUREAU OF ANIMAL INDUSTRY	
	GENERAL PROCEDURES	
	<i>Document Name:</i> CODING OF CONTROLLED DOCUMENTS	GP BAI-03 Rev. No.: 03 <i>February 08, 2021</i> Page: 4/7

B. Regulatory Forms

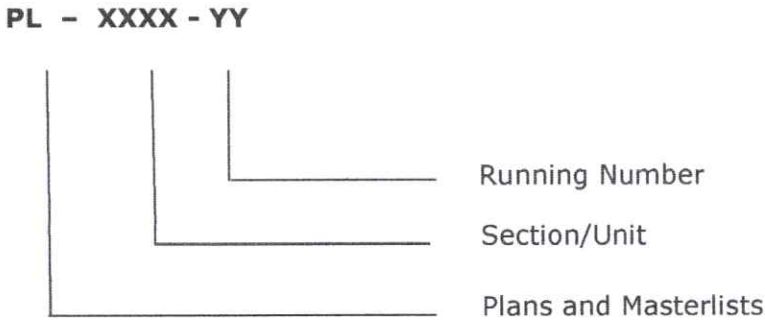


C. Technical Forms



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.





BUREAU OF ANIMAL INDUSTRY

GENERAL PROCEDURES

Document Name:

CODING OF CONTROLLED DOCUMENTS

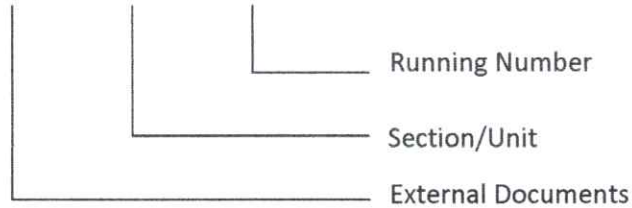
GP BAI-03

Rev. No.: 03
February 08, 2021

Page: 5/7

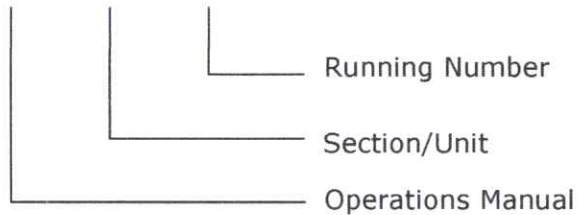
- B. **External Documents** – Masterlist of External Documents (forms from other agencies), references used and manuals of equipment

ED XXXX - YY



- C. **Equipment Manuals**

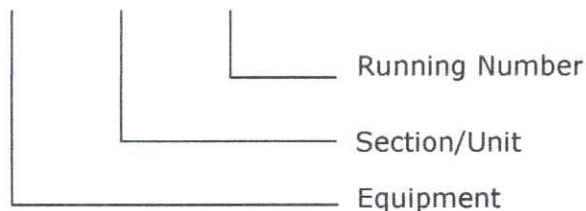
EQP XXXX - YY




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

- A. Laboratory Equipment

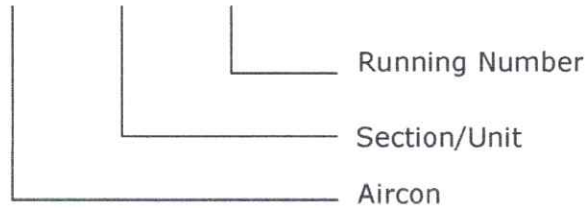
EQP XXXX - YY



	BUREAU OF ANIMAL INDUSTRY	
	GENERAL PROCEDURES	
	<i>Document Name:</i> CODING OF CONTROLLED DOCUMENTS	GP BAI-03 Rev. No.: 03 <i>February 08, 2021</i> Page: 6/7

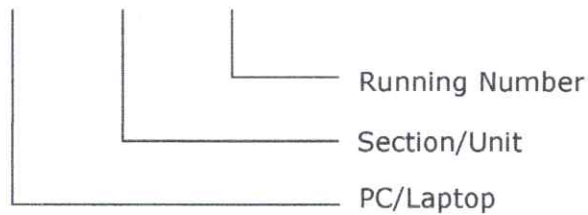
B. Aircon

AC XXXX - YY



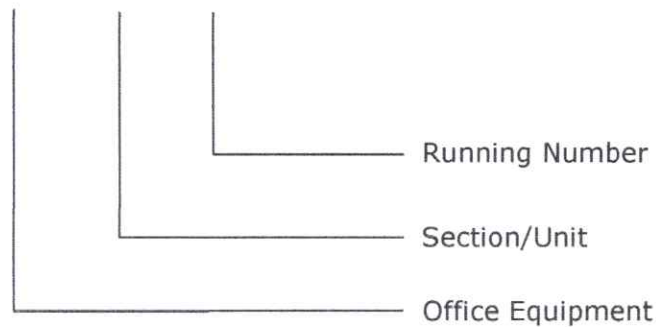
C. Computers/Laptops


PC XXXX - YY



D. Other Office Equipment

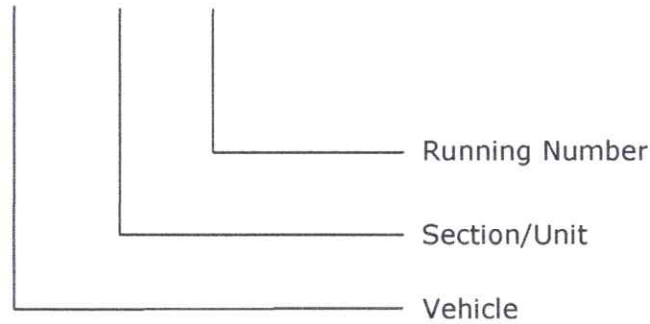
OE XXXX - YY



	BUREAU OF ANIMAL INDUSTRY	
	GENERAL PROCEDURES	
	Document Name: CODING OF CONTROLLED DOCUMENTS	GP BAI-03 Rev. No.: 03 February 08, 2021 Page: 7/7

E. Vehicle

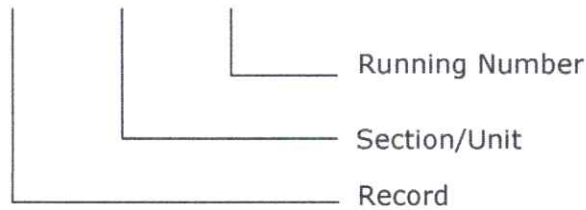
VE XXXX - YY


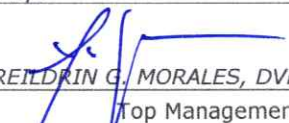


Equipment Folders – contains the equipment manual of operation, calibration certificates, maintenance history, etc. (not to be coded)

V. Records

R - XXXX - YY



Prepared by:	Approved by:
 JOCELYN C. GALASINAO Document Control Officer	 REILDRIN G. MORALES, DVM, MVPHMgt. Top Management