All C-QES Limited Free Stuff (Management System and Audit documents are identified using the numbering convention detailed below

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**ID of this document - WCQ00001.doc**

**Software ID or Initials of Originator**

**Identification Number from 00000 to 99999**

## Document Numbering System

| Applicable Area 1st Character | | Business Activity / Department 3 rd Char | | Document Type 2nd Character | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| | | | | M | P | S | C | F | R | B |
| | | | | Manuals | Procedures | Specifications | Charts / Plans | Forms | Reports | Brochures |
| A | | A | Accounts | | | | | | | |
| B | | B | Purchasing | | | | | | | |
| C | | C | Customer | | | | | | | |
| D | | D | Design | | | | | | | |
| E | | E | Equipment/Tools | | | | | | | |
| F | | F | | | | | | | | |
| G | | G | Goods/Materials | | | | | | | |
| H | | H | Health & Safety | | | | | | | |
| I | | I | Inspection & Test | | | | | | | |
| J | | J | Job | | | | | | | |
| K | | K | | | | | | | | |
| L | | L | | | | | | | | |
| M | | M | Manufacturing | | | | | | | |
| N | | N | | | | | | | | |
| O | | O | Organisation | | | | | | | |
| P | | P | Personnel | | | | | | | |
| Q | QA/QC | Q | Quality | | | | | | | |
| R | | R | | | | | | | | |
| S | | S | Sales & Marketing | | | | | | | |
| T | | T | Training | | | | | | | |
| U | | U | | | | | | | | |
| V | | V | Vendor | | | | | | | |
| W | Company Wide | W | | | | | | | | |
| X | | X | | | | | | | | |
| Y | | Y | | | | | | | | |
| Z | | Z | | | | | | | | |

**The ID of this document is WCQ00001.doc.**

(1) To use this format add your own areas, to the 1st Character column (Applicable Area). 1 area of your business for each letter, you can change the existing Q = QA/QC and W = Company Wide, if necessary. Note this document ID starts with W.

(2) If the 2nd Character (Document Type) does not fit with the types of documents you have, change as required. Note this document ID contains the letter C = for Charts and Plans.

(3) If the 3rd Character (Business Activity / Department) does not fit with your business departments, change as required. Note this document ID contains the letter Q = for Quality. Think of this character as denoting the owner of the document.

(4) From your document register, append the next available (sequential) Identification number - as this was the first document created it is identified as 00001.

(5) Following the ID number place a full-stop. Then add either the last 3 characters of the file type - for example .doc (MS Word document), .odt (OpenOffice text document), .sxw (OpenOffice Org text document) .pdf (pocket document format), .xls (MS Excel spreadsheet), .ods (OpenOffice spreadsheet), .sxc (OpenOffice Org spreadsheet). Remember that presentation and flow chart applications all have their suffix. You can also use three letters that are unique to the author of the document / file and use their initials for example James Cook could be JCK, or COO etc.