

June 2010

## **ADVANCE NOTIFICATION CHANGE TO FORMAT OF BATCH CODE**

Dear Customer,

In line with Shield Medicare's policy of continuous improvement, customer focus and to assure compliance with Good Manufacturing Practice, we write to inform you that we will be changing the format of the batch code number which appears on all of our products to ensure traceability and to include additional finished goods specification revision details.

This change will affect all non-dry goods products supplied by Shield Medicare Limited. The change will be implemented from:

**All batches manufactured on / after 5<sup>th</sup> July 2010**

The current batch code follows the format:

**Current: 3179SW056                      Structure: DWWYPPNNN**

Where **D** = Day of week; **WW** = Week of Year; **Y** = last of Year; **PP** = Plant ID; **NNN** = Sequential Counter.

This will be replaced with the following format:

**3179SW5603**

**The new basic coding will be: DWWYPPNNRR**

The 1<sup>st</sup> digit **D** represents the day of the week (1 – Monday, 7 – Sunday)

The 2<sup>nd</sup> and 3<sup>rd</sup> **WW** digits represents the week of the year

The 4<sup>th</sup> digit **Y** represents the last digit of the year (2010 = 0, 2013 =3)

The 5<sup>th</sup> and 6<sup>th</sup> digit **PP** are the letters SW which represents Production Plant (Baglan, Swansea)

The 7<sup>th</sup> and 8<sup>th</sup> digits **NN** represents the sequential number of batches produced on that day.

The new addition to the batch number will be the revision number.

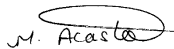
These are the 9<sup>th</sup> and 10<sup>th</sup> digits **RR** represents the Finished Goods Specification Revision in EPIC (Ecolab Product Information Central).

Finished Product Batch Numbers will consist of the core base batch number as above with any added unique identifiers.

The expiry date of the product will still be shown on the product in the same format as it is now.

Should you require any further information regarding this change please do not hesitate to contact us on 01252 717616 or email [info@shieldmedicare.com](mailto:info@shieldmedicare.com).

Yours sincerely

A handwritten signature in black ink that reads "M. Acaster". The signature is written in a cursive style with a loop at the end.

Marion Acaster  
Quality Assurance Manager