



**STANDARD OPERATING PROCEDURE**

<b>Department:</b> Quality Assurance	<b>SOP No.:</b>
<b>Title:</b> Procedure for Personnel Hygiene	<b>Effective Date:</b>
<b>Supersedes:</b> Nil	<b>Review Date:</b>
<b>Issue Date:</b>	<b>Page No.:</b>

**1.0 OBJECTIVE:**

To lay down a procedure for maintaining personnel hygiene.

**2.0 SCOPE:**

This procedure applicable to all employees of the factory.

**3.0 RESPONSIBILITY:**

All employees are responsible in maintaining personnel hygiene.

Concerned department heads shall ensure that all the employees in the department are following this procedure.

**4.0 DEFINITIONS:**

NA

**5.0 PROCEDURE:**

The procedure shall be followed in order to maintain personnel hygiene and shall essentially cover the following aspects:

**5.1 Health:**

5.1.1 If any employee is suffering from infectious disease like conjunctivitis or severe cold, then that person shall not work.

5.1.2 The workmen shall be encouraged to report infectious diseases to their respective department heads.

**5.2 Personnel cleanliness:**

5.2.1 Employees should take bath everyday.

5.2.2 Hands should be cleaned regularly and certainly always with soap after visiting the toilet.

5.2.3 Nails should be trimmed regularly.

5.2.4 Hair should be kept short and clean at all times.

5.2.5 Employees should have clean shave.

5.2.6 Employees should wear cleaned clothes and uniforms.



**STANDARD OPERATING PROCEDURE**

<b>Department:</b> Quality Assurance	<b>SOP No.:</b>
<b>Title:</b> Procedure for Personnel Hygiene	<b>Effective Date:</b>
<b>Supersedes:</b> Nil	<b>Review Date:</b>
<b>Issue Date:</b>	<b>Page No.:</b>

5.2.7 Wearing jewels like rings, bracelets, chains and wristwatches should be avoided by the personnel working in production area during the work.

5.2.8 Food, drink and other eatables must not be consumed in the manufacturing, packing, storage and laboratory areas.

5.2.9 Chewing of tobacco and smoking shall not be allowed inside the factory.

5.2.1 Perfumes and nail polish should be avoided by the personnel.

0

**6.0 ABBREVIATION(S):**

NIL

**7.0 REFERENCE(S):**

NA

**8.0 ANNEXURE(S):**

NIL

**9.0 REVISION CARD:**

S.No.	Revision no.	Revision date	Details of revision	Reason (s) for revision