



STANDARD OPERATING PROCEDURE

TITLE: Entry and Clean Habits for Workmen and Workwomen

SOP No.:		Department :	PA	
		Effective Date :		
Revision No.:	07	Revision Date :		
Supersede Revision No.:	06	Page No.:	1 of 4	

1.0 OBJECTIVE:

To lay down a procedure for Entry and Clean Habits for Workmen and Workwomen.

2.0 SCOPE:

This Procedure is Applicable for all the employees working at

3.0 RESPONSIBILITY:

Officer / Executive - HR

4.0 ACCOUNTABILITY:

Head - HR

5.0 ABBREVIATIONS:

HR Human Resource
SOP Standard Operating Procedure
Ltd. Limited
No. Number
QA Quality Assurance

6.0 PROCEDURE:

- 6.1** All Workmen / Workwomen have to display the Personnel Identity Card Prominently while working in Factory premises.
- 6.2** All Workmen / Workwomen shall take bath and change their under garments daily before coming to the factory.
- 6.3** All Workmen / Workwomen shall keep their hair clean and properly combed.
- 6.4** All Workmen shall shave daily.
- 6.5** All Workmen / Workwomen shall keep their nails clean always and trim them regularly.
- 6.6** All Workmen/ Workwomen shall keep their ornaments at home before coming to factory.
- 6.7** All Workmen / Workwomen shall not use any Cosmetics while working in Factory premises.
- 6.8** No eatable and drinks are allowed in the working areas.



PHARMA DEVILS

QUALITY ASSURANCE DEPARTMENT

STANDARD OPERATING PROCEDURE

TITLE: Entry and Clean Habits for Workmen and Workwomen

SOP No.:		Department :	PA	
		Effective Date :		
Revision No.:	07	Revision Date :		
Supersede Revision No.:	06	Page No.:	2 of 4	

- 6.9** All Workmen/ Workwomen shall wear Factory Uniform as per defined procedure.
- 6.10** All Workmen / Workwomen have to wash their hands thoroughly first by soap and then by disinfectant, each time after visiting the toilets.
- 6.11** Smoking, Spiting & Chewing of Tobacco is strictly prohibited in the premises.
- 6.12** In case of any confusion during working all workmen and workwomen should consult to their seniors.
- 6.13** Incase of any personnel found without Identity Card, Clean Cloth, Clean Shave, Nail Trimming, Ornaments/Cosmetics etc. during entry in plants, Record the Clean Habits Monitoring details in “**Monitoring Record of Personnel for Clean Habits**” as per format shown in **Annexure-I**.
- 6.14** **Frequency of Personnel Hygiene Monitoring:** Monthly / Whenever Applicable

7.0 ANNEXURE:

ANNEXURE No.	TITLE OF ANNEXURE	FORMAT No.
Annexure-I	Monitoring Record of Personnel for Clean Habits	
Annexure-II	Physical Checkup Record	

8.0 DISTRIBUTION:

- Controlled Copy No. 01 Head HR
- Controlled Copy No. 02 Head Production
- Controlled Copy No. 03 Head Warehouse
- Controlled Copy No. 04 Head Quality Control
- Controlled Copy No. 05 Head Engineering
- Master Copy Quality Assurance Department

9.0 REFERENCES:

Not Applicable

10.0 REVISION HISTORY:

CHANGE HISTORY LOG

Revision No.	Details of Changes	Reason for Change	Effective Date	Updated By
00	New SOP	Introduction of New SOP		



PHARMA DEVILS

QUALITY ASSURANCE DEPARTMENT

STANDARD OPERATING PROCEDURE

TITLE: Entry and Clean Habits for Workmen and Workwomen

SOP No.:		Department :	PA	
		Effective Date :		
Revision No.:	07	Revision Date :		
Supersede Revision No.:	06	Page No.:	4 of 4	

PHYSICAL CHECKUP RECORD