



PHARMA DEVILS

HR DEPARTMENT

STANDARD OPERATING PROCEDURE

TITLE: Management of Personnel Lockers

SOP No.:		Department:	HR	
		Effective Date:		
Revision No.:		Revision Date:		
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1.0 OBJECTIVE:

To lay down a Procedure for Management of Personnel Lockers.

2.0 SCOPE :

This SOP is applicable to Numbering System, Allotment & Cleaning Procedure of Worker, Staff & Visitors at

3.0 RESPONSIBILITY:

Officer / Executive HR / PA

4.0 ACCOUNTABILITY:

Head HR / PA

5.0 ABBREVIATIONS:

No.	Number
Ltd.	Limited
QA	Quality Assurance
SOP	Standard Operating Procedure
HR	Human Resources
PA	Personnel & Administration
IPA	Isopropyl Alcohol

6.0 PROCEDURE:

- 6.1 New Locker shall be allotted by HR / PA Department for Keeping the personal belongings to Workers, Staff & Visitors.
- 6.2 HR Department shall keep the duplicate Key of each Locker with them.
- 6.3 Any type of Food Stuff, Medicine, Liquid Material & Slippers / Shoes shall not be kept in the Personnel Lockers.
- 6.4 Lockers are meant only for personal belongings i.e. Wrist Watch, Bangle, Purse, Personal Diary and to keep your Dress.
- 6.5 In case of Key Missing / Lost, Worker / Staff / Visitors shall inform to HR Department. HR shall Issue Duplicate Key in case of Key Missing / Lost.
- 6.6 HR Department must check and clean the Lockers at regular intervals.
- 6.7 **LOCKER ALMIRAH NUMBERING SYSTEM:**
 - 6.7.1 Each Locker Almira shall have Unique Identification Number. Once a number is allocated to any Locker Almira, the same Identification Number shall not be repeated to any other Locker Almira of Block in Plant.



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6.7.2 Locker Almira Numbering System Should be Block wise.

6.7.3 HR/ PA Department shall affix the allocated No. to the Locker Almira to visualize in front of the particular Locker Almira and index shall be maintained as per **Annexure-I**.

6.7.4 Index shall be updated by HR / PA in every Six Months if there is any addition or deletion of Locker Almira from the list.

6.7.5 Locker Almira Numbering System for General Block:

LA/GL-001

Where,

‘LA’ Indicates Locker Almira
‘/’ is separator
‘GL’ Indicates General Block
‘-’ is separator
‘001’ Serial Number of Almira

6.7.6 Locker Almira Numbering System for DPI-I (Cephalosporin) Block:

LA/CL-001

Where,

‘LA’ Indicates Locker Almira
‘/’ is separator
‘CL’ Indicates DPI-I Cephalosporin Block
‘-’ is separator
‘001’ Serial Number of Almira

6.7.7 Locker Almira Numbering System for DPI-II (Penicillin) Block:

LA/BL-001

Where,

‘LA’ Indicates Locker Almira
‘/’ is separator
‘BL’ Indicates DPI-II (Penicillin) Block
‘-’ is separator
‘001’ Serial Number of Almira



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6.7.8 Locker Almira Numbering System for QC / QA Block:

LA/QL-001

‘LA’ Indicates Locker Almira
‘/’ is separator
‘QL’ Indicates QC/QA Block
‘-’ is separator
‘001’ Serial Number of Almira

6.8 LOCKER NUMBERING SYSTEM:

6.8.1 Each Locker shall have Unique Identification Number. Once a number is allocated to any Locker, the same identification number shall not be repeated to any other Locker of Block in Plant.

6.8.2 Locker Numbering System Shall be Block wise.

6.8.3 HR/ PA Department shall affix the allocated No. to the Locker to visualize in front of the particular Locker and index shall be maintained as per **Annexure-I**.

6.8.4 Index shall be updated by HR / PA in every Six Months if there is any addition or deletion of Locker from the list.

6.8.5 Locker Numbering System for General Block:

For Male Workers = **WM/GL-001**
For Male Staff = **SM/GL-001**
For Male Visitors = **VM/GL-001**
For Female Workers = **WF/GL-001**
For Female Staff = **SF/GL-001**
For Female Visitors = **VF/GL-001**

Where,

‘WM’ - indicates Male Workers
‘SM’ - indicates Male Staff
‘VM’ - indicates Male Visitors
‘WF’ - indicates Female Workers
‘SF’ - indicates Female Staff
‘VF’ - indicates Female Visitors
‘/’ - is Separator
‘GL’ - indicates General Block
‘-’ - is Separator



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'001' - is Serial Number of Locker (Shall Start from 001)

6.8.6 Locker Numbering System for DPI-I (Cephalosporin) Block:

For Male Workers = **WM/CL-001**
For Male Staff = **SM/CL-001**
For Male Visitors = **VM/CL-001**
For Female Workers = **WF/CL-001**
For Female Staff = **SF/CL-001**
For Female Visitors = **VF/CL-001**

Where,

'WM' - indicates Male Workers
'SM' - indicates Male Staff
'VM' - indicates Male Visitors
'WF' - indicates Female Workers
'SF' - indicates Female Staff
'VF' - indicates Female Visitors
'/' - is Separator
'CL' - indicates Cephalosporin Block
'-' - is Separator
'001' - is Serial Number of Locker (Shall Start from 001)

6.8.7 Locker Numbering System for DPI (Penicillin) Block:

For Male Workers = **WM/BL-001**
For Male Staff = **SM/BL-001**
For Male Visitors = **VM/BL-001**
For Female Workers = **WF/BL-001**
For Female Staff = **SF/BL-001**
For Female Visitors = **VF/BL-001**

Where,

'WM' - indicates Male Workers
'SM' - indicates Male Staff
'VM' - indicates Male Visitors
'WF' - indicates Female Workers
'SF' - indicates Female Staff
'VF' - indicates Female Visitors
'/' - is Separator
'BL' - Indicates Penicillin Block
'-' - is Separator



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‘001’ - is Serial Number of Locker (Shall Start from 001)

6.8.8 Locker Numbering System for QC / QA Block:

For Male Workers = **WM/QL-001**
For Male Staff = **SM/QL-001**
For Male Visitors = **VM/QL-001**
For Female Workers = **WF/QL-001**
For Female Staff = **SF/QL-001**
For Female Visitors = **VF/QL-001**

Where,

‘WM’ - indicates Male Workers
‘SM’ - indicates Male Staff
‘VM’ - indicates Male Visitors
‘WF’ - indicates Female Workers
‘SF’ - indicates Female Staff
‘VF’ - indicates Female Visitors
‘/’ - is Separator
‘QL’ - Indicates QA/QC Block
‘-’ - is Separator
‘001’ - is Serial Number of Locker (Shall Start from 001)

6.9 CLEANING OF PERSONNEL LOCKERS:

6.9.1 HR Department shall ensure Daily cleaning by Dry Mopping.

6.9.2 Weekly cleaning shall be done by 70% IPA followed by Dry Mopping.

6.9.3 **Cleaning Frequency:** Daily for outer surface of the Locker
Weekly for inner and outer surface of Locker

6.9.4 Locker cleaning Record shall be maintained as per **Annexure-II** by Housekeeping In charge, it should be Area & Block wise.

7.0 ANNEXURES:

ANNEXURE No.	TITLE OF ANNEXURE	FORMAT No.
Annexure-I	Index for Personnel Lockers	
Annexure-II	Personnel Lockers Cleaning Record	



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8.0 DISTRIBUTION:

- Controlled Copy No. 01 Head Human Resources
- 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	New SOP		

