



PHARMA DEVILS

HR DEPARTMENT

STANDARD OPERATING PROCEDURE

TITLE: Procedure for Biometric Punching of Employees by Palm Scanning

SOP No.:		Department:	HR
		Effective Date:	
Revision No.:		Revision Date:	
Supersede Revision No.:		Page No.:	1 of 3

1.0 OBJECTIVE:

To lay down a Procedure for Palm Scanning for Employees.

2.0 SCOPE:

This SOP is applicable for attendance by Palm Punching of Company Employees (All Male/ Female Staff / Workers) during Entry and Exit at

3.0 RESPONSIBILITY:

All Employees

4.0 ACCOUNTABILITY:

Head HR

5.0 PROCEDURE:

5.1 Palm Scanning for Shift Attendance:

5.1.1 When employees entry in the company they should stand line wise in dedicated area and put the palm in “In-Palm Scanning Machine” (Show in Figure-1). When “Thank You” is sound off with “Green Tick Mark” on LCD screen with details e.g. Name, Employee Code No. and Time of the particular employee. Hence Attendance is completed (It makes verification that Employee has been present in the company).

5.1.2 In Case of “Red Cross Mark” immediately contact to HR department.

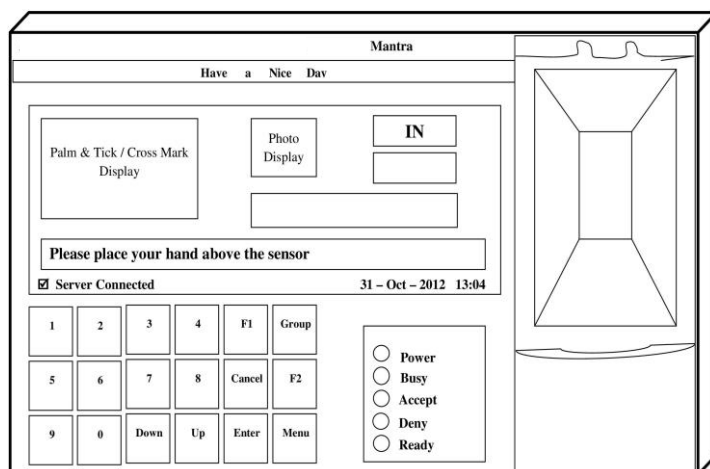


Figure 1: IN - Palm Scanning Machine



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5.2 After end of the shift employees should be follow the same procedure but scan the palm in “**Out-Palm scanning Machine**” (Show in Figure-2).

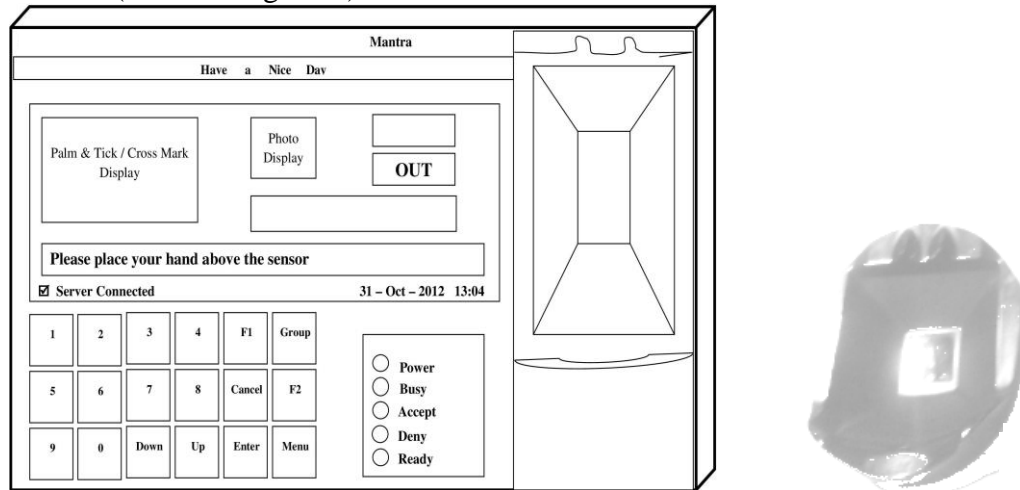


Figure 2: OUT - Palm Scanning Machine

5.3 Palm Scanning for Inter Plant Movement:

5.3.1 Person shall press key “1” and scan the palm in “**In-Palm Scanning Machine**”.

5.3.2 Person shall press key “1” and scan the palm in “**Out-Palm Scanning Machine**” of visiting plant.

5.3.3 Return to the person, after completion of work person shall press key “1” and scan the palm in “**In-Palm Scanning Machine**” of visiting plant

5.3.4 Person return to previous plant, press the key “1” and scan the palm in “**Out-Palm Scanning Machine**”.

5.4 Palm Scanning for Gate Pass:

5.4.1 Person shall press key “2” and scan the palm in “**In-Palm Scanning Machine**”.

5.4.2 After returning back to company, person shall press key “2” and scan the palm in “**Out-Palm Scanning Machine**”.

5.5 Palm Scanning for Out Door Duty:

5.5.1 Person shall press key “3” and scan the palm in “**In-Palm Scanning Machine**”.



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5.5.2 During returning back to company person shall press key “3” and scan the palm in “**Out-Palm Scanning Machine**”.

6.0 REFERENCES:

Not Applicable

7.0 ANNEXURES:

Not Applicable

ENCLOSURES: SOP Training Record

8.0 DISTRIBUTION:

- Controlled Copy No. 1 Head Human Resources
- Master Copy Quality Assurance Department

9.0 ABBREVIATIONS:

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

10.0 REVISION HISTORY:

CHANGE HISTORY LOG

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