



PHARMA DEVILS

HR DEPARTMENT

STANDARD OPERATING PROCEDURE

TITLE: Personnel Gate Pass

SOP No.:		Department:	HR
		Effective Date:	
Revision No.:		Revision Date:	
Supersede Revision No.:		Page No.:	1 of 4

1.0 OBJECTIVE:

To lay down a procedure for Personnel Gate Pass.

2.0 SCOPE:

This SOP is applicable for all the employees who take Personnel Gate Pass in

3.0 RESPONSIBILITY:

All Employees of Pharmadevils

4.0 ACCOUNTABILITY:

Head - Personnel & Administration

5.0 ABBREVIATIONS:

SOP	Standard Operating Procedure
QA	Quality Assurance
No.	Number
HR	Human Resources
Ltd.	Limited
PA	Personnel & Administration
Emp.	Employee
Sign.	Signature
Sec.	Security

6.0 PROCEDURE:

- 6.1 Personnel who want to take Personal Gate Pass in case of personal work & During emergency, fill the Gate Pass slip as per **Annexure-I**, Titled “**Gate Pass**”.
- 6.2 Personnel fill the all details of Gate Pass (i.e. Date, Name of Candidate, Code No., and Section, From, To & Purpose with Candidate’s Signature).
- 6.3 Filled Gate Pass Slip shall forward to concern Department Head for Authorization of Gate Pass.
- 6.4 After Authorization of Gate Pass Slip further forward to Personnel & Administration Department to acknowledge & same maintain the record. (only for contractual manpower)
- 6.5 Personnel submit his/her Gate Pass slip to Security In-charge and make the entry in the Personnel Gate Pass Log as per **Annexure-II**.
- 6.6 Person shall scan the palm in “**Out-Palm scanning machine**” at the time of exit.
- 6.7 After returning back to company, person shall scan the palm in “**In-Palm scanning machine**”.
- 6.8 If personnel leave the company for that day, personnel shall write “**Duty Off**” in Gate Pass.



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6.9 If personnel return back to company, security personnel shall write the returning time in Gate Pass and maintain the personnel Gate Pass register.

7.0 ANNEXURES:

ANNEXURE No.	TITLE OF ANNEXURE	FORMAT No.
Annexure-I	Gate Pass	
Annexure-II	Personnel Gate Pass Log	

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 Engineering
- Controlled Copy No. 05 Head Quality Control
- 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		



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ANNEXURE-I



PHARMA DEVILS

HR DEPARTMENT

GATE PASS

S. No. **Date:**

Allow Mr./Mrs./Miss _____

Code No. _____ Section _____

Today from _____ hours to _____ hours

To go out side for the below mention purpose.

Name of Candidate **Candidate's Signature** **Authorized Signature**

Came back at _____ **hours total hours** _____

(Filled & Signed by Security Personnel)

