STANDARD OPERATING PROCEDURE

TITLE: Visitor Entry

SOP No.:		**Department :**	HR
		Effective Date :	
Revision No.:		**Revision Date :**	
Supersede Revision No.:		**Page No.:**	1 of 6

1.0   OBJECTIVE:
To lay down a procedure for Visitor Entry.

2.0   SCOPE:
This SOP is Applicable to Visitor Entry inside the Plant Premises at …………….

3.0   RESPONSIBILITY:
Officer - Security

4.0   ACCOUNTABILITY:
Head - Personnel & Administration / HR

5.0   ABBREVIATIONS:

HR	Human Resource
No.	Number
Ltd.	Limited
SOP	Standard Operating Procedure
QA	Quality Assurance
Vis.	Visitor
Sign	Signature

6.0   PROCEDURE:

6.1   Whenever any visitor will come concerned person shall be informed.

6.2   After the consent of concerned person, officer security shall make all the details of his / her visitor e.g., Name, Phone No. Address, Company, Gender, Photo etc. in computer system shown in following **Figure**.

		PHARMA DEVILS		
		HR DEPARTMENT		

STANDARD OPERATING PROCEDURE

TITLE: Visitor Entry				
SOP No.:		**Department :**	HR	
		Effective Date :		
Revision No.:		**Revision Date :**		
Supersede Revision No.:		**Page No.:**	2 of 6	

6.3 Take printout & signature in the visitor's pass as per format shown in **Annexure-I**.

6.4 Visitor has to display the visitor's identity card prominently.

6.5 In case of inspection, authorities or important visitors coming along with senior staff, only entry will be made in visitor's entry & exit log as per **Annexure-II** by security officer in consultation with the official with whom he / she is visiting.

6.6 Visitors shall fill the In details of tools in **Annexure-III**, Titled **"Visitor's Tool Register"**.

6.7 Only authorized visitors will be allowed to enter the manufacturing area through change room area accompanied by any senior personnel of the company.

6.8 Visitors will enter into the manufacturing area by following entry, exit & gowning procedure for the respective area as per respective SOP.

6.9 After completion of visit, visitor shall come at the security cabin, security officer shall collect his / her visitor's pass along with visitor card.

6.10 When visitor will go out, visitor shall revert back the visitor card of security officer and security officer shall enter his/her check out time in computer system and visitor's Entry & Exit log as per **Annexure-II**.

6.11 Visitors shall fill the Out details of tools in **Annexure-III**, Titled **"Visitor's Tool Register"**.

7.0 ANNEXURES:

ANNEXURE No.	TITLE OF ANNEXURE	FORMAT No.
Annexure-I	Visitor's Pass	
Annexure-II	Visitor's Entry & Exit Log	
Annexure-III	Visitor's Tool Register	

8.0 DISTRIBUTION:
- Controlled Copy No. 01   Head Human Resource
- Master Copy   Quality Assurance Department

9.0 REFERENCES:
Not Applicable

STANDARD OPERATING PROCEDURE

TITLE: Visitor Entry

SOP No.:		**Department :**	HR	
		Effective Date :		
Revision No.:		**Revision Date :**		
Supersede Revision No.:		**Page No.:**	3 of 6	

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		

STANDARD OPERATING PROCEDURE

TITLE: Visitor Entry

SOP No.:		**Department :**	HR
		Effective Date :	
Revision No.:		**Revision Date :**	
Supersede Revision No.:		**Page No.:**	4 of 6

ANNEXURE – I

VISITOR'S PASS

Visitor No.:   Card No.:

Name & Address

Company From:

Purpose of Visit:

Check In Time

Person to Meet:

Visitor	Security	Officer Visited
(Sign & Date)	(Sign & Date)	(Sign & Date)

N.B.: For term & Conditions please see:-

INSTRUCTIONS

1. This gate pass is strictly for administration area only. Entry in production area is strictly prohibited.

2. This gate pass must be returned at security check at the time of leaving the premises.

3. Visitors carrying tools or goods, which may related to the company, are required to get those things entered into the security register before entering the premises.

4. The management doesn't take any responsibility for any accident reason whatever while in the premises.

5. Security reserves its right to search you in the premises or at the time of entry / exit in / from the premises.

STANDARD OPERATING PROCEDURE

TITLE: Visitor Entry

SOP No.:		**Department :**	HR
		Effective Date :	
Revision No.:		**Revision Date :**	
Supersede Revision No.:		**Page No.:**	5 of 6

ANNEXURE-II

PHARMA DEVILS
HR DEPARTMENT

VISITOR'S ENTRY & EXIT LOG

S. No.	Date	Visitor Name	Visitor Address	Purpose	Whom to Meet	No. of Person	Vehicle No.	In Time	Vis. Sign	Out Time	Vis. Sign	Remarks

STANDARD OPERATING PROCEDURE

TITLE: Visitor Entry				
SOP No.:		**Department :**	HR	
		Effective Date :		
Revision No.:		**Revision Date :**		
Supersede Revision No.:		**Page No.:**	6 of 6	

ANNEXURE-III

PHARMA DEVILS
HR DEPARTMENT

VISITOR's TOOL REGISTER

S. No.	Date	Party Name	In Time	Item Name	In Qty.	Visitor's Sign & Date	Out Time	Out Qty.	Visitor's Sign & Date	Security Sign & Date	Remarks