



**PHARMA DEVILS**  
QUALITY CONTROL DEPARTMENT

**STANDARD OPERATING PROCEDURE**

<b>Department:</b> Quality Control	<b>SOP No.:</b>
<b>Title:</b> Entry & Exit of Company Staff & Visitors in Quality Control Department	<b>Effective Date:</b>
<b>Supersedes:</b> Nil	<b>Review Date:</b>
<b>Issue Date:</b>	<b>Page No.:</b>

**1.0 OBJECTIVE:**

To lay down a procedure for entry in and exit out of Quality Control Department.

**2.0 SCOPE:**

This SOP is applicable to company's staff and visitors at .....

**3.0 RESPONSIBILITY:**

Officer, Executive – Quality Control Department

Head – Quality Control Department

**4.0 DEFINITION(S):**

NA

**5.0 PROCEDURE:**

**5.1 Gowning procedure for entry:**

**5.1.1 For company staff:**

5.1.1.1 Enter into change room.

5.1.1.2 Remove street shoes and keep them in the locker provided in the change room.

5.1.1.3 Cross over the bench and Wear the apron and company footwear provided in respective rack.

**5.1.2 For visitors:**

5.1.2.1 Enter into change room.

5.1.2.2 Collect the shoe cover provided in respective rack.

5.1.2.3 Sit on the Cross over bench and Lift the right feet and put shoe cover on it and without touching this feet on ground cross the bench. Then lift the left feet put shoe cover on it and cross over the bench.

5.1.2.4 Wear apron provided in respective rack.

**5.2 Degowning Procedure for Exit (Staff):**

5.2.1 Enter into the same change room.



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5.2.2 Remove the apron and company footwear & keep them in respective rack.

5.2.3 Cross over the bench.

5.2.4 Exit through the main door of the change room.

**5.3 Degowning Procedure for Exit (Visitors):**

5.3.1 Enter into the same change room.

5.3.2 Remove the apron and Shoe covers and keep them in respective place.

5.3.3 Cross over the bench.

5.3.4 Exit through the main door of the change room.

**6.0 ABBREVIATION(S):**

QCD - Quality Control Department

SOP - Standard Operating Procedure

**7.0 REFERENCE(S):**

NA

**8.0 ANNEXURE(S):**

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**9.0 REVISION CARD:**

S.No.	REVISION No.	REVISION DATE	DETAILS OF REVISION	REASON (S) FOR REVISION