



STANDARD OPERATING PROCEDURE

Department: Production

SOP No.:

Title: Entry and Exit of Male and Female Staff workers

Effective Date:

Supersedes: Nil

Review Date:

Issue Date:

Page No.:

1.0 OBJECTIVE :

To lay down the procedure for Entry and Exit procedure of male and female staffs/workers in Production area.

2.0 SCOPE :

This SOP is applicable for Entry and Exit procedure of male and female staffs/workers in Production area.

3.0 RESPONSIBILITY :

Production :Officer /Executive/Assistant Manager
HOD–Production/QA.

4.0 PROCEDURE :

4.1 Entry procedure into primary change room :

- 4.1.1 Wash your hands with liquid soap followed by water in the wash basin and dry hands using hand dryer.
- 4.1.2 Remove street shoes and keep it in the respective locker.
- 4.1.3 Disinfect hands with 70% v/v IPA solution before enter into Primary change room.
- 4.1.4 Enter into primary change room, remove street clothes, watch, rings, bangles etc. and keep it in the respective locker.
- 4.1.5 Cross over the bench and take the cleaned factory garments (primary gown) and factory shoes from the respective lockers/ Linen room.
- 4.1.6 Wear the factory primary gown and factory shoes and check attire in Mirror.
- 4.1.7 Disinfect hands with 70% v/v IPA solution and enter into primary corridor.
- 4.1.8 The details of Color coding of the garments and footwear shall be followed as per department wise is given in below table.

4.2 Entry procedure into Secondary change room:



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- 4.2.1 Enter into secondary change room and take secondary gown from respective lockers provided in the respective area, The details of Color coding of the garments and footwear shall be followed as per department wise is given in below table.
- 4.2.2 Secondary gown consists of snood, boiler suits and booties.
- 4.2.3 First wear snood/head gear.
- 4.2.4 Then wear secondary gown as per the color code mentioned below.
- 4.2.5 Wear booties over the trousers while crossing over the bench & tie them properly.
- 4.2.6 Disinfect hands with 70% v/v IPA solution provided before entering into the core area.

Note:

- Before entry to other core area having different product, fresh secondary gown shall be used as per point no.4.2.1

4.3 Exit Procedure from Secondary change room:

- 4.3.1 Remove secondary gown in the sequence given below.
- 4.3.2 First remove booties by untying the knot and cross through cross over bench.
- 4.3.3 Remove the boiler suit & then snood /head gear.
- 4.3.4 Keep the used secondary gowns in the respective locker provided in respective area.
- 4.3.5 Exit from the Secondary change room with primary gowns.

4.4 Exit Procedure from primary change room:

- 4.4.1 Enter into primary change room from the primary corridor.
- 4.4.2 Remove factory shoes and place them in the respective locker provided.
- 4.4.3 Remove primary gowns and keep the used gowns in the respective locker provided in respective area.
- 4.4.4 Cross over the bench.
- 4.4.5 Wear street clothes and street shoes, watch, rings, bangles etc., move from the place and exit.
- 4.4.6 Refer below table for Color coding details of Garments and Footwear.



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S.No.	Department	Primary		Secondary	
		Staff	Workmen	Staff	Workmen
1.	Visitors/QA/PAD/ Quality Control/Quality Control (Microbiology Section)	White aprons, cap with shoes covers	Specific area dress code to be followed	Specific area dress code to be followed	Specific area dress code to be followed
2.	Stores/Production, IPQA (Tablet)	Gray Shirt, Pant with Cap.	Gray Shirt, Pant with Cap.	Gray boiler suit with booties & head gear.	Gray boiler suit with booties & head gear
3.	Production-Ointment	Blue shirt and Pant with cap.	Blue shirt and Pant with cap	Blue boiler suit with booties & head gear	Blue boiler suit with booties & head gear
4.	Engineering	Dark Coffee shirt and Pant with cap.	Dark Coffee shirt and Pant with cap.	Dark Coffee boiler suit with booties & head gear	Dark Coffee boiler suit with booties & head gear
5.	House Keeping	Pink shirt and Pant with cap	Pink shirt and Pant with cap	Pink Boiler Suit with booties & head gear	Pink Boiler Suit with booties & head gear
6.	Production-Soft Gelatin	Dark Green shirt and Pant with cap	Dark Green shirt and Pant with cap.	Dark Green boiler suit with booties & head gear	Dark Green boiler suit with booties & head gear

Note:

1. For Ladies: Color codes are same as above.
2. Foot wear code Gents: - Black color Plastic Shoes; Ladies: Plastic slipper.

5.0 ANNEXURE (S):

Nil

6.0 REFERENCE (S):

SOP: Preparation, approval, distribution control, revision and destruction of Standard Operating Procedure (SOP).



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7.0 ABBREVIATION (S) /DEFINITION (S):

HOD: Head of department

IPA : Isopropyl Alcohol

QA : Quality Assurance

V/V : Volume/Volume

REVISION CARD

S.No.	REVISION No.	REVISION DATE	DETAILS OF REVISION	REASON (S) FOR REVISION	REFERENCE CHANGE CONTROL No.
1	00	----	----	New SOP	---