



PHARMA DEVILS

PERSONNEL AND ADMINISTRATION DEPARTMENT

STANDARD OPERATING PROCEDURE

Department: Personnel and Administration	SOP No.:
Title: Dress Code of Plant Personnel	Effective Date:
Supersedes: Nil	Review Date:
Issue Date:	Page No.:

1.0 OBJECTIVE

The objective of this SOP is to describe a procedure for dress code of plant personnel.

2.0 SCOPE:

This SOP is applicable for dress code of plant personnel, at

3.0 RESPONSIBILITY:

3.1 **The Officer/Designee– Personnel shall be.**

3.1.1 Responsible for adhering to standard practice as per SOP.

4.0 ACCOUNTABILITY:

Head - Human Resources

5.0 PROCEDURE:

5.1 The following dress code for work site has been decided for different departments as per Annexure -I.

5.2 Personnel department and all departmental heads are responsible to maintain the dress code within the working areas of their concern.

6.0 ANNEXURES:

Annexure – I: Dress code of plant

7.0 References (S)

In House

9.0 Glossary

SOP: Standard Operating procedure



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ANNEXURE-I

Department	Boiler Suit		Cap		Aprons		Sterile Booties		Over Gowns		Shoes
	S	W	S	W	S	W	S	W	S	W	
Injection	-	Sky Blue	Sky Blue	Sky Blue	Sky Blue	-	Sky Blue	Sky Blue	Sky Blue	Sky Blue	PVC
Tablet	-	White	White	White	White	-	-	-	White	White	PVC
Engineering	-	Navy Blue	Brown	Navy Blue	Brown	-	-	-	Navy Blue	Navy Blue	Black
Stores	-	Gray	Gray	Gray	Gray	-	-	-	Gray	Gray	PVC
QA/QC	-	Yellow	Yellow	Yellow	Yellow	-	White	White	Yellow	Yellow	PVC
Administration	-	Khaki	Khaki	Khaki	Khaki	-	-	-	Khaki	Khaki	-

S : Staff

W: Work Man