



STANDARD OPERATING PROCEDURE

Department: Personnel and Administration	SOP No.:
Title: Entry & Exit Procedure in Factory Premises	Effective Date:
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1.0 OBJECTIVE

To lay down a procedure for Entry & Exit of Personnel in the factory premises.

2.0 SCOPE

This SOP is applicable at Plant.

3.0 RESPONSIBILITY

Plant Security Incharge For ensuring that the worker, visitor, staff follow the procedure

Department HOD : Compliance to the procedure

Head – PAD : Compliance to procedure

4.0 PROCEDURE

4.1 Entry and Exit procedure for Staff

- 4.1.1 Employees shall enter the premise with proper identification. Each employee shall carry the company identity card during stay on the premises
- 4.1.2 Employees shall strictly adhere to timings as allotted to work schedule
- 4.1.3 Respective department Head/P&A dept shall inform any change in individuals' duty timings to PAD in advance.
- 4.1.4 Staff arriving late for duty shall explain to departmental head for their reasons of late coming.
- 4.1.5 Each identity card assigned to the staff shall have the following features
 - Unique employee code
 - Photo identity
- 4.1.6 The identity shall be used to control the movement of staff across the facility.
- 4.1.7 In case, an employee forgets to bring the identity card, a visitor's card shall be assigned to him or her. The card shall have the same permission to which the user is originally entitled.
- 4.1.8 At the time of new joining, PAD shall forward a request to HOD for providing the details for access permissions to the employee (Refer Annexure – III). In case of change in job



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description the same procedure shall be followed.

4.1.9 In case of machine failure the entry and exist shall be manually controlled by PAD.

4.1.10 Any employee leaving the premises before schedule timings shall bring the exit pass signed from their department head and deposit at security gate. The same shall be submitted to PAD deptt. on the next day after endorsing out time.

4.2 Entry and Exit procedure for Contractual Labour

4.2.1 Contract labour shall enter to the company through main security gate. After security check at main gate they shall come to Main Security office.

4.2.2 Contractor/Representative of Contractor shall remain present at main gate at the time of shift change. The contractor shall identify and detail labour for various departments as per day's requirement. He shall then inform his strength of particular shift to security in charge at main gate.

4.2.3 Based on the manpower requirement for each block, Security Supervisor/ Head guard shall bifurcate the workers into different block

4.2.4 Entry shall not be allowed without the identity card. Security guards at different blocks shall check the same.

4.2.5 At the main gate of blocks and QC block the labour shall show their identity card and enter into designated work area. Security guard at the entrance of shall check the entry labor through identity card.

4.2.6 In case of machine breakdown, the entry and exit shall be monitored manually.

4.2.7 No late entry shall be permitted to contract workers. However, early exit may be permitted with valid exit pass signed by respective HODs and countersigned by PAD Person.

4.3 Entry and Exit procedure for Visitor

4.3.1 All visitors shall be received showing full courtesy and ask to whom he/she wants to visit.

4.3.2 Visitor's identification shall be confirmed.

4.3.3 The visitors shall be issued visitors gate pass before entering the factory premises as per annexure – I.



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- 4.3.4 Before entering into the factory premises every visitor shall declare their articles if any they want to carry along with them, in the Annexure – II.
- 4.3.5 Visitors coming to meet personnel of Production or other areas shall not approach directly to the individual but wait at reception/ office.
- 4.3.6 Individual concerned shall come to reception area and meet the visitor.
- 4.3.7 Visitors on return shall be requested to deposit the visitors pass at main gate issued to him/her.
- 4.3.8 Security guard at main gate shall ensure the person whom the visitor met have signed that pass.
- 4.3.9 Out time on the pass shall be endorsed by the security guard and this shall be filed accordingly.
- 4.3.10 Service Engineers / Vendors / suppliers or their representative there of shall be treated as visitors for general business.
- 4.3.11 Visitors like, auditors who are required to enter the production /QA/QC/Stores shall be at all times accompanied by deptt. Head / designee. All growing procedures shall be followed as per respective area SOPs.
- 4.3.12 Their belongings/tool bag etc shall be checked and list of items to be taken in shall be prepared at gate.
- 4.3.13 The same shall be rechecked when they leave the premises after the day's business.
- 4.3.14 Students from various institutions coming for project work/educational tour shall be requested to enter their names in the register with incoming/outgoing timings. They shall also be asked to declare their belonging and it will be re-checked while they leave the premises.
- 4.4 **Prohibition of Photography**
- 4.4.1 Photography in the premises is strictly prohibited. Photographic materials like camera, films, mobile phone with camera & other photographic materials if brought shall be deposited at the main gate.
- 4.4.2 In case, photography or videography is required in the premises or inside the departments for reasons like, training, validation work or product promotion or any other justified reasons, the



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permission from head operation shall be taken for this purpose

4.4.3 No person entering the premises shall be allowed to carry the following articles

- Cigarette/Biri
- Matchbox/Lighter
- Gutkha/Pan masala/Tobacco or any other intoxicant materials etc.

5.0 ANNEXURE(S)

Annexure -I : Visitor Gate Pass

Annexure – II : Declaration of articles

Annexure – III : Identity Permission Request

6.0 REFERENCE(S)

SOP No.: Preparation, approval, distribution control, revision and destruction of Standard Operating Procedure (SOP).

7.0 ABBREVIATION(S) /DEFINITION(S)

PAD : Personnel & Administration

QAD : Quality Assurance

HOD : Head of Department

PAD : Personnel & Administration

REVISION CARD

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



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ANNEXURE I VISITOR GATE PASS

Sr. No.....

Date.....

Name of the Visitor.....

From (Address).....

.....

To Meet.....

Purpose.....

Time:

In

out

Visitor Signature

Security Signature

Official Visited Signature



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ANNEXURE II DECLARATION OF ARTICLES

I declare that, I am carrying the following items along with me. These articles are needed for discussion with the official to whom I am visiting.

Articles	Yes	No
1. Laptop	<input type="checkbox"/>	<input type="checkbox"/>
2. CD	<input type="checkbox"/>	<input type="checkbox"/>
3. Floppy Drive	<input type="checkbox"/>	<input type="checkbox"/>
4. Pen Drive	<input type="checkbox"/>	<input type="checkbox"/>
5. Drawings	<input type="checkbox"/>	<input type="checkbox"/>
6. Camera	<input type="checkbox"/>	<input type="checkbox"/>
7. Any other article.....		

Signature of Visitor



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ANNEXURE III IDENTITY PERMISSION REQUEST

PART A: To be filled by initiator Department

Employee Name:

Employee ID:

Department:

Date of Joining:

Access required for the following (Tick the appropriate)

Soft Gelatin Capsules Section

Ointment Section

Tablet/Capsules Section

Stores

Quality Control

Quality Assurance

Requested By
(Sign/Date)

Approved By (HOD)
(Sign/ Date)

Approved By (Head, QA)
(Sign/ Date)

PART B: To be filled by P&A Department

Access Granted/Not Granted:

If not granted, reason for the same

Head, PAD (Sign/Date)

Note: This form is to be generated at the time of new joining or in case of change in job description