



PHARMA DEVILS

PERSONNEL AND ADMINISTRATION DEPARTMENT

STANDARD OPERATING PROCEDURE

Department: Personnel and Administration	SOP No.:
Title: Entry & Exit procedure for Contract Labour	Effective Date:
Supersedes: Nil	Review Date:
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1.0 OBJECTIVE

To lay down the procedure for Entry & Exit of contract labour in the factory premises.

2.0 SCOPE

This SOP is applicable for Entry & Exit procedure of contract labour in the factory premises used in manufacturing in

This document provides the guidelines for Entry & Exit procedure of contract labour in the factory premises.

3.0 RESPONSIBILITY

Security Incharge : For ensuring that the worker follow the procedure

Department HOD : Compliance to the procedure

Head – PAD : Compliance to procedure

4.0 PROCEDURE

- 4.1 PAD department shall checked contract labour for his identity, education age proof etc. as per the recorded by the contractor.
- 4.2 Contract labour shall enter the premises with proper identification allotted by contractor before punching their cards.
- 4.3 At time of contract labour entry in to premises the PAD department shall give the training about the personnel health and hygiene, safety and movement in factory premises.
- 4.4 Contract labour shall strictly adhere to the timings as allotted to entry / exit in the premises.
- 4.5 Respective departmental head / HR department shall inform any changes in individuals' duty timings to main factory premises gate in advance.
- 4.6 In case of contract labour arriving late for duty shall not be permitted to enter the premises.
- 4.7 Contractor shall issue identity cards ID to his all employees
- 4.8 Contract labour shall be in possession of ID Cards at the time of their entry
- 4.9 Contractor/Representative of Contractor shall remain present at factory main gate at the time of shift change/entry & exit.



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- 4.10 He shall identify and detail his/her labour for various departments as per day's requirement.
- 4.11 He shall then inform his strength of particular shift to security in charge at factory main gate.
- 4.12 However, early exit may be permitted with valid exit pass signed by respective departmental HODs.
- 4.13 Contractor / His representative shall be available in company premises all the time to sort out disputes of his employees.
- 4.14 The contractor and security personnel ensure that no worker provided by contractor of below 18 years.
- 4.15 The contractor / security / HR will provide general training like health & hygiene, entry and exit and other work relevant training will be provided by concern department.

5.0 ANNEXURE (S):

Nil

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

ID card: Identity card



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REVISION CARD

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