



**STANDARD OPERATING PROCEDURE**

<b>Department:</b> Warehouse	<b>SOP No.:</b>
<b>Title:</b> Entry and Exit Procedure for Staff/ Workers & Visitors in I-Block Receiving Bay	<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 and Exit of Staff / Workers & Visitors in I- block Receiving Bay.

**2.0 SCOPE:**  
This SOP is applicable for Staff / Workers & Visitors in I- block Receiving Bay.

**3.0 RESPONSIBILITY:**  
Officer / Executive – Warehouse

**4.0 ACCOUNTABILITY:**  
Head – Warehouse

**5.0 ABBREVIATION**

I-Block	Injection Block
IPA	Isopropyl Alcohol
Ltd.	Limited
No.	Number
Pvt.	Private
SOP	Standard Operating Procedure

**6.0 PROCEDURE:**

**6.1 ENTRY PROCEDURE FOR STAFF/ WORKERS:**

- 6.1.1** Open the door of change room & enter.
- 6.1.2** Remove the slipper and place in the rack of cross over bench.
- 6.1.3** Swing over the cross over bench after sitting on it.
- 6.1.4** Take the shoes from rack of cross over bench.
- 6.1.5** Collect the Apron, Lower, Cap & Nose mask from almirah and wear it.
- 6.1.6** Check the outfit in mirror for proper gowning.
- 6.1.7** Disinfect the hand with 70% IPA solution from disinfectant dispenser.
- 6.1.8** Open the door of change room & enter the working area.
- 6.1.9** Pictorial Presentation “Entry & Gowning Procedure for Staff in I – Block” is shown in Annexure – I.



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**6.1.10** Pictorial Presentation “**Entry & Gowning Procedure for Worker in I – Block**” is shown in **Annexure – II**.

**6.2 EXIT PROCEDURE FOR STAFF/ WORKERS:**

- 6.2.1** Open the door of change room & enter.
- 6.2.2** Remove and place the Apron, Lower & Cap and put them into garment almirah/bin.
- 6.2.3** Remove the shoes and place in rack of cross over bench.
- 6.2.4** Swing over the cross over bench after sitting on it.
- 6.2.5** Take the slipper from rack of cross over bench.
- 6.2.6** Disinfect the hand with 70% IPA solution from disinfectant dispenser.
- 6.2.7** Open the door of change room & exit.
- 6.2.8** Pictorial Presentation “**Exit & De-Gowning Procedure for Staff in I-Block**” is shown in **Annexure – III**.
- 6.2.9** Pictorial Presentation “**Exit & De-Gowning Procedure for Workers in I-Block**” is shown in **Annexure – IV**.

**6.3 ENTRY PROCEDURE FOR VISITORS:**

- 6.3.1** Open the door of change room & enter.
- 6.3.2** Collect the shoe covers form the tray and wear it one by one while sitting on cross over bench. Swing over the crossover bench.
- 6.3.3** Collect the Apron, Lower & Cap from dress cabinet and wear it. Alternately disposable Apron and lower may be provided, where ever required.
- 6.3.4** Check the outfit in mirror for proper gowning.
- 6.3.5** Disinfect the hand with 70% IPA solution using disinfectant dispenser.



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**6.3.6** Open the door of change room & enter in the Processing area.

**6.3.7** Pictorial Presentation “**Entry & Gowning Procedure for Visitors in I-Block**” is shown in **Annexure – V**.

**6.4 EXIT PROCEDURE FOR VISITORS:**

**6.4.1** Open the door of change room & enter.

**6.4.2** Put off the Apron, Lower & Cap and put them into dress cabinet / garment bin, if disposables.

**6.4.3** Swing over the cross over bench after sitting on it. Remove the shoe cover and put it into waste bin.

**6.4.4** Disinfect the hand with 70% IPA solution from disinfectant dispenser.

**6.4.5** Open the door of change room & exit.

**6.4.6** Pictorial Presentation “**Exit & De-Gowning Procedure for Visitors in I-Block**” is shown in **Annexure – VI**.

**7.0 ANNEXURES:**

<b>ANNEXURE No.</b>	<b>ANNEXURE TITLE</b>	<b>FORMAT No.</b>
Annexure-I	Entry & Gowning Procedure for Staff in I- Block	
Annexure-II	Entry & Gowning Procedure for Worker in I- Block	
Annexure-III	Exit & De-Gowning Procedure for Staff in I- Block	
Annexure-IV	Exit & De-Gowning Procedure for Workers in I- Block	
Annexure-V	Entry & Gowning Procedure for Visitors in I- Block	
Annexure-VI	Exit & De-Gowning Procedure for Visitors in I-Block	

**ENCLOSURES:** SOP Training Record



# PHARMA DEVILS

WAREHOUSE DEPARTMENT

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### 8.0 DISTRIBUTION:

- Controlled Copy No. 01                      Quality Assurance
- Controlled Copy No. 02                      Warehouse (I-Block)
- Master Copy                                      Quality Assurance

### 9.0 REFERENCES:

Schedule M of the Drugs & Cosmetics Act 1940

### 10.0 REVISION HISTORY:

#### CHANGE HISTORY LOG

Revision No.	Change Control No.	Details of Changes	Reason for Change	Effective Date	Updated By