



PHARMA DEVILS

PERSONNEL AND ADMINISTRATION DEPARTMENT

STANDARD OPERATING PROCEDURE

Department: Personnel and Administration	SOP No.:
Title: Entry & Exit Procedure through Change Room I	Effective Date:
Supersedes: Nil	Review Date:
Issue Date:	Page No.:

1.0 PURPOSE

To lay down the procedure for entry and exit through Change Room-I (Primary Change room).

2.0 SCOPE

2.1 This standard operating procedure (SOP) is applicable to all the employees, visitors and temporary workmen entering and exiting through Change Room-I (Primary Change room) of

3.0 REFERENCE(S) & ATTACHMENTS

3.1 References

3.1.1 In-house

3.2 Attachments

3.2.1 Nil

4.0 DEFINITION & ABBREVIATION(S)

4.1 Definitions

4.1.1 Nil

4.2 Abbreviations

4.2.1 Admin: Administration

4.2.2 SOP: Standard operating procedure

5.0 RESPONSIBILITY:

5.1 HR/ Administration/ Security Department:

5.1.1 To monitor the entry and exit procedure of all employees, visitors and temporary workman's.

5.1.2 To maintain the Change Room-I in terms of cleaning, sanitization and ensuring availability of factory linen and shoes.

5.2 Employee/ Visitor/ Temporary workman:

5.2.1 To follow the entry and exit procedure through change room-I as defined in the SOP.

5.3 Quality Assurance Head:

5.3.1 To ensure implementation of the defined procedure.



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5.4 Plant Head:

5.4.1 To ensure implementation of the defined procedure.

6.0 Distribution:

I. HR/ Administration

II. Quality Assurance



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7.0 PROCEDURE:

7.1 Entry procedure for Employees and Temporary Workmen:

- 7.1.1 Use the wash room facility if required.
- 7.1.2 Wash your hands with soap solution, then dry your hands and sanitize your hands using hand sanitizer.
- 7.1.3 Press the Door interlock and open the door to enter into the Change room-I.
- 7.1.4 Ensure the availability of cleaned primary factory uniform / keep the cleaned linen on the cross over bench in Change room-I.
- 7.1.5 Keep all the personal belongings like watch, Mobile phone, medicines, ornaments, (bangles, bracelets, bindi, rings, chain, etc.) and keep them in the personal lockers provided.
- 7.1.6 Remove the street clothes and keep in the lockers provided for street wears.
- 7.1.7 Remove the shoes and keep in the lockers provided for street wears.
- 7.1.8 Disinfect both hands with hand disinfectant.
- 7.1.9 Sit on the Cross over bench and swing to other side.
- 7.1.10 Wear clean primary factory primary uniform, First wear the cap and then the shirt and then pant.
- 7.1.11 Take the factory shoes / slippers and wear them.
- 7.1.12 Use mirror to ensure that the uniform is worn properly.
- 7.1.13 Disinfect both hands with hand disinfectant.
- 7.1.14 Press the Door interlock and open the door to enter into the main corridor.

7.2 Exit procedure for Employees and Temporary Workmen:

- 7.2.1 Press the Door interlock and open the door to enter into the Change room-I.
- 7.2.2 Remove the primary factory uniform.
- 7.2.3 During Breaks, keep the primary factory uniform in the lockers provided.
- 7.2.4 After shift end, keep the primary factory uniform in the used laundry bin.
- 7.2.5 Keep the factory shoes/slippers in the lockers provided.
- 7.2.6 Sit on the Cross over bench and swing to other side.
- 7.2.7 Wear the street cloths and collect your personnel belongings.
- 7.2.8 Wear the street shoes.
- 7.2.9 Disinfect both hands with hand disinfectant.
- 7.2.10 Press the Door interlock and open the door to exit the Change room-I.



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7.3 Entry procedure for Visitors:

- 7.3.1 Use the wash room facility if required.
- 7.3.2 Wash your hands with soap solution, then dry your hands and sanitize your hands using
- 7.3.3 Press the Door interlock and open the door to enter into the Change room-I.
- 7.3.4 Keep all the personal belongings like watch, Mobile phone, medicines, ornaments, (bangles, bracelets, bindi, rings, chain, etc.) and keep them in the lockers provided.
- 7.3.5 Disinfect both your hands with hand disinfectant solution provided in the dispenser.
- 7.3.6 Wear the Disposal Cap first and then the disposal gown over the street cloth. Ensure hair is completely covered. Beard/nose mask is to be wear by the visitor if beard is kept.
- 7.3.7 Sit on the cross over bench and wear the shoe cover and swing over to the other side of crossover bench.
- 7.3.8 Look in the mirror for proper attire and then press the door interlock button.
- 7.3.9 Disinfect your hands with approved hand disinfectant solution provided in the dispenser.
- 7.3.10 Press the Door interlock and open the door to enter into the main corridor.

7.4 Exit procedure for Visitors:

- 7.4.1 Press the Door interlock and open the door to enter into the Change room-I.
- 7.4.2 Sit on the cross over bench and swing over to the other side of crossover bench.
- 7.4.3 Remove the disposal cap and gown and discard in the used linen trolley. Remove the shoe covers and discard in the waste bin provided.
- 7.4.4 Collect your personnel belongings from the locker.
- 7.4.5 Disinfect your hands with hand disinfectant solution provided in the dispenser.
- 7.4.6 Press the door interlock button and open the door.
- 7.4.7 Exit from Change Room-I.

8.0 REVISION HISTORY

Version No.	00	Effective Date	
Details of revision: New SOP Prepared			