



STANDARD OPERATING PROCEDURE

Department: Personnel and Administration	SOP No.:
Title: Entry and Exit at main gate (for authorized contractors/transporters)	Effective Date:
Supersedes: Nil	Review Date:
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1.0 PURPOSE

To define a procedure for Entry and Exit of Transporters, authorized contractors and their employees at the entrance main gate.

2.0 SCOPE

2.1 This procedure applies to all Transporters, authorized contractors and their employees who are entering the premises and exiting the premises of

3.0 REFERENCE(S) & ATTACHMENTS

3.1 References

3.1.1 In-house

3.2 Attachments

3.2.1 Attachment –I : Entry Permit for Contractor

3.2.2 Attachment –II : Work Permit badge

3.2.3 Attachment –III : Checklist for Vehicles

3.2.4 Attachment –IV : Transporter’s Permit badge

4.0 DEFINITION & ABBREVIATION(S)

4.1 Definitions

4.1.1 Not Applicable

4.2 Abbreviations

4.2.1 HR: Human resource

4.2.2 CCTV: Close Circuit Television

4.2.3 PPE: Personnel protective equipment

5.0 RESPONSIBILITY:

5.1 All Transporters, authorized contractors and their employees:

5.1.1 To follow the entry and exit procedure as per defined procedure.



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5.2 HR/ Security Department:

5.2.1 To ensure that every Transporter, authorized contractors and their employees strictly follows the entry and exit procedure as per defined procedure.

5.3 Environment, Health and safety Department (EHS):

5.2.1 To ensure that every Transporter, authorized contractors and their employees strictly follows the safety instructions.

5.4 Quality Assurance Head:

5.4.1 To ensure implementation of the defined procedure.

5.5 Plant Head:

5.5.1 To ensure implementation of the defined procedure.

6.0 Distribution:

I. Security

II. Human and Resource

III. Environment, Health and safety



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7.0 PROCEDURE:

7.1 The Transporters, authorized contractors and their employees shall not be allowed with Matchstick, lighters, inflammable and objectionable items such as weapons, medicines, alcohol, smoking items and tobacco products, chewing paan etc. in the premises of the factory.

7.2 The Transporters, authorized contractors and their employees shall be made aware of the fact that the entire premise of the factory is a non-smoking zone, chewing paan/tobacco/Gutka/chewing gum is strictly prohibited.

7.3 Transporters, Authorized contractors and their employees shall be instructed to switch off their mobile phones if any, inside the designated areas of the factory premises.

7.4 Entry Procedure for authorized Contractors and their employees:

7.4.1 Entry and exit shall be through main entrance (Gate) only. Valid insurance policy of concerned contractor workman shall be checked and verified.

7.4.2 The movement shall be monitored by CCTV camera at the gate.

7.4.3 At the time of entry of contract persons, contractor's Supervisor shall report to the concerned engineer available.

7.4.4 After checking the necessity of the contractor for work and the number of persons required, the engineer along with the contractor Supervisor shall fill the 'Entry Permit for Contractor' as per attachment-I at the gate. Such an entry permit can be authorized by concerned engineer or the concerned department head depending upon the nature of activity proposed to be carried out.

7.4.5 Contractor supervisor will submit the said form to the Security Officer. Concerned Security Officer shall sign the form confirming the requirement of the contractor team with tools and tackles to be allowed to enter the factory premises and provide acknowledgement of tools and tackles allowed.

7.4.6 Contractor Supervisor will call the authorized contract workmen and will enter the names in the format and will take 'Work Permit' badge as per attachment-II from Security for issuing the same to their individual employees.

7.4.7 Security person will allow to enter those workmen in the premises along with their PPE's and tools if any, on taking declaration of the material including PPE's in the prescribed contractor's declaration form. Authorized personnel and Security Officer will ensure that only contractor's authorized workmen enters in the factory premises. Contractor or his supervisor will certify the tools and tackles, if to be taken inside. No damaged tools and tackles shall be allowed inside the factory premises.

7.4.8 In case of new contract person to be taken, he shall undergo the basic safety induction training carried out by Engineering and Environment, Health and Safety Department jointly. In such case Engineering



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and Environment, Health and Safety Department Officer shall be contacted for carrying out the necessary training.

7.4.9 Concerned engineer will check the tools of new contractor with his Supervisor for its quality and reliability.

7.5 Exit Procedure for Contractors and their employees:

7.5.1 While leaving the main entrance (Main Gate) the 'Work Permit' badge shall be submitted to the security.

7.5.2 Security person shall ensure that contractor's workmen are carrying all the PPE's and tools belonging to respective contractors only on completion of their respective work.

7.6 Entry Procedure for Transporters/ Vehicles:

7.6.1 Transporter's driver or cleaner shall first approach Security department with the delivery challan/ Tax invoice and Way bill of the material brought by them.

7.6.1 Security department shall contact warehouse personnel and confirm that the said material is as per purchase order / indent the Challan/Tax invoice and Way bill details will be entered in material register and then the vehicle shall be allowed to come inside the factory premises after checking of vehicle.

7.6.2 A 'Checklist for Vehicles' as per attachment-III shall be issued to the respective transporter's driver for filling details about himself and his vehicle.

7.6.3 Security will go through the driving license of the driver. Driver of the vehicle shall have a valid driving license.

7.6.4 The driver shall be instructed to remove Cooking Gas Cylinder, Kerosene and Stove if any from the vehicle and deposit the same with security.

7.6.5 If Spark arrester is not available in the applicable vehicle then Spark arrester shall be issued to the driver for installing in the vehicle's smoke exhaust pipe during the vehicle's stay period within the factory premises.

7.6.6 Any portable safety equipment or material to be taken inside the premises by the transporter's driver shall also be declared at the gate before proceeding warehouse or respective department.

7.6.7 After confirmation, the security personnel shall then issue 'Transporter's Permit' badge as per attachment-IV to the driver, cleaner and other helping personnel, if any.

7.6.8 'Transporter's Permit' badges shall also be issued to the driver, cleaner/workmen of any truck/vehicle etc. called for dispatch of material from factory premises.

7.6.9 Security personnel shall ensure that such vehicles called for dispatch of material are totally empty at the time of their entry into the factory premises.



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7.6.10 The Material register shall contain the following details:

7.6.10.1 Issue a unique number for every receipt on the date.

7.6.10.2 For Material In entry: Serial Number, Vehicle Number, By Hand, Transporter/Driver's Name, Party Name/Name of Person/Serial Number of Transporter Pass, Challan Number, Time In and Security Signature.

7.6.10.3 For Material Out entry: Party Name, if material is going out, Challan/Gate pass Number, Time Out, Security Signature and Remarks.

7.6.11 Further stores department will verify the documents/Challan and sign the vehicle permit.

7.6.12 On producing the signed vehicle permit security will make the entry in the concerned register (Non-returnable material register/ returnable material register).

7.6.12.1 While the returnable material coming in, the guards shall check the challan/ Returnable Gate Pass and make entry in the register and Challan/ returnable Gate pass as material returned.

7.6.12.2 In case, few items of returnable gate pass are not returned back, the 'returned stamp' will not be put and a remark shall be written in register as well as in challan/Returnable gate pass that "Only this material received on date" by the security.

7.7 Exit Procedure for Transporters/ Vehicles:

7.7.1 While leaving the main entrance (Main Gate) the 'Transporter's Permit' badges and spark arrester if any issued shall be submitted to the security.

7.7.2 Security person shall ensure that contractor's workmen are carrying all the tools belonging to them only on completion of their respective work.

7.7.3 Transporter's driver or cleaner shall show the Excise invoice/Tax invoice copy of the finished goods/ material to be taken outside the factory premises.

7.7.4 If any Rejected material is being returned to supplier shall accompany a gate pass (Non-returnable/Returnable) with a photocopy of Challan shall be kept by security.

7.7.5 For outgoing materials/finished goods, Security shall check the document like Delivery Challan, Returnable Gate Pass, Excise invoice/Tax invoice etc. of outgoing vehicle with materials.

7.7.6 The name of the driver and mobile number shall be marked on back side of the document with outward stamp.

7.7.7 Entry of Returnable Gate Pass Materials will be done in Returnable Gate Pass Materials register. The register shall contain following columns:



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7.7.7.1 Serial Number., Vehicle Number, Party's Name, Returnable Gate Pass Number., Time Out, Probable Date of Return, Cost, Security Signature, Returned Date, Returned Time, Vehicle Number if any, Security Signature, Remarks.

8.0 REVISION HISTORY

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



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Attachment-I

ENTRY PERMIT FOR CONTRACTOR

ENTRY PERMIT FOR CONTRACTORS	Date :
PART – I	
From :	
To : The Chief Security Officer	
Please permit the following Service Provider and his employees to enter the factory premises to carry out the specified jobs.	
(1) Name of the Service Provider :
(2) Address and Tel. No. :

(3) Name of In-charge/Supervisor of the Service Provider at the factory premises. :
(4) Brief description of job :
(5) Place of work :
(6) Duration of work :	From..... To
(7) Nos. of persons to be allowed to :	Male Female
..... Department Head	
PART – II	
I agree that,	
(1)	I will be responsible to issue work permit daily and will return it on the same day evening . Failing to do so, I will be liable to Penalty as decided by the company.
(2)	I have trained them in safety fire, security and routine procedure followed by your company and instructed them to obey instructions of your officers in this regard.
(3)	I will be personally responsible for restricting the movement of my employees to the designed places.
(4)	I will be responsible for all statutory compliance, relating to my employees deployed in your premises.
(5)	Required safety equipment, tools and uniforms will be provided by me to my employees.
(6)	I will ensure that all my employees are medically fit to work in your premises.
..... Security Sign. Service Provider

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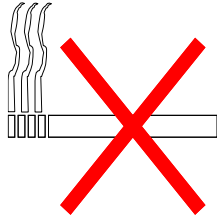
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Attachment-II

**'WORK PERMIT' BADGE
(Front)**

Permit No:	Authorised By
WORK PERMIT	

(Reverse)

	Instructions
	<ol style="list-style-type: none">1. Wear on your neck while on the premises.2. Non transferable.3. Smoking strictly prohibited inside the premises.4. Return to security while leaving the premises.5. Entry on the premises at your risk and subject to security regulations.

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Attachment-III

CHECKLIST FOR VEHICLES

To be filled by drivers

Vehicle No _____ Chassis No _____

Name of Driver _____

Address _____

License No _____ RTO Issued by _____

Owner's Name _____

Name of Transport _____

Address _____

Phone/Mobile No _____

All the above information is correct and true to the best of my knowledge and belief

Date : _____ Signature of the driver _____

TO BE FILLED BY SECURITY DEPARTMENT

Flame arrester fixed to the exhaust of the vehicle Yes / No

Persons _____ Time In _____ Time Out _____

Signature of Security

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Attachment-IV

TRANSPORTER'S PERMIT' BADGE

(Front Side)

<p>Permit No: _____</p> <p style="text-align: right;">Authorised By _____</p> <p style="text-align: center;">TRANSPORTER</p>

(Reverse Side)

- Deposit Matches/Lighter/Cigarette/Tobacco/Gutka and other objectionable items at Gate House.
- Smoking is strictly prohibited in the premises.
- Drivers to be with vehicle and shall not leave vehicle unattended.
- Permit card to be kept visible.
- Return this pass to Security while leaving the premises.

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