



PHARMA DEVILS

PERSONNEL AND ADMINISTRATION DEPARTMENT

STANDARD OPERATING PROCEDURE

Department: Personnel and Administration	SOP No.:
Title: The Entry & Exit at main gate	Effective Date:
Supersedes: Nil	Review Date:
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1.0 PURPOSE

To define a procedure for Entry and Exit of the employees, Temporary workmen and Visitors at the main entrance gate of factory premises.

2.0 SCOPE

2.1 This procedure applies to all Employees, Temporary workmen and Visitors 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 : Format for Visitor's entry permit

3.2.2 Attachment-II : Format for Visitor ID for Core Pharma areas

3.2.3 Attachment-III : Format for Visitor ID for General areas

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 EHS: Environment, Health and safety

5.0 RESPONSIBILITY:

5.1 All Employees, Temporary workmen and Visitors:

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

5.2 HR/ Security Department:

5.2.1 To ensure that every personnel strictly follows the entry and exit procedure as per defined procedure.



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5.3 Quality Assurance Head:

5.3.1 To ensure implementation of the defined procedure.

5.4 Plant Head:

5.4.1 To ensure implementation of the defined procedure.

6.0 Distribution:

I. Security

II. Human and Resource



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7.0 PROCEDURE:

7.1 The Employees, Temporary workmen and Visitors shall not be allowed with lighters, Matchstick, inflammable and objectionable items such as weapons, medicines, alcohol, cigarette, bidi, gutkha etc. in the premises of the factory as well as high value ornaments.

7.2 The Employees, Temporary workmen and Visitors shall be made aware of the fact that the entire premise of the factory is a nonsmoking zone, chewing paan/ tobacco/ gum is strictly prohibited.

7.3 Entry Procedure for employees:

7.3.1 On arriving at the gate, all employees shall show their identity cards to the security. Employee shall declare their personal belongings or any objectionable items at the security gate.

7.3.2 Employees will not be allowed to bring in or take out any items of data storage like, pen-drive, CD/DVD etc.

7.3.3 The movement of employees shall be monitored by CCTV camera at the gate.

7.4 Exit Procedure for employees:

7.4.1 All employees shall be subject to personal search, while leaving the factory premises. Female employees will also be subjected to personal search by lady security guard or another female staff (in case lady guard is not available) whenever need arises. All employees will be checked as and when found necessary by Security in charge or any competent authority authorized by the Plant Head/HR Head.

7.4.2 Employees shall not be permitted to carry any Company documents/papers/registers outside the factory without the prior approval of Plant Head/HR Head.

7.4.3 Any employee going out during odd hours (excluding shift timings) shall be asked for valid documents and duly authorized leave note/ Gate pass.

7.5 Entry Procedure for Temporary Workman:

7.5.1 Personnel Data Form shall be filled for every new Temporary Workman along with his/her photograph and the form shall be kept with security department. Basic safety instructions and precautions shall be explained by the EHS / HR personnel.

7.5.2 Weekly requirement of Temporary workmen shall be given to HR department and security shall allow the required number of Temporary workmen as per instruction of HR Department.

7.5.3 The Temporary workmen shall be physically frisked for any objectionable items by security personnel at



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the time of entry.

- 7.5.4 The Temporary workmen shall enter his/her name, in time and signature in the Temporary workmen register.
- 7.5.5 Temporary workmen supervisor shall guide the Temporary workmen to the concerned department.

7.6 Exit Procedure for Temporary Workman:

- 7.6.1 Temporary workmen shall approach the security gate and enter the out time and signatures in the Temporary workmen register.
- 7.6.2 Temporary workmen shall be frisked for any company material and allowed to exit the factory.

7.7 Entry Procedure for Visitors:

- 7.7.1 On arrival of the Visitors at Entrance (Main Gate), the visitor has to write his details as mentioned in the 'Visitor Entry Permit' available with the Security.
- 7.7.2 Security personnel shall ask for the visiting card of the visitor.
- 7.7.3 Security personnel shall contact the concerned person over telephone to whom the visitor wants to meet.
- 7.7.4 After confirming with the concerned person, and if it is genuine, then security shall make a 'Visitor Entry Permit' in prescribed format as per Attachment-I, available in security department mentioning the details of the visitors and guide the visitor to obtain signature of the concerned person to whom visitor is going to meet on the Visitor Entry Permit.
- 7.7.5 All the visitors entering the premises shall be instructed about the safety needs of the company and they are not allowed to enter unless they comply the needs.
- 7.7.6 In case the visitor/s is/are taken to manufacturing area, the concerned employee will ensure that the visitor/s is/are briefed on change room practices and hygiene practices.
- 7.7.7 Security issues visitor's ID Proof as per Attachment-II to the visitor, which shall be hanged on the neck, and guide him / her to the place of job or the person he / she wants to meet.
- 7.7.8 For important visitors like Government Officials/ Regulatory Auditors/ bodies for which prior information is available, security shall guide them to the conference room from the main entrance (main gate). Entry shall be made by security personnel in the 'Visitor Entry Permit' and the visitor ID Proof shall be given to the Government Officials/ Regulatory Auditors/ bodies inside the conference room.
- 7.7.9 Inform the Plant Head / Human Resource Head / Concerned department Head about the arrival of the official.



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7.7.10 Personal visitors of employees and service providers are not permitted inside the factory premises.

7.8 Exit Procedure for Visitors:

- 7.8.1 During exit, the visitor shall get the 'Visitor Entry Permit' signed by the person whom he / she had met.
- 7.8.2 While leaving the main entrance (Main Gate) the 'Visitor Entry Permit' and the badge shall be returned to the security.
- 7.8.3 Security shall ensure that the visitor pass is signed by concerned person.
- 7.8.4 For Regulatory Auditors security personnel shall collect the 'Visitor Entry Permit' and the visitor ID Proof before leaving the conference room duly signed by the person whom he / she had met. The management staff or security personnel shall guide the Regulatory Auditors till the main entrance (Main Gate).

8.0 REVISION HISTORY

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



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Attachment-I

VISITOR'S ENTRY PERMIT

VISITOR'S ENTRY PERMIT (PLEASE READ REVERSE SIDE)		
Name of the Visitor _____		
Representing _____		
To Meet _____		
Purpose _____		
Date: _____ Time In _____ Out _____		
Signature of the Visitor	Signature of the Security Officer	Signature of the Company Official Visited
(Please Return at Gate)		

Reverse Side contents

CONDITIONS FOR ENTRY & EXIT
<ol style="list-style-type: none">1. This permit is valid during working hours only.2. Visitors are strictly advised to follow the safety rules inside the factory premises and are restricted up to permitted visitor route map only.3. The permit shall be produced if demanded by any officer of the Company.4. Visitors are requested to surrender this permit at the main gate while leaving the premises of the company.5. Visitors are requested to deposit Cigarette / Beedi/ Tobacco/ Gutka/ Pan/ Gas lighter / Match box/ any other restricted items at the Gate House while entering the factory.6. Visitors are advised to declare their personal belongings like mobile, laptop or tools at security gate and obtain permit for articles to be taken into the factory premises.7. This pass is not transferable.

Format No.:.....



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Attachment-II

VISITOR ID FOR GENERAL AREAS



Colour: Green

Format No.



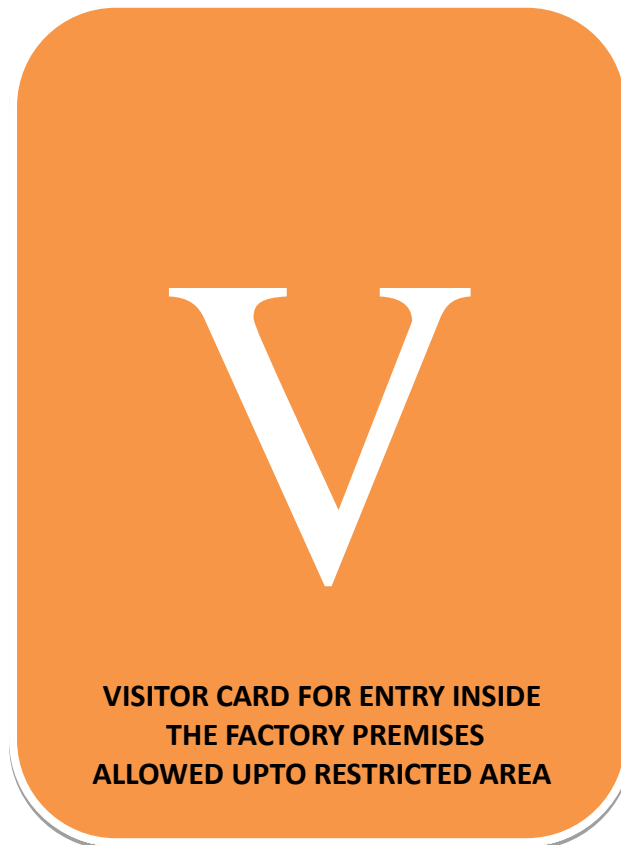
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Attachment-III

VISITOR ID FOR CORE PHARMA AREAS



Colour: Orange

Format No.....