



STANDARD OPERATING PROCEDURE

Department: Personnel and Administration	SOP No.:
Title: SOP for Entry and Exit procedure through Change Room II	Effective Date:
Supersedes: Nil	Review Date:
Issue Date:	Page No.:

1.0 PURPOSE

To define a procedure to be followed during entry and exit through Change Room-II.

2.0 SCOPE

2.1 This procedure applies to all employees, visitors and temporary workmen working at

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

5.0 RESPONSIBILITY:

5.1 HR/ Administration/ Concerned Department:

5.1.1 To monitor the entry and exit procedure of all employees, visitors and temporary workmen.

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

5.2 Quality Assurance Head:

5.2.1 To ensure implementation of the defined procedure.

5.3 Plant Head:

5.3.1 To ensure implementation of the defined procedure.



PHARMA DEVILS

PERSONNEL AND ADMINISTRATION DEPARTMENT

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6.0 Distribution:

- I. HR/ Admin
- II. Warehouse
- III. Production
- IV. QA

7.0 PROCEDURE:

7.1 Entry procedure:

- 7.1.1 Press the Door interlock and open the door to enter into the Change room-II.
- 7.1.2 Remove the primary factory shoes/ slippers and keep in the space provided.
- 7.1.3 Sit on the Cross over bench and swing to other side.
- 7.1.4 Collect the secondary factory gowns and secondary shoes.
- 7.1.5 Wear secondary factory gowns and secondary shoes.
- 7.1.6 Disinfect both hands with hand disinfectant.
- 7.1.7 Press the Door interlock and open the door to enter the processing area.

7.2 Exit procedure:

- 7.2.1 Press the Door interlock and open the door to enter into Change room-II.
- 7.2.2 Remove the secondary factory gowns and Secondary shoes.
- 7.2.3 During breaks, keep the Secondary factory gowns and shoes in the space provided.
- 7.2.4 Sit on the Cross over bench and swing to other side.
- 7.2.5 After end of the shift, keep the secondary factory gowns in the used laundry bin.
- 7.2.6 Wear the Primary factory shoes/ slippers.
- 7.2.7 Disinfect both hands with hand disinfectant.
- 7.2.8 Press the Door interlock and open the door to exit the Change room-II.

8.0 REVISION HISTORY

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