



PHARMA DEVILS

PERSONNEL AND ADMINISTRATION DEPARTMENT

STANDARD OPERATING PROCEDURE

Department: Personnel and Administration	SOP No.:
Title: Medical Health Check up	Effective Date:
Supersedes: Nil	Review Date:
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1.0 PURPOSE

To define a procedure for Pre-employment medical health checkup and annual medical health checkup of all employees and applicable to contract workmen's to ensure that they are medically fit to perform the assigned job.

2.0 SCOPE

2.1 This procedure is applicable for all employees and workmen i.e. on Company Payroll and on Contract Payroll who is working at

3.0 REFERENCE(S) & ATTACHMENTS

3.1 References

3.1.1 In-house

3.2 Attachments

3.2.1 Attachment –I: Medical Health Checkup Form

4.0 DEFINITION & ABBREVIATION(S)

4.1 Definitions

4.1.1 Nil

4.2 Abbreviations

4.2.1 HR: Human resource

5.0 RESPONSIBILITY:

5.1 HR/Concerned Department:

5.1.1 To ensure that every employee and applicable workman is medically fit prior to joining the organization and during his/her employment.

5.1.2 To arrange or organize for medical health checkup of every employee and applicable workman prior to joining the organization and yearly for individuals involved in formulation production, testing, maintenance etc.

5.2 Quality Assurance Head:



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5.2.1 To ensure implementation of the defined procedure.

5.3 Plant Head:

5.3.1 To ensure implementation of the defined procedure.

6.0 Distribution:

I. Quality Assurance

II. Human Resource

7.0 PROCEDURE:

7.1 All personnel shall undergo medical checkup prior to employment (Pre-employment checkup). The medical checkup shall be for the fitment checkup for the job which includes eye examination, colour blindness, tuberculosis, skin & other communicable, contagious diseases. Medical health checkup shall be done by a qualified and registered medical practitioner. Certificate copy of the registered medical practitioner shall be retained with HR department.

7.2 The minimum health requirement of every employee and workman, working in the plant shall be as per attachment-I.

7.3 As per pre-requisite for the employment an employee and applicable workman shall undergo medical examination and if he/ she is certified as medically "Fit" and "Free" from contagious disease by qualified registered medical practitioner then he/ she shall be employed for work.

7.4 Apart from pre-employment medical examination, all employee and contractual workmen shall undergo medical examination once in a year and tests shall be carried out as per SOP.

7.4.1 In case of persons involved in production, testing, maintenance and other activities related to formulations, medical examination shall be carried out every yearly.

7.4.2 Clinical checkup observing physical and physiological changes.

7.5 If any abnormality is observed the employee shall be briefed about such abnormality and follow up shall be done for appropriate medical treatment till it is cured.

7.6 If any employee remains absent because of illness due to infectious disease, employee is allowed to resume duty only on submission of medical fitness certificate from qualified registered practitioner.

7.7 Record of medical examinations shall be maintained by personnel department for three years.

7.8 It is ensured that personnel are free from any infections/ communicable diseases. Variations are accepted on the basis of recommendations of qualified registered medical practitioner, provided the concerned



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person is free from infections/ communicable diseases.

7.9 Test Frequency:

7.9.1 **Pre-employment:** General Physical Examination by Physician, Eye test, Blood Group, Blood Sugar Random, Complete Blood Count, Urine Examination, X-Ray, ECG for Employee above 40 years of age group, and additional tests like Audiometric Test, Pulmonary Function Test (PFT) for those who are concerned with their respective workplace only .

7.9.2 **Annually:** General Physical Examination by Physician, Eye test, Blood Group, Blood Sugar Random, Complete Blood Count, Urine Examination, X-Ray, ECG for Employee above 40 years of age group, and additional tests like Audiometric Test, Pulmonary Function Test (PFT) for those who are concerned with their respective workplace only.

7.9.3 **Six Monthly:** Eye test

8.0 REVISION HISTORY

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



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Attachment-I

MEDICAL HEALTH CHECKUP FORM

Type of Employment: Permanent: _____ Contractual: _____ **Date:** _____

Name: _____ **Employee Code (if any):** _____

Department: _____ **Sex:** _____

Pre-Employment Checkup: _____ Scheduled Checkup: _____

To,
The Medical/Clinic/Diagnostic Centre Name: _____
Address: _____

Dear Sir/Madam,

As per our agreement with you please conduct the medical health checkup of the above person and send us the medical reports along with the bills at the earliest. Ticked mark tests as listed below in the table are to be carried out. Please put the registered medical practitioner's signature, observation and remarks/suggestions in the Test Report to be provided by you.

Authorized Signatory,
For



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Continuation of Attachment-I

Note: √ Mark the applicable tests to be performed and write NA in case the test is not applicable in the applicability of test column.

S.No.	Test Name	Frequency	Applicability of Test
1.	General examination by physician: Height, Weight, Blood pressure, Skin, Dental, Personal hygiene, Respiratory system, Nervous system. Additional test like Hernia, Hydrocele, VD as per the applicability of respective workplace.	Pre-Employment & Annually	
2.	Eye test: Eye examination including Colour Blind test, Vision test.	Pre-Employment & Annually for all individuals. Pre-Employment & Half Yearly for Checkers.	
3.	Blood Group: ABO & Rh Typing	Pre-Employment	
4.	Blood Sugar Random	Pre-Employment & Annually	
5.	Complete Blood count: Hb%, TLC, DLC, ESR, PCV, RBC Count, MCV, MCH, MCHC, Platelet count.	Pre-Employment & Annually	
6.	Urine Examination: Routine test: Colour, Specific gravity, Appearance, pH. Biochemical test: Reducing sugar, Albumin, Bilirubin, Ketones, Uro-Bilinogen. Microscopic test: Epithelial cells, Pus cells, RBCs, Casts, Crystal, Bacteria.	Pre-Employment & Annually	
7.	X-Ray: Chest & PA view	Pre-Employment for all employees & Annually	
8.	ECG (Electro Cardio Gram)	Pre-Employment for all employees & Annually for above 40 years of age employees	
9.	Audiometric Test	Pre-Employment and Annually for employees working in high noise working areas.	
10.	Pulmonary Function Test (PFT) /	Pre-Employment for all employees & Annually for employees working in Granulation, Compression, Coating or powder areas	

Date: _____

Prepared by Sign (HR Personnel)