STANDARD OPERATING PROCEDURE	
Department: Microbiology	**SOP No.:**
Title: Operation and Handling of Biometric System in Microbiology Laboratory	**Effective Date:**
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1.0 OBJECTIVE:
To lay down a procedure for operation and handling of biometric system for Entry/Exit procedure.

2.0 SCOPE:
This SOP is applicable for operation and handling of biometric system for Entry/Exit for Microbiology laboratory and entry in MLT and Sterility area.

3.0 RESPONSIBILITY:
Each User: use for permitting access to specific area.
Head microbiology/designee: Manage and Control of the System

4.0 ACCOUNTABILITY:
Head -QC

5.0 ABBREVIATIONS:
DR   :   Door Release
Ltd.   :   Limited
QA   :   Quality Assurance
SOP   :   Standard Operating Procedure
Pvt.   :   Private
ML   :   Microbiology

6.0 PROCEDURE:

6.1 BIOMETRIC SYSTEM:

6.1.1 It is an electronic device having the facility for fingerprint to access/un-locking the respective door, to control the Entry of personnel as per list of authorized persons.

6.1.2 The screen can display more information including fingerprint image and verification result.

6.1.3 Internal backup battery insures the device working normally when the power cut off suddenly.

6.1.4 Equipment Details:

S.No.	Equipment ID.	Location	Make
1.		Microbiology change room	STAR LINK
2.		MLT Area	ZKTeco
3.		Sterility Area	ZKTeco

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6.1.5 Operation for Star Link:

6.1.5.1 Ensure that power supply to the device.

6.1.5.2 Head microbiology/designee creates the login id for routine activities in respective area as per authorized persons list.

6.1.5.3 For new enrollment should be based on requirement by the concerned/ user department.

6.1.5.4 For creation of id pressing the key of **"Enter Exit".**

6.1.5.5 After that enter the password for unlock the biometric access machine than again press **"Enter Exit"** key.

6.1.5.6 Press the **"F4"** key and display show:
   a) Edit card   - 0
   b) Delete card - 1

6.1.5.7 Enter the 0 and display show
   a) Cont.

6.1.5.8 Press the **"Cont."** key and display show:
   a) Card No.

6.1.5.9 Enter the card number of personnel and press the **"Next"** key.

6.1.5.10 New person will place his finger/thumb on the scanner two times in the proper way.

6.1.5.11 If fingerprints are enrolled successfully, then screen will display as **"Done"**.

6.1.5.12 After that pressing the **"Enter Exit"** key.

6.1.5.13 After that press **"F2"** for lock the biometric access machine.

6.1.6 Operation for ZKTᴇᴄᴏ:
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6.1.6.1 Ensure that power supply to the device.

6.1.6.2 Head microbiology/designee shall press the **"M/OK"** key of keyboard and place the thumb/ other finger on the scanner.

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6.1.6.3 Admin level finger impression will appear on the screen of the machine.

6.1.6.4 Select the user management option by pressing the key of **"M/OK".**

6.1.6.5 Select the new user option.

6.1.6.6 Fill the SF ID Number of the new person for enrollment.

6.1.6.7 After entering the SF ID Number press the key of **"M/OK".**

6.1.6.8 New person will place his finger/thumb on the scanner three times in the proper way.

6.1.6.9 If fingerprints are enrolled successfully, then screen will display as **successful.**

6.1.6.10 After that press the ESC key to back the main menu.

6.1.7 Delete User: For Star Link

6.1.7.1 Head microbiology/designee have rights to delete user from biometric machine.

6.1.7.2 Press the key of **"Enter Exit".**

6.1.7.3 After that enter the password for unlock the biometric access machine than again press **"Enter Exit"** key.

6.1.7.4 Press the **"F4"** key and display show:
a) Edit card   - 0
b) Delete card - 1

6.1.7.5 Enter the **1** and display show:
a) Card wise   - 0
b) Sr. No. wise - 1

6.1.7.6 Enter the **0** and display show:
a) Card No.   …..

6.1.7.7 Enter the card number and press the **"Next"** key and display show:
a) Deleted

6.1.7.8 Press the **"Enter Exit"** key.

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6.1.7.9 After that press **"F2"** key for lock the biometric access machine

6.1.8 Delete User: For ZKT_{ECO}

6.1.8.1 Only head microbiology and admin level authorized person have rights to delete user from biometric machine.

6.1.8.2 Press the **"M/OK"** key.

6.1.8.3 Select all users with the key "▲/▼"

6.1.8.4 Press the **"M/OK"** key and enter the SF ID Number.

6.1.8.5 Press the **"M/OK"** key and display show:
a) Edit
b) Delete

6.1.8.6 Select the delete with the key "▲/▼"

6.1.8.7 Press the **"M/OK"** key and display show:
a) Delete users
b) Delete fingerprint

6.1.8.8 Delete Users is to delete employee's all information from the device. It is used when the following states happen

a) When employees leaves the position.

6.1.8.9 Delete fingerprint is to delete employee's access right from the device. It is used when the following states happen.

a) When employees fingerprint or password is not needed any more.

6.1.8.10 Select the ''delete Users/Delete fingerprint'' then press the **"M/OK"** key and display show:
a) OK
b) Cancel

6.1.8.11 Press the **"M/OK"** key.

6.1.8.12 After that press "ESC" to return to **Manage User** Page.

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6.1.9 Entry by using biometric system:

6.1.9.1 Always machine shall be in on condition.

6.1.9.2 Put the registered thumb/finger for impression (as per feed data) on the given screen on biometric machine.

6.1.9.3 Display will give the sign of verification. Then Open the respective door and enter into area. If unregistered person is seeking for the permission to the Biometric system then it will not identify the thumb/finger impression.

6.1.10   Precautions/Instructions :

6.1.10.1 All the entries in biometric system shall be as per authorized person list for respective area.

6.1.10.2 Each person must register biometric entry permission before entry in restricted entry area.

6.1.10.3 At a time only one person shall access the biometric device.

6.1.10.4 If any breakdown in biometric machine, intimate to Engineering/IT or service engineer.

6.1.10.5 Don't access/use the system without any prior authorization/entry of data, in biometric system.

6.1.10.6 Visitors/auditors/un-authorized person's entry for restricted area is permitted along with authorized persons or Department heads only.

7.0   ANEXURES:
     Not Applicable.

ENCLOSURES: SOP Training Record.

8.0   DISTRIBUTION:
Controlled Copy No. 01   Quality Assurance
Controlled Copy No. 02   Microbiology
Master Copy   Quality Assurance

9.0   REFERENCES:
     User Manual

10.0   REVISION HISTORY:

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CHANGE HISTORY LOG

Revision No.	Change Control No.	Details of Changes	Reason for Change	Effective Date	Updated By