



PHARMA DEVILS

PRODUCTION DEPARTMENT

STANDARD OPERATING PROCEDURE

Title: Operation and Handling of Biometric System for Entry and Exit Procedure for Manufacturing and Filling Areas

SOP No.:		Department:	Production	
		Effective Date:		
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1.0 OBJECTIVE:

To lay down a Procedure for operation and handling of biometric system for Entry and Exit procedure for manufacturing and filling areas.

2.0 SCOPE:

This SOP is applicable for operation and handling of biometric system for Entry and Exit procedure for manufacturing and filling areas.

3.0 RESPONSIBILITY:

Officer / Executive Production

4.0 ACCOUNTABILITY:

Head Production

5.0 ABBREVIATIONS:

DR Door Release
Ltd. Limited
QA Quality Assurance
SOP Standard Operating Procedure
PVT Private

6.0 PROCEDURE:

6.1 BIOMETRIC SYSTEM:

It's an electronic device having the facility for thumb/finger impression to access/un-locking the respective door, to control the Entry/Exit of personnel as per list of authorized persons.

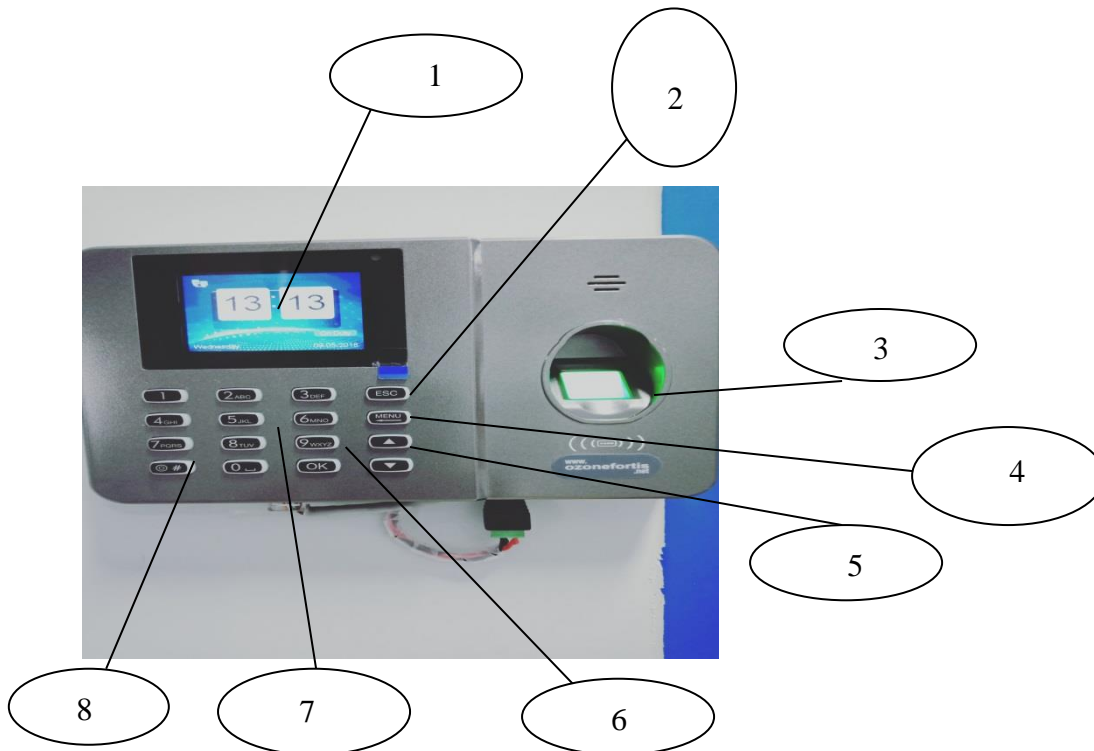


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About Biometric device:



1. Device display.
2. ESP key for delete/reverse/back (as per required).
3. Sensor for thumb /finger impression.
4. Menu key.
5. Upper and lower rotating/cursor keys.
6. Ok key.
7. Alphabetical and numeric keys.
8. On/off key.

Locations: Four Biometrics devices are in production area as per following locations:

- Manufacturing area Entry/Exit air lock-1st outside of the door (in main corridor).
(IP address is)



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- Manufacturing area Entry/Exit air lock-1st inside of the door (in air lock-1st).
(IP address is
- Filling area Entry air lock-1st outside of the door (in main corridor).
(IP address is
- Filling area Exit air lock-3rd inside of the door (in air lock-3rd).
(IP address is 10.10.22.204)

6.1.1 Operation for Personnel Data Biometric System with help of device (Stage-01):

6.1.1.1 Insure that power supply to the device.

6.1.1.2 Main screen will glow with time, day and date.

6.1.1.3 Press the menu key.

6.1.1.4 Display will show the following icons:

- Department
- Shifts
- Users
- Report
- Settings
- View info

6.1.1.5 Take cursor on Users icon with help of upward/downward keys and Press the ok key.

6.1.1.6 Display will show the following icons:

- Enroll
- Modify
- Download
- Upload

6.1.1.7 Take cursor on Enroll icon with help of upward/downward keys and Press the ok key.

6.1.1.8 Display will show the following icons:

- Finger
- Password
- Card

6.1.1.9 Take cursor on Finger icon with help of upward/downward keys and Press the ok key.



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6.1.1.10 Display will show the following icon:

6.1.1.11 ID pu , as per entry wise with help of Numeric digit.

6.1.1.12 Press the ok key.

6.1.1.13 Display will show the following icon:

6.1.1.14 Name , as per ID wise with help of Alphabetic digits.

6.1.1.15 Press the ok key.

6.1.1.16 Display will show the following icon:

6.1.1.17 Press your finger -3 times (RHS), put the finger/thumb on the sensor for three times.

6.1.1.18 Press the ok key.

6.1.1.19 Display will show the following icon:

6.1.1.20 Press your finger -3 times (LHS), put the finger/thumb on the sensor for three times.

6.1.1.21 Then press the ESC key, system will save particular ID/Name of the person automatically.

6.1.1.22 Then proceed for next step as per 6.1.2.

6.1.2 Operation for Personnel Data Entry in Biometric System with help of Personnel Computer (Stage-02):

6.1.2.1 Double click on given icon (time watch) for the biometric system in PC (IP address)

6.1.2.2 Screen will show:

- User name
- Password

6.1.2.3 Enter the user name and pass word and login.

6.1.2.4 Screen will show:

- Download logs
- Employee details
- Daily report
- Monthly report
- Exit application



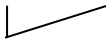
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- 6.1.2.5** Select employee details, Display will show the table for employee details add, then select the add icon.
- 6.1.2.6** Display will show the form template, then click on personnel details and filling red star markings (User No. /Emp. Code/Name).
- 6.1.2.7** Then click on personal detail and fill in red star markings space (date of join).
- 6.1.2.8** Then click on time office policy, then click on multiple punch, then click on shift/wo policy and select NONE, finally click ok.
- 6.1.2.9** System will save particular ID/Name of the person automatically.
- 6.1.2.10** After satisfactory data entry (6.1.1 and 6.1.2), person can enter in the area with help of biometric system.
- 6.1.3 Normal Operation of Biometric System:**
- 6.1.3.1** Always machine shall be in on condition.
- 6.1.3.2** If any need to off the machine press the # key of three second and also use the same key to switch on the machine.
- 6.1.3.3** Put the thumb/finger impression (as per feed data) on the given sensor on biometric machine.
- 6.1.3.4** Display will give the sign of  and sound of verified.
- 6.1.3.5** Then Open the respective door and proceed.
- 6.1.4 Print Operation of Biometric Record:**
- 6.1.4.1** Follow step 6.1.2.1 to 6.1.2.4.
- 6.1.4.2** Click on Download logs, display will show option for bio metrics IP address, select required IP address of the biometrics and click on download option then close option.
- 6.1.4.3** Again select daily report from point No. 6.1.2.4.
- 6.1.4.4** Select the date as required and click on machine raw punch then click on generate.
- 6.1.4.5** Display will show print details then click on exit.
- 6.1.4.6** Select the excel option, click on category + name then click ok, and finally select generate at end of print report type:
- 6.1.4.7** Display will show all the details for selected date, then type the location of respective biometric on header and following details in footer.



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- Checked by
- Sign/date
- Verified by
- Sign/date

6.1.4.8 Give print command and take the print, duly signed and file up for record purpose.

6.1.5 Operation for Personnel Data Delete/Remove from Biometric System with help of Biometric Device:

6.1.5.1 Follow step 6.1.1.1 to 6.1.1.6.

6.1.5.2 Take cursor on modify, display will show list of added persons.

6.1.5.3 Take cursor on respective person (name to be delete) and press ok key.

6.1.5.4 Display will show following options:

- ID
- Name
- Department
- Shift
- Valid date
- Backup finger
- Password
- Card
- Role
- Delete user

6.1.5.5 Take cursor on delete user and press the ok key.

6.1.5.6 Selected personnel Details will automatically remove from the biometric system.

6.1.6 Precautions/Instruction:

6.1.6.1 All the entries in biometric system shall be as per authorized person list for respective area (Filling /Manufacturing).

6.1.6.2 At a time only one person shall access the biometric device, so particular person entry can address.

6.1.6.3 Don't switch off the machine to bypass the biometric system (shall be on UPS).

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



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6.1.6.5 Entry/Exit shall be recorded in respective log sheets.

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

6.1.6.7 In case of visitors/auditors/un-authorized persons entry for restricted area (Filing/Manufacturing) is needed, shall take permission from QA, after QA approval, person can enter with qualified person only.

7.0 ANNEXURES:

Not Applicable.

ENCLOSURE: SOP Training Record

8.0 DISTRIBUTION:

- Controlled Copy No.01 Quality Assurance
- Controlled Copy No.02 Production
- Master Copy Quality Assurance

9.0 REFERENCES:

Not Applicable.

10.0 REVISION HISTORY:

CHANGE HISTORY LOG

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