



PHARMA DEVILS

SOP FOR ENTRY AND EXIT OF DISPENSING AREA

SOP No.:

1.0 OBJECTIVE:

To lay down the procedure for entry and exit from dispensing area.

2.0 SCOPE:

This procedure shall be applicable for entry and exit from the dispensing area.

3.0 RESPONSIBILITY:

Store Executive shall be responsible for implementing SOP.

4.0 PROCEDURE:

4.1.1 Entry Procedure

4.1.2 Press the interlocking button for opening the change room door.

4.1.3 Push the door and enter into dispensing change room.

4.1.4 Remove the shoes, place in the rack and wear the dedicated shoes kept in the separate rack adjoining the garment rack.

4.1.5 Put on the area-dedicated cleaned over gown, powder free hand gloves & headgears provided in the dispensing change room.

4.1.6 Check the attire uniform of SS mirror.

4.1.7 Press the interlocking button for opening the dispensing room door.

4.1.8 Proceed to dispensing area.

4.2 Exit Procedure

4.2.1 After completion of the work in the dispensing area, proceed to exit

4.2.2 Press the interlocking button for opening the change room door.

4.2.3 Enter into change room area.

4.2.4 Remove the over gown & dispose it in the used garment bin.

4.2.5 Remove hand gloves, shoes and discard in the waste bin.

4.2.6 Wear the factory shoes.

4.2.7 Press the interlocking button for opening the door.

4.2.8 Come out for production corridor.

5.0 SAFETY AND PRECAUTIONS:

Not Applicable

6.0 REVISION HISTORY:

| Revision No | Reason for revision | Superseded from and date |
|--------------------|----------------------------|---------------------------------|
| 00 | New SOP | |



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7.0 REFERENCES:

Not applicable

8.0 ABBREVIATIONS:

SOP : Standard operating procedure

SS : Stainless steel