



# PHARMA DEVILS

## QUALITY CONTROL DEPARTMENT

### STANDARD OPERATING PROCEDURE

<b>Department:</b> Quality Control	<b>SOP No.:</b>
<b>Title:</b> Entry, Exit in Quality Control Department	<b>Effective Date:</b>
<b>Supersedes:</b> Nil	<b>Review Date:</b>
<b>Issue Date:</b>	<b>Page No.:</b>

#### 1.0 OBJECTIVE:

To lay down procedure for entry and exit in Quality Control Department.

#### 2.0 SCOPE:

This SOP is applicable for all employees / visitors entering in Quality Control Department.

**3.0 RESPONSIBILITY** - All the personnel entering in Quality Control Department.

**4.0 ACCOUNTABILITY** - Quality Control - Manager

#### 5.0 PROCEDURE:

##### 5.1 Entry Procedure

5.1.1 Collect the clean linen from the QC linen room.

5.1.2 Enter in to the respective Gents and ladies Change room.

5.1.3 Keep the apron on cross over bench.

5.1.4 Remove and put the street footwear in the respective or designated shoe lockers.

5.1.5 Visitors shall wear the shoe cover over their street shoes.

5.1.6 Remove and put the personal belongings in the respective lockers.

5.1.7 Wear the apron and cap after cross over the bench.

5.1.8 Wear the company's footwear.

5.1.9 Check the attire in the mirror before entering in the QC area.

##### 5.2 Exit Procedure

5.2.1 Enter the respective Change rooms.

5.2.2 Take off the company shoes and aprons and put them in respective lockers, if it is required to be wash then put them in a used linen bin provided in the respective change room.

5.2.3 Cross over the bench.

5.2.4 For visitors discard the used shoe cover in the waste bin provided in the respective change room.

5.2.5 Wear your street footwear and take your personal belongings.

5.2.6 Leave the change room.



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#### 6.0 SAFETY & PRECAUTIONS:

Not applicable.

#### 7.0 REVISION HISTORY:

Revision No.	Reason for Revision	Superseded from & date
00	New	

#### 8.0 DISTRIBUTION:

Copy No.	Issuance Record				Withdrawal Record		Destruction Record	
	Date	Dept. issued	Name / Signature of receiver	Issued By Name / Signature	By	Sign/ Date	By	Sign/ Date

#### 9.0 REFERENCES:

Not applicable

#### 10.0 ABBREVIATIONS & ANNEXURES:

SOP : Standard Operating Procedure

QC : Quality Control

No. : Number

**ANNEXURES: Not Applicable**