



# PHARMA DEVILS

## PRODUCTION DEPARTMENT

### STANDARD OPERATING PROCEDURE

<b>Department:</b> Production	<b>SOP No.:</b>
<b>Title:</b> Entry and Exit of Personnel in the Manufacturing Area	<b>Effective Date:</b>
<b>Supersedes:</b> Nil	<b>Review Date:</b>
<b>Issue Date:</b>	<b>Page No.:</b>

**Purpose:** To lay down operating procedure of entry and exit of personnel to the Manufacturing area.

**Scope:** This procedure is applicable to .....

**Responsibility:** Production chemist  
To supervise the activity

**Attachments:** Format of the visitors gate pass

**Procedure:** **ENTRY FOR EMPLOYEE**

1. Remove street shoe wares and keep it in designated area.
2. Wash hands and with disinfectant and dry it.
3. Take apron from the locker provided and wear it in the change room itself.
4. Wear the cap or scarf in such away that the hair should not come out side the cap or scarf.
5. Wear the slipper or shoe provided by the company.
6. Open one door at one time; while entering to the manufacturing area.
7. Do not open both door of change room simentaneously.

**EXIT FOR EMPLOYEE**

1. Open one door at one time ;While exiting from the manufacturing area
2. Remove the slippers and keep it in designated area
3. Remove the apron cap and scarf keeps it in locker.
4. Wash hands with soap followed by disinfectant and dry it.
5. Wear the street shoe wares

**ENTRY FOR VISITORS**

1. Make a gate pass of the visitor and make an entry in the register.
2. Check the availability of the concern person in the factory
3. Take the (telephonic) verbal permission from the concern person for visit



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### Attachment 1

SR.NO.

DATE

### VISITOR'S PASS

VISITOR'S NAME.....

NAME OF THE COMPANY.....

WHOM TO SEE.....

PURPOSE OF VISIT OFFICIAL /PERSONAL

TIME IN ..... TIME OUT.....

VISITOR'S SIGNATURE.....

SECURITY SUPERVISOR'S SIGNATURE.....

SIGNATURE OF THE PERSON SEEN.....