



STANDARD OPERATING PROCEDURE

Title: Entry And Exit Procedure For Plant Personnel In Production Blocks

SOP No.	GN/001	Department	Production	04 20/10/11
Revision No.	02	Effective Date	21/10/11	
Supersede No.	GN/001-01	Review Date	20/10/13	

Sign	Prepared By <i>Rajesh Kumar</i>	Checked By <i>Y.L.</i>	Approved By <i>SD</i>	Authorized By <i>M. R. M. Keddy</i>
Date	20/10/11	20/10/11	20/10/11	20/10/11
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Designation	Manager Indn.	Manager Indn.	AGM (Prod)	AGM-Quality

1.0 Revision History

Rev. No.	Details of changes	Reason for change
00	Making a common SOP of entry and exit for Cephalosporin and General block.	To follow a common system of entry and exit in Cephalosporin and General block.
01	Converted into new format as per SOP of SOP	Periodic Revision
02	Distribution of gowns as per size of the personnel detailed.	For clarity on distribution of suitable gowns to users and to comply INVIMA audit observation.

2.0 Objective

To lay down a procedure for entry and exit of plant personnel in production blocks.

3.0 Scope

This SOP is applicable to production area of Cephalosporin's block and General block of Alkem Laboratories Limited, Baddi.

4.0 Responsibility

Production Executive / officer : Implementation of procedure.

5.0 Accountability

Head production : System Compliance.

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6.0 Procedure**Dress Code**

- For ladies & Gents (Management staff)- shirt, Pant ,Caps and Factory foot wears.
- For workmen and house keeping personnel - Boiler suit , cap and Factory foot wears.

6.1 Entry Procedure for Gents staff, Ladies staff, workmen and Housekeeping

- 6.1.1** Enter into the wash room through Change room I.
- 6.1.2** Wash and dry your hands
- 6.1.3** Remove foot wear and keep them in respective lockers.
- 6.1.4** Remove additional clothing such as sweater, jacket, woolens etc, keep them in respective lockers.
- 6.1.5** Remove wrist watch, ornaments and other personnel belongings and keep them in lockers and enter in to Change Room II.
- 6.1.6** Crossover the Bench.
- 6.1.7** Take out factory footwear from shoe locker and put them on.
- 6.1.8** Receive suitable size garments. Garments like shirt and pant are available in five different sizes (M, L, XL, XXL & XXXL).
- 6.1.9** In case of gents and ladies staff, wear Cap, shirt and pant.
- 6.1.10** In case of workmen and Housekeeper wear Cap and boiler suit.
- 6.1.11** Check proper gowning in mirror.
- 6.1.12** Disinfectant your hand, and enter into the production area.

6.2 Exit Procedures for Gents staff, Ladies staff, workmen and Housekeeping

- 6.2.1** Enter into change room II.
- 6.2.2** Remove foot wear and keep them in respective lockers.
- 6.2.3** Remove factory clothing and cross over the bench.

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- 6.2.4 Dispose factory cloths in respective bin.
- 6.2.5 Wear wrist watch, ornaments and other personnel belongings.
- 6.2.6 Wear personal clothing such as sweater, jacket, and woollens.
- 6.2.7 Take the street shoe and put on the same.
- 6.2.8 Enter into the wash room, wash and dry your hands
- 6.2.9 Exit from the change room 1
- 6.3 Entry procedure for Gents staff, Ladies staff, workmen and Housekeeping Personnel In C-Block.**
- 6.3.1 Open the main entry / exit door, then enter in to the first room of change room area.
- 6.3.2 Enter in to the wash room through Air Lock.
- 6.3.3 Wash and dry your hands, there after enter in to change room -I.
- 6.3.4 Remove street foot wear / cloths and keep them in respective lockers.
- 6.3.5 Remove additional clothing, wrist watch, ornaments and other personnel belongings then keep in the locker and enter in to change room-II.
- 6.3.6 Receive suitable size garments. Garments like shirt, pant and dongri are available in five different sizes (M, L, XL, XXL & XXXL).
- 6.3.7 Cross the cross over bench.
- 6.3.8 Take factory shoes from rack and put them on.
- 6.3.9 In case of shoe cover, wear them while crossing the cross over bench.
- 6.3.10 Check proper gowning in mirror.
- 6.3.11 Sanitize your hand then enter in to the production area through airlock.
- 6.4 Exit procedure for gents staff, ladies staff, workmen and housekeeping personnel in C-Block.**
- 6.4.1 Through airlock enter in to change room-II.
- 6.4.2 Keep factory foot wear on the rack and cross the bench.
- 6.4.3 Remove factory clothing and dispose in to respective bin and dispose of shoe cover in case of wearing of shoe cover in respective bin.

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6.4.4 Wear wrist watch, ornaments and other personnel belongings.

6.4.5 Wear personal clothing such as sweater, jacket, and woolens.

6.4.6 Take the street shoe and put on the same.

6.4.7 Wash your hands with 2% Sodium hydroxide solution followed by potable water, and then dry your hands.

6.4.8 Exit through airlock.

NOTE: In case of exit from wash room or for other purpose during working hours keep factory garments in cabinet / almirah and factory foot shoe in the shoe rack.

7.0 Annexure (S)

NA

8.0 References

NA

9.0 Abbreviation (S)

SOP	:	Standard Operating Procedure
GN	:	General
NA	:	Not Applicable
M	:	Medium
XL	:	Extra large
XXL	:	Double extra large
XXXL	:	Triple extra large