Standard Operating Procedure
for
Medical Requirements for Visitors / Auditors

APPROVALS

By signing the below section digitally, the individuals listed below have reviewed and approved this document:

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REVISION HISTORY

This document has been revised as follows:

Document Version	Effective Date (Date of final Approval)	Revised By	Description/Reason for Revision

Contents

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Standard Operating Procedure For Medical Requirements for Visitors / Auditors	
Document Title: Medical Requirements for Visitors / Auditors	Page 5 of 7
Document Number/Version No.: SOP-eMRDS-11/1.0	Proprietary & Confidential

Standard Operating Procedure (SOP) for Medical Requirements for Visitors / Auditors

1.0 Objective

The objective of this SOP is to ensure the systematic initiation, processing, and documentation of medical checkup and vaccination requirements for visitors and auditors who intend to enter clean room areas within the organization, and to provide a standardized procedure for maintaining and accessing health records.

2.0 Scope

This SOP applies to all Heads of Departments (HOD) and Section Incharges, Medical Officers, and any personnel involved in processing medical requirements for visitors and auditors.

3.0 Responsibility

- HOD/Section Incharge: Initiates the request for medical checkup, enters visitor/auditor details, and acknowledges reports.
- Medical Officer: Accepts and conducts medical checkups, vaccinations, and enters checkup details in the system.
- Data Management Team: Maintains and securely stores health data as per the organization's retention of records policy.

4.0 Frequency

This SOP is to be followed each time a visitor or auditor intends to enter clean room areas or as required.

5.0 General Information/Definition

- Clean Room: An area within the organization with controlled environmental conditions to prevent contamination.

- Medical Certificate: A document generated by the system stating whether the visitor/auditor is "fit" or "unfit" to enter clean room areas.

- Retention of Records Policy: The organization's guidelines for securely storing health data for a specified duration.
Local Version Control System:

- The local version of this SOP will be stored electronically within the department and will be updated as needed.

- The latest version will always be accessible to authorized personnel.
Centralized Version Control Systems
- A centralized repository of this SOP will be maintained by the organization's Document Control team.
- Any updates or changes to the SOP will be documented, and older versions will be archived.

Distributed Version Control System:
- Authorized personnel at various departmental locations will have access to the centralized SOP repository.
- They can retrieve and use the latest version of the SOP as needed.

Bug fixes - Any issues or discrepancies in the SOP shall be reported to the Document Control team for resolution.

- Updated versions of the SOP will be disseminated to all relevant personnel.

6.0   Procedure:

1. **Initiation of Medical Checkup Request:**
   - HOD/Section Incharge initiates the request for a visitor/auditor's medical checkup through the system.

2. **Visitor/Auditor Details Entry:**
   - HOD/Section Incharge enters visitor/auditor details, including Name, Aadhar Card No., Passport No., Department to be visited, Organization/Agency, and whether entry into clean room areas is intended.

3. **Additional Requirements:**
   - HOD/Section Incharge can initiate requests for X-ray chest, vaccination, or blood sero titer if required.

4. **External Document Upload:**
   - A provision is available for uploading external reports/documents related to the visitor/auditor's health.

5. **Medical Checkup by Medical Officer:**
   - The Medical Officer accepts the request and conducts the required medical checkup, vaccination, or X-ray chest examination as applicable.

6. **Data Entry and Certification:**
   - The Medical Officer enters the medical checkup details into the system and certifies the same.

7. Automated Medical Certificate:
   - The system auto-generates a medical certificate, indicating whether the visitor/auditor is "fit" or "unfit" to enter clean room areas.

8. Acknowledgment by HOD/Section Incharge:
   - HOD/Section Incharge acknowledges the medical certificate, and all data is maintained within the system.

9. Optional Printout:
   - Users have the option to print out the medical certificate and related data. The printed report includes company name, logo, report title, page number, format number, and effective date.

10. Task Closure/Completion:
    - The system provides an option for task closure/completion with comments if required.

11. Secure Data Storage:
    - All health data is securely stored in the system in compliance with the organization's retention of records policy.

Abbreviations:
- HOD: Head of Department
- SOP: Standard Operating Procedure
- OHC: Occupational Health Center

REFERENCES:
- This SOP complies with the organization's internal guidelines and policies.
- Any external references are documented and available upon request.

[End of SOP]

This Standard Operating Procedure outlines a comprehensive process to manage the medical requirements for visitors and auditors, ensuring the organization's clean room areas remain secure and compliant with health regulations.