

Standard Operating Procedure For Trainee Medical Checkup	
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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

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Standard Operating Procedure (SOP) for Canteen Employee Medical Check-up

1.0 Objective

The objective of this Standard Operating Procedure (SOP) is to establish a systematic process for conducting trainee medical checkups. This SOP outlines the responsibilities, scope, frequency, and procedures involved in ensuring the health and fitness of trainee candidates.

2.0 Scope

This SOP applies to HR/P& Admin personnel, Medical Officers, Nursing Staff, and other relevant stakeholders involved in the trainee medical checkup process.

3.0 Responsibility

- HR / P& Admin:
 - Login to the system
 - Enter candidate details
 - Update name, age, sex, department, and training duration
- Medical Officer:
 - Acknowledge the medical checkup request
 - Conduct trainee medical checkup
 - Certify candidates as "Fit" or provide necessary instructions
- Nursing Staff:
 - Update details like BMI, Vision test report, etc.
 - Upload external reports/documents
- System:
 - Enable simultaneous access for 10-15 Medical Officers
 - Generate medical reports
 - Send email notifications to HR
 - Maintain records in the system
- HR Dept.:
 - Acknowledge trainee medical checkup reports.

4.0 Frequency

Trainee medical checkups shall be conducted as per the organization's policy, typically at the beginning of a trainee's tenure.

5.0 General Information/Definition

NAD: No Abnormalities Detected

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- BMI: Body Mass Index

- HR: Human Resources

- P& Admin: Personnel and Administration

- SOP: Standard Operating Procedure.

Local Version Control System:

Local version control systems shall be implemented to manage the system's software and configuration changes. This ensures that the system functions correctly and securely.

Centralized Version Control Systems

Centralized version control systems shall be used for collaborative work on software development and configuration management, ensuring data integrity and consistency.

Distributed Version Control System:

A distributed version control system shall be employed to allow multiple Medical Officers to work on trainee medical checkup activities simultaneously, even at different locations or cabins.

Bug fixes Regular bug fixes and updates to the system shall be performed to ensure its smooth operation and security.

6.0 Procedure:

1. HR/P& Admin logs into the system and enters candidate details.
2. Medical Officer acknowledges the request and conducts the trainee medical checkup.
3. If the candidate is certified as "Fit," all observations automatically come up as "NAD."
4. Nursing Staff updates additional details and uploads external reports/documents.
5. Medical Officer enters examination reports and marks candidates as "fit" or "unfit" based on test results.
6. Medical Officer may provide remarks and instructions for follow-up.
7. After submitting the required test reports/documents, the system generates a Fit/Unfit medical report.
8. The system sends an email notification to HR for the trainee medical checkup results.
9. HR acknowledges the trainee medical checkup report.
10. Pending tasks are generated and maintained in the system.
11. Confidential test data is accessible only to authorized HR/P& Admin personnel.

****11. Abbreviations****

- BMI: Body Mass Index

- HR: Human Resources

- NAD: No Abnormalities Detected

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- P& Admin: Personnel and Administration
- SOP: Standard Operating Procedure.

This SOP provides a comprehensive framework for conducting trainee medical checkups, ensuring consistency, data security, and effective communication between stakeholders. It also outlines the use of version control systems for system management and bug fixes to maintain system reliability.