

Standard Operating Procedure For Eye Test	
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APPROVALS

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

Prepared By:

Printed Name	Department	Signature & Date

Reviewed By:

Printed Name	Department	Signature & Date

Approved By:

Printed Name	Department	Signature & Date

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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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1.0 Objective

To ensure regular eye tests for employees, identify potential visual impairments, and determine fitness for work in visual inspection areas.

2.0 Scope

This SOP covers the process of scheduling, conducting, and recording eye tests for employees, as well as managing the results and generating reports.

3.0 Responsibility

- Medical officer: Prepares the eye test schedule, assigns employees, reviews eye test reports, and marks employees as fit or unfit.
- HOD/Section in charge: Logs in to the system to include employees for eye tests.
- Nursing staff: Enters eye test results in the system and uploads scan copies of reports.
- Ophthalmologist: Provides eye test reports.
- Employees: Attend eye tests and punch attendance.
- System: Auto-triggers emails, captures next due dates, generates reports, manages pending tasks, and stores health data securely.

4.0 Frequency

Eye tests shall be conducted periodically as per the defined frequency

5.0 General Information/Definition

Eye tests are conducted to evaluate employees' visual health and fitness for visual inspection areas. The results are categorized as "Fit as visual inspector with or without spectacles" or "UNFIT to work in visual inspection area."

Local Version Control System:

The system shall allow for the inclusion, assignment, and management of eye tests at the local level.

Centralized Version Control Systems

Centralized data management allows for department-wise reports, external file uploads, and scheduling changes.

Distributed Version Control System:

The system shall support distributed data access, enabling multiple users to access and update eye test records securely.

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Bug fixes Any system bugs or issues shall be reported and resolved promptly to ensure smooth operation.

6.0 Procedure:

1. The Medical officer prepares the eye test schedule.
2. HOD/Section in charge logs in to the system and includes employees for eye tests.
3. Medical officer assigns employees to the eye tests.
4. The system auto-triggers emails to employees with details of the eye checkup activity.
5. Employees attend eye tests, punch attendance, and complete the eye checkup.
6. Nursing staff enters the eye test results into the system and uploads scan copies of the reports.
7. The Medical officer screens the eye test reports received from the ophthalmologist.
8. The Medical officer marks employees as "Fit as visual inspector with or without spectacles" or "UNFIT to work in visual inspection area" based on the eye test reports.
9. The system auto-triggers emails to employees and HOD/Section in charge with the results.
10. Department-wise eye test reports can be generated with filter options.
11. Absent employee reports are generated, and escalation emails are sent to respective employees, Section In charge, and HOD at the end of the eye test activity.

Abbreviations:

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

REFERENCES:

- Company policies and regulations.
- Occupational health guidelines.

Additional Notes:

- The system automatically captures the next due date as per the defined frequency.
- Options are available to upload external files and change the schedule.
- Printouts of medical reports include company name, logo, report title, page number, format number, and effective date.
- Pending tasks are generated and can be closed or completed with comments.
- Health data is securely stored in compliance with the retention of records policy.