 Discovery Labs	<b>STANDARD OPERATING PROCEDURE</b>			
	SOP No.:	SOP-HR-003-02	Effective Date:	01.04.2018
	Supersedes :	HR-003-01	Next Review Date:	March-2021
	Department:	Human Resources	Page:	1 of 2
<b>TITLE: PERSONNEL HYGIENE</b>				

### 1.0 PURPOSE:

To lay down the Procedure for Personal Hygiene.

### 2.0 SCOPE:

This procedure applies to all personnel of Discovery Laboratories, who performing in the CGMP activities.

### 3.0 RESPONSIBILITY:

It is the responsibility of HR Department to ensure the personnel is in hygiene condition, when employee is on duty.


### 4.0 DEFINITIONS:

It involves those practices performed by an individual to care for one's bodily health and well being, through cleanliness.

### 5.0 PROCEDURE :

- 5.1 Employees should have regular bath and hygiene.
- 5.2 Avoid growing long hair, beard, keep the nails trim free from nail polish.
- 5.3 Wash hands frequently before going to Lunch or break.
- 5.4 Any sudden illness should be informed to the Shift-In charge and HR should practice good sanitation and healthy habits.
- 5.5 Personnel should wear clean suitable clothing, additional protective Apparel, such as head, face, hand and arm coverings should be worn when necessary, to protect from contamination.
- 5.6 Personnel should avoid direct contact with chemicals.
- 5.7 Smoking, eating, drinking, chewing and the storage of food should be restricted to certain designated areas separate from the manufacturing areas.
- 5.8 Any wounds on the skin of the personnel should not enter in to the manufacturing activities.

	Prepared by	Reviewed by	Approved by
Sign & Date			
Name	I. Naresh	G.SriVarma	N.Sreedhar
Department	Admin & HR	Admin & HR	Quality Assurance

 Discovery Labs	<b>STANDARD OPERATING PROCEDURE</b>			
	SOP No.:	SOP-HR-003-02	Effective Date:	01.04.2018
	Supersedes :	HR-003-01	Next Review Date:	March-2021
	Department:	Human Resources	Page:	2 of 2
<b>TITLE: PERSONNEL HYGIENE</b>				

#### 6.0 Formats / ANNEXURE(S):

Nil

#### 7.0 CHANGE HISTORY:

Revision No.	Effective Date	Details of Revision	Ref. CCF No.
00	22.11.2012	New SOP	---
01	23.06.2015	SOP revised as per periodical review	---
02	01.04.2018	1. SOP revised in-line with SOP "SOP-QA-001-05" 2. Procedure rephrased for better clarity.	CCF/GEN/ 18009

	Prepared by	Reviewed by	Approved by
Sign & Date			
Name	I. Naresh	G.SriVarma	N.Sreedhar
Department	Admin & HR	Admin & HR	Quality Assurance

QA001-FM139-01