 Discovery Labs	STANDARD OPERATING PROCEDURE			
	SOP No.:	SOP-HR-005-01	Effective Date:	01.04.2018
	Supersedes :	HR-005-00	Next Review Date:	March-2021
	Department:	Human Resources	Page:	1 of 4
TITLE: CONTROL OF CONTRACT WORK MEN				

1.0 PURPOSE:

To lay down the Procedure for Control of contract work men working in the manufacturing area and other departments areas.

2.0 SCOPE:

This procedure is applicable for all contract work men working at Discovery Laboratories Pvt. Ltd.

3.0 RESPONSIBILITY:

It is the responsibility of Security department for entry and exit of the contract work time into plant premises. Responsibility of respective department supervisor to allot suitable work for contract workmen and concerned head of the department to give training to him. It is the responsibility of HR department to control the contract work men, Contract and provide training for all contract work men.

4.0 DEFINITIONS:

Contract workmen, the people who are engaged in work by a contractor in contract work for a period of time.

5.0 PROCEDURE :

5.1 General Requirements


5.1.1 Contractor and their workmen shall be trained by the HR department and by the concerned Department Heads on General Training of Do's and Don'ts.

5.2 Procedure for Entry and Exit for Contract Men

5.2.1 Contract workmen shall be checked thoroughly while entering and leaving the factory premises.

5.2.2 Shift in charge of the concerned department shall supervise the contract workmen.

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5.2.3 Contract workmen shall wear Safety Helmet at security gate, while entering into the Factory premises and deposit the Safety Helmet at security gate while leaving the Factory premises.

5.2.4 HR Department should train and guide the contract workmen with following instructions

GENERAL INSTRUCTIONS
(To be Trained by HR Department)

1.	DO NOT SMOKE , AND DO NOT CARRY MATCH BOXES, LIGHTERS, INTO THE PLANT
2.	DO NOT RUN IN THE PLANT.
3.	DO NOT CARRY ANY FLAMMABLE ITEMS.
4.	DO NOT CHEW TOBACCO / PAN ETC.
5.	DO NOT SPIT IN THE PREMISES.
6.	DO NOT WEAR LOOSE CLOTHES.
7.	ON AN EMERGENCY ASSEMBLE AT SECURITY GATE.
8.	DO NOT WASH HANDS AND FACE AT DRINKING WATER POINT & STORAGE TANKS


5.2.5 HR Department should handover the contract men to respective department to continue his job.

5.2.6 Respective Department should train and guide the contract workmen with following instruction

GENERAL INSTRUCTIONS
(To be Trained by Head of the Concerned Department)

1.	DO NOT OPERATE ANY VALVE / MACHINE IN THE PLANT WITHOUT DIRECTION OF
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	SHIFT INCHARGE / SUPERVISOR.
2.	DO NOT WASH HANDS WITH ANY CHEMICAL.
3.	DO NOT ENTER INTO ANY BLOCK / RESTRICTED PLACE OTHER THAN SPECIFIED PLACE.
4.	USE SAFETY DEVICES DEPENDING ON THE NATURE OF WORK.
5.	TAKE WORK PERMIT WHEN WORKING SPECIFIED WORKS i.e WORKING AT HEIGHTS, EXCAVATION, ELECTRICAL WORKS, HOT WORK, WORKING AT CONFINED SPACE ETC.
6.	IF CONTACT WITH ANY CHEMICAL RUSH TO EYE WASH SHOWER, CLEAN WITH PLENTY OF WATER AND GET FIRST AID FROM OCCUPATIONAL HEALTH CENTRE.
7.	DO NOT DRINK WATER FROM THE TAP OF WASHBASIN IN PRODUCTION / CANTEEN AREA.
8.	STORING OF FOOD RESTRICTED TO CANTEEN ONLY.

6.0 FORMATS / ANNEXURE(S):

NIL

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7.0 CHANGE HISTORY:

Revision No.	Effective Date	Details of Revision	Ref. CCF No.
00	27.03.2013	New SOP Introduced.	---
01	01.04.2018	1. SOP revised in-line with SOP “SOP-QA-001-05” 2. Procedure rephrased for better clarity.	CCF/GEN/ 18009

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