 Discovery Labs	STANDARD OPERATING PROCEDURE			
	SOP No.:	SOP-HR-012-02	Effective Date:	01.04.2018
	Supersedes :	SOP-HR-012-01	Next Review Date:	March-2021
	Department:	Human Resources	Page:	1 of 2
TITLE: MEDICAL CHECK UP FOR ALL EMPLOYEES				

1.0 PURPOSE:

To lay down the Procedure for medical checkup for all employees working in the organization.

2.0 SCOPE:

This SOP is applicable for all employees working at Discovery Laboratories Pvt. Ltd.

3.0 RESPONSIBILITY:

The responsibility of HR department organizing medical check-up for all the employees.

4.0 DEFINITIONS:

Nil

5.0 PROCEDURE :

5.1 HR Department shall fix-up the schedule of medical Check-up and shall communicate the same to all the employees.

5.2 On the scheduled date, the registered medical practitioner shall carry out medical Check-up for investigations like Complete Blood Picture, Complete Urine Examination, Blood Group, ECG, Eye Test, Noise Test Random Blood Sugar and Blood Urea for all the employees and shall record his observations in the standard format prescribed by diagnostic centre.


5.3 Once in 2 years \pm 2 Months Medical Examination shall be carried out.

5.4 All the investigation reports shall be retained in HR Department and inform to employee, if any abnormalities are observed in the reports.

6.0 FORMATS / ANNEXURE(S):

NIL

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

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7.0 CHANGE HISTORY:

Revision No.	Effective Date	Details of Revision	Ref. CCF No.
00	27.03.2013	New SOP	---
01	01.07.2017	1. SOP revised in-line with SOP “SOP-QA-001-05”. 2. Department name changed from P&A to Human Resources. 3. Procedure rephrased for better clarity.	CCF/GEN/17019
02	01.04.2018	1. 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