 Discovery Labs	<b>STANDARD OPERATING PROCEDURE</b>			
	SOP No.:	SOP-HR-004-01	Effective Date:	01.04.2018
	Supersedes :	HR-004-00	Next Review Date:	March-2021
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<b>TITLE: ENTRY AND EXIT PROCEDURE AT PLANT</b>				

## 1.0 PURPOSE:

To lay down the Procedure for entry and exit of materials, personal, vehicle and equipment through security gate.

## 2.0 SCOPE:

This Procedure applies to entry and exit of materials, personal, vehicle and equipment through security gate at Discovery Laboratories Pvt Ltd.

## 3.0 RESPONSIBILITY:

3.1 Security department is responsible to the entry and exit of materials, Personnel, vehicle through security gate with authorized permission from the respective Department.

3.2 It is responsible of HR Department to ensure the procedure is being followed.

## 4.0 DEFINITIONS:

Nil

## 5.0 PROCEDURE :

### 5.1. Entry of material and equipment:


5.1.1. On receipt of delivery challan, Security Officer / Security Guard will check the details given in the delivery challan and meant for company material by informing to stores incharge.

5.1.2. Security Personnel shall put stamp of receipt and enter the details in the vehicle movement register.

5.2. Security Personnel shall inform stores personnel and direct the vehicle to proceed to the place of unloading the material as per the advice of stores personnel.

### 5.3. Exit of vehicles after unloading material and equipment:

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

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- 5.3.1. After Unloading the material, the respective store incharge should sign on the DC document, given clearance to return the vehicle.
- 5.3.2. Security person will inspect the vehicle and enter details in the vehicle movement register.
- 5.3.3. After inspecting, security personnel will allow the vehicle to go out of the company premises.


#### **5.4. Entry of personnel and vehicle of staff or visitor:**

- 5.4.1. All employees will be allowed to enter the company's premises at respective shift timings through main gate.
- 5.4.2. All personnel entering the factory gate shall deposit all belongings and other electronics, if any at the gate. The match boxes/lighters, cigarettes or other flammable materials shall not be allowed to carry to the work spot by the employees and these materials shall not bring to plant.
- 5.4.3. All visitors shall be allowed to enter the company premises after filling the details in the visitors register and in the visitors pass.
- 5.4.4. Security person shall inform the concern official. After getting his permission, Security person shall allow the visitor to meet the respective employee and accompany one security person with visitor.

#### **5.5. Exit of personnel and vehicle of staff or visitor**

- 5.5.1. All employees will be checked by security guard / security officer and allowed to go out through main gate after their shift timings
- 5.5.2. Vehicles of staff will be allowed to go out through security gate.

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5.5.3. Visitors after inspection by security guard / security officer will be allowed to go out after the receipt of visitor's pass duly signed by concerned official.

## 6.0 FORMATS / ANNEXURE(S):

NIL

## 7.0 CHANGE HISTORY:

Revision No.	Effective Date	Details of Revision	Ref. CCF No.
00	27.03.2013	New SOP	---
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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QA001-FM139-01