1. **PURPOSE:**

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

1. **SCOPE:**

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

1. **RESPONSIBILITY:**

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

1. **Definitions:**

Nil

1. **PROCEDURE :**
   1. HR Department shall fix-up the schedule of medical Check-up and shall communicate the same to all the employees.
   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.
   3. Once in 2 years ±2 Months Medical Examination shall be carried out.
   4. All the investigation reports shall be retained in HR Department and inform to employee, if any abnormalities are observed in the reports.
2. **Formats / annexure(S):**

NIL

1. **Change History:**

| **Revision No.** | **Effective Date** | **Details of Revision** | **Ref. CCF No.** |
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| 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 |