1. **PURPOSE:**

To lay down the Procedure for Personal Hygiene.

1. **SCOPE:**

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

1. **RESPONSIBILITY:**

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

1. **Definitions:**

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

1. **PROCEDURE :**
   1. Employees should have regular bath and hygiene.
   2. Avoid growing long hair, beard, keep the nails trim free from nail polish.
   3. Wash hands frequently before going to Lunch or break.
   4. Any sudden illness should be informed to the Shift-In charge and HR should practice good sanitation and healthy habits.
   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.
   6. Personnel should avoid direct contact with chemicals.
   7. Smoking, eating, drinking, chewing and the storage of food should be restricted to certain designated areas separate from the manufacturing areas.
   8. Any wounds on the skin of the personnel should not enter in to the manufacturing activities.
2. **Formats / annexure(S):**

Nil

1. **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 |