

		Vision Infotech	
DEPARTMENT		HUMAN RESOURCE DEPARTMENT	PAGE NO. 1 of 2
Document No.:		Supersedes No.:	Effective Date:

Sr. No.	SOP Number	SOP Tittle	Effective Date	Next Review Date
1.	HRD001-00	Personnel Hygiene		
2.	HRD002-00	Employee Medical Check Up		
3.	HRD003-00	Shifts And Working Time of Plant		
4.	HRD004-00	Entry And Exit of Employee in Factory Premises		
5.	HRD005-00	Entry And Exit of Visitors in Factory Premises		
6.	HRD006-00	Employee Company Uniform Management		
7.	HRD007-00	Cleaning And Sanitization of Factory Toilets		
8.	HRD008-00	Handling Of Employee Footwear		
9.	HRD009-00	Accident Handling		
10.	HRD010-00	Pest And Rodent Control Treatment		
11.	HRD011-00	Fire Fighting Management		
12.	HRD012-00	First Aid Management		
13.	HRD013-00	Appraisal And Resignation of Employee		
14.	HRD014-00	Recruitment Of New Staff		
15.	HRD015-00	Factory Discipline		
16.	HRD016-00	Disinfection Of Hands		
17.	HRD017-00	Laundry Management		
18.	HRD018-00	Allocation Of Employees Code & Id Card		
19.	HRD019-00	Disposal Of Scrap from Factory Premises		

	NAME	DESIGNATION	SIGNATURE	DATE
PREPARED BY				
CHECKED BY				
APPROVED BY				

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Sr. No.	SOP Number	SOP Tittle	Effective Date	Next Review Date
20.	HRD020-00	Gowning And Degowning Dress Code in Core and Non-Core Area		
21.	HRD021-00	Preparation And Issuance of Cleaning and Disinfectant Solution		
22.	HRD022-00	Factory Cleaning and Disinfection		
23.	HRD023-00	Security Patrolling		
24.	HRD024-00	Laundry Audit		
25.	HRD025-00	Disaster Management		

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