

Company Name	Standard Operating Procedure on General Health Examination	Date Orig. Issue: Date Revised: Revision Number:
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1. OBJECTIVE:

To lay down procedure for the medical check up of employees at time of appointment and during service.

2. SCOPE:

This Procedure is applicable to all employees who work in the XXX Company.

3. RESPONSIBILITY:

HRD In charge

4. ACCOUNTABILITY:

HRD In charge

5. PROCEDURE:

5.1 All working in the factory must be medically examined at the time of appointment and thereafter every one year by a registered medical practitioner.

5.2 Checking at the time of appointment: Every candidate once is technically cleared and is ready for appointment by personnel has to be sent to the Doctor on panel of company for complete medical check up which includes following

- (1) Complete check up of all body systems including circulatory system, pulmonary system, nervous system
- (2) Complete blood analysis reports specifically to show absence of diabetes, urine analysis.
- (3) Blood pressure
- (4) Absence of any skin disease.
- (5) Absence of any contagious disease.
- (6) No abnormality regarding vision with or without correction

5.3 Checking every one year every employee has to be sent to the Doctor on panel of Company for complete medical check up which: includes following

- (1) Complete check up of all body systems including circulatory system, pulmonary system, nervous system.
- (2) Complete blood analysis reports specifically to show absence of diabetes, urine analysis
- (3) Blood pressure

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- (4) Absence of any skin disease
- (5) Absence of any contagious disease
- (6) No abnormality regarding vision with or without correction

5.4 The details are to be filled in attached form and detailed reports attached

5.5 In case any persons fails in any of the above mentioned requirements then in case of new appointment the candidate cannot be given appointment in the factory. In case of existing employee following system will be adopted

5.6 In case of vision related or contagious diseases the person should be transferred to non-production areas.

5.7 In case of circulatory or nervous system related defects person should be advised complete check up and advise from expert must be taken before resuming on the service

5.8 In case of person where the medical experts feel that the person is not fit for job, then personnel department has to do needful

5.9 In case of temporary problems which are curable the person should be on leave till cure and should resume after getting no objection or fitness certificate from panel

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Employee Illness Report

NAME OF EMPLOYEE	
INCIDENT ILLNESS	
ANY OTHER OBSERVATION:	
SUITABILITY OF EMPLOYEE FOR WORK	

6. ABBREVIATIONS: NA

7. RECORDS:

Sr. No.	Name of document	Format No / Document No	Originator	Retained by	Mode of filing
1	Medical Checkup Record				
2	Employee Illness Report				

8. REVISION CARD

Revision Date	Revision No.	Reason for Revision	Approved By