

For Restricted Circulation only

 SHAKAMBHARI GROUP #SteelWithin		SHAKAMBHARI ISPAT & POWER LTD. (Formerly known as Ess Dee Aluminium Ltd.)	
STANDARD OPERATING PROCEDURE			
Title: Procedure for Personnel Health & Hygiene			Page No. 1 of 3
SOP No.	Version No.	Effective Date	Next review date
SIPL/PDS/002	00	06.07.2026	05.07.2028

1.0 PURPOSE

1.1 To define a procedure to maintain personnel health and hygiene in the plant.

2.0 SCOPE

2.1 This SOP applies to all employees of Shakambhari Ispat & Power Ltd.

3.0 REFERENCE(S) & ATTACHMENTS**3.1 References**

3.1.1 ISO 15378:2017 & ISO 9001:2015

3.2 Attachments

3.2.1 Nil

4.0 RESPONSIBILITY**4.1 HR Department Person**

4.1.1 To prepare the SOP.

4.2 QA Head

4.2.1 To approve and to ensure the training of the SOP to all concerned personnel involved in implementation of the SOP.

4.2.2 To ensure the implementation of the SOP after training.

4.3 Department Head

4.3.1 To approve new or revised SOP.

4.3.2 To ensure the implementation of the defined system.

5.0 DISTRIBUTION

5.1 Quality Control

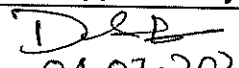
5.2 H R Department

6.0 DEFINITION(S) & ABBREVIATION(S)**6.1 Definitions**

6.1.1 Nil

6.2 Abbreviations

6.2.1 Nil

Prepared By:  06-07-2026	Checked By:  06-07-2026	Approved By:  06-07-2026
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7.0 PROCEDURE

7.1 Personal Health

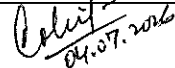
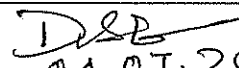
- 7.1.1 Get a pre-employment medical check-up (including eyesight examination, colour blindness test, physical examination, blood tests and audiometric test) done for newly recruited persons before engaging them on duty.
- 7.1.2 Get a yearly medical check-up done of all personnel for eyesight examination, colour blindness, physical examination, blood tests and audiometric test.
- 7.1.3 Get eye testing of persons engaged in manufacturing (Printing / Doctoring) sections, particularly of the printing / inspection area, done twice a year.
- 7.1.4 When an employee is resuming duty after an absence due to an illness involving a communicable disease, send the concerned employee for a medical check-up prior to resuming duty, or obtain a fitness certificate from the doctor.
- 7.1.5 Encourage employees to communicate with the department head / personnel department in case of any infectious diseases, particularly enteric disorders and respiratory diseases.
- 7.1.6 Medical tests will only be done at approved hospitals or by MBBS-certified doctors.
- 7.1.7 Shop floor managers / supervisors have to be alert to look for any symptoms of disease amongst employees likely to have an adverse effect on the product. Employees should also inform shop floor managers / supervisors if they feel any symptoms affecting their normal condition.

7.2 Hygiene Behaviour

- 7.2.1 Foods and drinks are not allowed in any workplace where primary packaging materials are present; this includes chewing of pan / betel nuts / sweets, etc.
- 7.2.2 Spitting and smoking in any area of the department is strictly prohibited.
- 7.2.3 Keep the working area clean at all times. Keep personal belongings in personal lockers; they should not be kept in any workplace.
- 7.2.4 Keep hair short and well covered at all times. Combing is strictly forbidden in all areas except change rooms. Persons operating or engaged on machines must not wear jewellery such as rings, earrings, bindi, wrist watch or bracelet.
- 7.2.5 Every employee should enter the premises in the uniform provided by the Management.
- 7.2.6 Clean the hands and dry them properly after using toilets.

7.3 Protective Clothing

- 7.3.1 Wear protective garments, provided for the purpose and appropriate for the process being carried out, before entering the plant area.
- 7.3.2 Wear clean working garments and head / face / hand / arm / shoe covers as directed.

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 04.07.2026	 04.07.2026	 04.07.2026

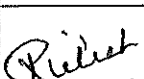
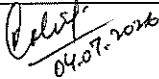
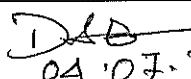
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- 7.3.3 Wear all protective clothing (nose mask, shoes, etc.) while handling dangerous and volatile liquids / materials. Do not wear protective garments outside the factory.
- 7.3.4 Clean and change all protective garments daily. Rectify damages if observed and send the garments for washing.

8.0 REVISION HISTORY

Revision No.	00	Effective Date	06.07.2026	CC No.	NA
Details of revision: New SOP					

Prepared By:	Checked By:	Approved By:
 04.07.2026	 04.07.2026	 04.07.2026