

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 Entry & Exit in Production Area			Page No. 1 of 3
SOP No.	Version No.	Effective Date	Next review date
SIPL/PDS/001	00	06-07-2026	05-07-2028

1.0 PURPOSE

1.1 To define a procedure for entry and exit of all personnel in the production area.

2.0 SCOPE

2.1 This SOP applies to all departments of Shakambhari Ispat & Power Ltd. and also to external guests of the company (Visitor / Guest / Auditor, etc.).

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

3.1.1 In-house

3.2 Attachments

3.2.1 Nil

4.0 RESPONSIBILITY**4.1 QA Department Person**

4.1.1 To prepare the SOP.

4.2 QA Head

4.2.1 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 Plant 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

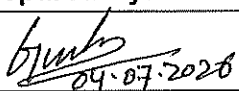
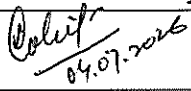
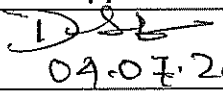
5.2 Production

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

6.1.1 Nil

6.2 Abbreviations

6.2.1 Nil

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

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7.0 PROCEDURE:**7.1 For Employees****7.1.1 Entry**

- 7.1.1.1 Enter into the change room, remove street footwear and keep it inside the allotted locker. If a locker is not yet allotted, keep it in the locker labelled as common.
- 7.1.1.2 Wear the company's shoes, cap, mask and apron over the street clothes before crossing over the bench.
- 7.1.1.3 Sanitize the hands with hand sanitizer.
- 7.1.1.4 Cross over the bench.
- 7.1.1.5 Place hands over the static discharge plate to drain your body static charge.
- 7.1.1.6 Open the door and enter into the shop floor.

7.1.2 Exit

- 7.1.2.1 Cross over the bench.
- 7.1.2.2 Put the company's shoes inside the allotted locker and wear your street footwear.
- 7.1.2.3 Remove the apron, cap and mask and put them in the designated place.
- 7.1.2.4 Open the door and exit from the change room.

7.2 For Visitors**7.2.1 Entry**

- 7.2.1.1 Enter into the change room.
- 7.2.1.2 Wear shoe covers over the street shoes before crossing over the bench.
- 7.2.1.3 Wear hair net (cap) and mask.
- 7.2.1.4 Wear the apron over the street clothes.
- 7.2.1.5 Sanitize the hands with hand sanitizer.
- 7.2.1.6 Cross over the bench.
- 7.2.1.7 Place hands over the static discharge plate to drain your body static charge.
- 7.2.1.8 Open the door and enter into the shop floor.

7.2.2 Exit

- 7.2.2.1 Cross over the bench.
- 7.2.2.2 Remove the shoe covers, cap and mask and put them into the dust bin.
- 7.2.2.3 Remove the apron and put it in the designated place.
- 7.2.2.4 Open the door and exit from the change room.

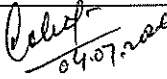
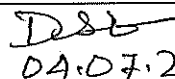
Prepared By:	Checked By:	Approved By:
<i>[Signature]</i> 09.07.2026	<i>[Signature]</i> 04.07.2026	<i>[Signature]</i> 09.07.2026

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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