



Nature's own Future

SAIPRO INDUSTRIES PVT LTD, PUNE

DOCUMENT NAME:- PERSONAL HYGIENE CHECKLIST

Format NO :- SIPL/SOP/AD/01-F01

SR.NO.	NAME	Closed pocket Apron worn properly	Cap/ Mak worn prpoerly	Nails trimmed propely	Worn Jewelery	Open Cuts & wound	Found Beard	Footwa re	Any Medical device	Any allergy	Overall Remark
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											
11											
12											
13											
14											
15											
16											
17											

HYGIENE SUPERVISOR

QUALITY DESIGNEE

SAIPRO INDUSTRIES PVT LTD

WASTE DISPOSAL LOG SHEET

DOC NO: SIPL/SOP/AD/08-F04

Date	Day Checked	Ground Floor Dustbin Cleaned	First Floor Dustbin Cleaned	Outside Dustbin Cleaned	Label Properly	Segregated Properly	Not Leaking	Storage limit Not Exceeded	Waste Disposal Collected by the Agency	Signature of Supervisor
	Friday									
	Saturday									
	Sunday									
	Monday									
	Tuesday									
	Wednesday									
HYGENE SUPERVISOR						QUALITY DESIGNEE				



SAIPRO INDUSTRIES PVT LTD, PUNE

DOCUMENT NAME: FACTORY HYGIENE REPORT

Format No:- SIPL/SOP/AD/01-F02

SR.NO	DATE	FLOOR	HAND DRYER	AIR CURTAINS	WALLS	PALLETS	STORAGE AREA	WATER TANKS	FLIES	RODENT BOXES	MACHINES	UTENCILS	FLYCATCHER MACHINES	FLY KILLER MACHINES	ALL INSIDE CORNER	SURROUNDING AREA OF FACTORY	SIGN	REMARK
1																		
2																		
3																		
4																		
5																		
6																		
7																		
8																		
9																		
10																		
11																		
12																		
13																		
14																		
15																		
16																		
17																		

HYGIENE SUPERVISOR

QUALITY MANAGER

PLANT MANAGER

