SHILPA PHARMA LIFESCIENCES LIMITED

Objectives & KPIs INDEX

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Shilpa Pharma Lifesciences Limited

Raichur, Karnataka, INDIA

Review Frequency: Quarterly **Review Date: 01-08-2024**

Environmental Sustainability Objectives and KPIs for Energy & GHG Reduction for FY21-22, FY22-23 & FY23-24

Energy Base Year: FY21-22, FY22-23 & FY23-24

KPI No	EHS-Energy Policy / EHSMS-EnMS Process Ref	Objectives linked to (KRA)	Objectives (KPI)	Unit	KPI-Target	KPI-Achieved FY21-22	KPI-Target	FY22-23	KPI-Target	FY23-24	Remarks	GRI standard Reference	Mapping to UNGC Principles	Mapping to UNSDGs
1	SOP- Environmental Sustainability(SOP/U-2/EHS/GEN/028/01), Section 6.37 page No 11 and Annexure Record : 12	Energy & GHG Reduction	Total Electrical energy Consumption , Frequency- Monthly monitoring	GJ		97665.9		103780.3		103924.9	Summary of Environmental Performance Attachment No 1 Ref Sec.A Page no 3 of 715	GRI-301-2	Principles 7 to 9	1, 2, 3, 6, 7, 8, 9, 11, 12, 13, 14, 15
				%WRT total Energy Consumption		100%		100%		100%				
			Electricity from Renewable Sources- Frequency- Monthly monitoring	GJ	90%	82143.2	90%	72648.0	90%	93718.8				
				%WRT I Energy Consumption		84.1		70.0		90.2				
			Electricity from Non Renewable Sources- Frequency- Monthly monitoring	GJ	10%	15522.7	10%	31132.3	10%	10206.1				
				%WRT I Energy Consumption		15.9		30.0		9.8				
2	SOP- Environmental Sustainability(SOP/U-2/EHS/GEN/028/01), Section 6.37 page No 11 and Annexure Record : 12	Energy & GHG Reduction	**Fuel Consumption**								Refer Attachment No 1 Ref Sec.B Page no 3 of 715	GRI-301-2	Principles 7 to 9	1, 2, 3, 6, 7, 8, 9, 11, 12, 13, 14, 15
			Rice Husk	Ton		19742		18646.4		13029.2				
			Coal	Ton		16		14.2		7.2				
			Furnace Oil	Litres		566403		637059.6		530279.0				
			Diesel	Litres		177489		81897.0		76893.0				
			LPG	Kg		15980		15805.0		18497.0				
			Acetylene	Kg		0		0.0		0.0				
			Other (Briquette)	Ton		1971		1730.0		1965.0				
			Consumption of Ozone Depleting Substances (ODS)											
			R-134A	Kg		261		576.4		73.0				
			R-22	Kg		343		203.0		202.0				
			R-404A	Kg		105		25.0		26.0				
			R-410A	Kg		135		85.0		51.0				
			R-32	Kg		28		66.0		79.0				
			R-407C	Kg		58		0.0		108.0				
			R-23	Kg		0		0.0		0.0				
3	SOP- Environmental Sustainability(SOP/U-2/EHS/GEN/028/01), Section 6.37 page No 11 and Annexure Record : 12	Energy & GHG Reduction	Enhancing renewable Electrical consumption- Monthly monitoring	GJ	90%	82143.2	90%	72648.0	90%	93718.8	Refer Attachment No 1 Ref Sec.A Page no 3 of 715	GRI-301-4	Principles 7 to 9	1, 2, 3, 6, 7, 8, 9, 11, 12, 13, 14, 15
				%WRT I Energy Consumption		84.1		70.0		90.2				
4	SOP- Environmental Sustainability(SOP/U-2/EHS/GEN/028/01), Section 6.37 page No 11 and Annexure Record : 12	Energy & GHG Reduction	Enhancing renewable fuel consumption - Monthly monitoring	GJ		272542.6		255765.0		188207.0	Refer Attachment No 1 Ref Sec.D Page no 3 of 715	GRI-301-4	Principles 7 to 9	1, 2, 3, 6, 7, 8, 9, 11, 12, 13, 14, 15
				%WRT I Energy Consumption	90%	89.1%	90%	88.80%	90%	87.38%				
5	SOP- Environmental Sustainability(SOP/U-2/EHS/GEN/028/01), Section 6.37 page No 11 and Annexure Record : 12	Energy & GHG Reduction	Estimating Scope 1 GHG Emissions								Refer Attachment No 1 Ref Sec.E Page no 4 of 715	GRI-305-1 GRI-305-2 GRI-305-3 GRI-305-4 GRI-305-6	Principles 7 to 9	1, 2, 3, 6, 7, 8, 9, 11, 12, 13, 14, 15
			Furnace Oil	TCO2e		1574.6		1771.0		1474.2				
			Diesel	TCO2e		468.57		216.2		203.0				
			LPG	TCO2e		47.62		47.1		55.1				
			Total Refrigerant	TCO2e		1809.33		1618.4		923.4				
			Total Scope 1 GHG Emissions	TCO2e		3900.121		3652.7		2655.7				
6	SOP- Environmental Sustainability(SOP/U-2/EHS/GEN/028/01), Section 6.37 page No 11 and Annexure Record : 12	Energy & GHG Reduction	Estimating Scope 2 GHG Emissions								Refer Attachment No 1 Ref Sec.E Page no 4 of 715	GRI-305-1 GRI-305-2 GRI-305-3 GRI-305-4	Principles 7 to 9	1, 2, 3, 6, 7, 8, 9, 11, 12, 13, 14, 15
			Electricity from Renewable Sources	TCO2e		18710.39		16547.6		21347.1				
			Electricity from Non-Renewable Sources	TCO2e		3535.72		7091.2		2324.7				
			Total Scope 2 GHG Emissions	TCO2e		22246.11		23638.8		23671.8				
7	SOP- Environmental Sustainability(SOP/U-2/EHS/GEN/028/01). Section 6.37 page No 11 and Annexure Record : 12	Energy & GHG Reduction	Reducing absolute Scope 1 GHG Emissions	TCO2e	Scope 1 Emission Reduction by 1% by 2025	3900	Scope 1 Emission Reduction by 1% by 2025	3653	Scope 1 Emission Reduction by 1% by 2025	2656	Reducing 1% absolute Scope 1 GHG Emissions w.r.t base year FY 21-22 -3900 TCO2e by FY 22-23 - 3653 TCO2e and by FY 2655.7 TCO2e Attachment No 1 Ref Sec.E Page no 4 of 715	GRI-301-4	Principles 7 to 9	1, 2, 3, 6, 7, 8, 9, 11, 12, 13, 14, 15
8	SOP- Environmental Sustainability(SOP/U-2/EHS/GEN/028/01). Section 6.37 page No 11 and Annexure Record : 12	Energy & GHG Reduction	Reducing Scope 1 GHG Emission Intensity	TCO2e/Ton of Finished Products		13.70		14.74		7.54	Refer Attachment No 1 Ref Sec.E Page no 4 of 715	GRI-301-4	Principles 7 to 9	1, 2, 3, 6, 7, 8, 9, 11, 12, 13, 14, 15

KPI No	EHS-Energy Policy / EHSMS-EnMS Process Ref	Objectives linked to (KRA)	Objectives (KPI)	Unit	KPI-Target	FY21-22	KPI-Target	FY22-23	KPI-Target	FY23-24	Remarks	GRI standard Reference	Mapping to UNGC Principles	Mapping to UNSDGs
9	SOP- Environmental Sustainability(SOP/U-2/EHS/GEN/028/01), Section 6.37 page No 11 and Annexure Record : 12	Energy & GHG Reduction	Reducing Scope 1 GHG Emission Intensity	TCO2e/GJ		0.00953		0.00933		0.008	Refer Attachment No 1 Ref Sec.E Page no 4 of 715	GRI-301-4	Principles 7 to 9	1, 2, 3, 6, 7, 8, 9, 11, 12, 13, 14, 15
10	SOP- Environmental Sustainability(SOP/U-2/EHS/GEN/028/01), Section 6.37 page No 11 and Annexure Record : 12	Energy & GHG Reduction	Reducing absolute Scope 2 GHG Emissions	TCO2e	Scope 2 Emission Reduction by 0.5% by 2025	22246	Scope 2 Emission Reduction by 0.5% by 2025	23639	Scope 2 Emission Reduction by 0.5% by 2025	23672	Scope 2 GHG Emissions w.r.t. base year FY 21-22 -22246 TCO2e by FY 22-23-23639 TCO2e by FY 23-24 23672 TCO2e and Refer Attachment No 1 Ref Sec.E Page no 4 of 715	GRI-301-4	Principles 7 to 9	1, 2, 3, 6, 7, 8, 9, 11, 12, 13, 14, 15
11	SOP- Environmental Sustainability(SOP/U-2/EHS/GEN/028/01), Section 6.37 page No 11 and Annexure Record : 12	Energy & GHG Reduction	Reducing Scope 2 GHG Emission Intensity	TCO2e/Ton of Finished Products		78.125		95.37		67.16	Refer Attachment No 1 Ref Sec.E Page no 4 of 715	GRI-301-4	Principles 7 to 9	1, 2, 3, 6, 7, 8, 9, 11, 12, 13, 14, 15
12	SOP- Environmental Sustainability(SOP/U-2/EHS/GEN/028/01), Section 6.37 page No 11 and Annexure Record : 12	Energy & GHG Reduction	Reducing Scope 2 GHG Emission Intensity	TCO2e/GJ		0.0552		0.0604		0.0741	Refer Attachment No 1 Ref Sec.E Page no 4 of 715	GRI-301-4	Principles 7 to 9	1, 2, 3, 6, 7, 8, 9, 11, 12, 13, 14, 15
13	SOP- Environmental Sustainability(SOP/U-2/EHS/GEN/028/01), Section 6.37 page No 11 and Annexure Record : 12	Energy & GHG Reduction	Enhancing electrical energy consumption efficiency.	Specific electrical Energy Consumption Reduction by 3% by 2027	GJ	97665.9	Specific electrical Energy Consumption Reduction by 3% by 2027	103780	Specific electrical Energy Consumption Reduction by 3% by 2027	103925	Refer Attachment No 1 Ref Sec.A Page no 3 of 715	GRI-303-5	Principles 7 to 9	1, 2, 3, 6, 7, 8, 9, 11, 12, 13, 14, 15

	Prepared by		Reviewed by		Approved by
Name	Vijay Kumar N	Name	Manjunatha DN	Name	K Sharath Reddy
Designation	Executive-EHS	Designation	DGM-ENG	Designation	Technical Director
Sign & Date	01/08/24	Sign & Date	01/08/24	Sign & Date	

SHILPA PHARMA LIFESCIENCS LIMITED

Summary of Environmental Performance

ANNEXURE-XII

Document No.: SOP/EHS/GEN/028
Date:12-04-24

Financial Year: 2023-24

S. NO	Parameters	Unit	Values	Unit	Values
A	**Electricity Consumption**				
	Electricity from Renewable Sources	KWH	26033000	GJ	93718.8
	Electricity from Non-Renewable Sources	KWH	2835025	GJ	10206.1
	Total Electricity Consumed	KWH	28868025	GJ	103924.9
B	**Fuel Consumption**	**Unit**	**Values**	**Unit**	**Values**
	Rice Husk	Ton	13029.2	GJ	163542.4
	Coal	Ton	7.2	GJ	0.0
	Furnace Oil	Litres	530279.0	GJ	22830.3
	Diesel	Litres	76893.0	GJ	3310.5
	LPG	Kg	18497.0	GJ	913.2
	Acetylene	Kg	0.0	GJ	0.0
	Other (Briquette)	Ton	1965.0	GJ	24664.7
C	**Consumption of Ozone Depleting Substances (ODS)**	**Unit**	**Values**		
	R-134A	Kg	73		
	R-22	Kg	202		
	R-404A	Kg	26		
	R-410A	Kg	51		
	R-32	Kg	79		
	R-407C	Kg	108		
	R-23	Kg	0		
	Total Refrigerant	Kg	539		
D	**Total Energy Consumption**	**Unit**	**Values**		
	Fuel Renewable Sources	GJ	188207.04		
	Fuel Non-Renewable Sources	GJ	27054.01		
	Total	GJ	215261.05		
	Finsh Products	Tons	352.46		
	Energy Indensity	GJ/ per Kg of Finish Products	0.91		

	Prepared by	Reviewed by	Approved by
Name	Vijay Kumar N	R Elangovan	K. Sharath Reddy
Designation	Executive - EHS	DGM - EHS	Technical Director
Sign & Date	12/04/24	12/04/24	12/04/24

E	**Scope GHG Emissions**				
	Estimating Scope 1 GHG Emissions	**Unit**	**Values**	**Unit**	**Values**
	Furnace Oil	KL	530.28	TCO2e	1474.18
	Diesel	KL	76.89	TCO2e	203.00
	LPG	MT	18.50	TCO2e	55.12
	Total Refrigerant	Kg	539.00	TCO2e	923.39
	Total Scope 1 GHG Emissions	TCO2e	2655.68		
	Scope 1 GHG Emission Intensity	TCO2e/Ton of Finished Products	7.535		
	Scope 1 GHG Emission Intensity	TCO2e/GJ	0.008		
	Estimating Scope 2 GHG Emissions	**Unit**	**Values**	**Unit**	**Values**
	Electricity from Renewable Sources	KWH	26033000	TCO2e	21347.06
	Electricity from Non-Renewable Sources	KWH	2835025	TCO2e	2324.72
	Total Scope 2 GHG Emissions	TCO2e	23671.7805		
	Scope 2 GHG Emission Intensity	TCO2e/Ton of Finished Products	67.162		
	Scope 2 GHG Emission Intensity	TCO2e/GJ	0.0741		
	Estimating Scope 3 GHG Emissions	**Unit**	**Values**	**Unit**	**Values**
	Source Description	**Unit**	**Values**	**Unit**	**Values**
	1. Upstream Emissions - Purchased Goods and Services (Diesel)	KL	129599	TCO2e	342.14
	2. Upstream Emissions - Capital Goods (Diesel)	KL	1047	TCO2e	2.76
	3. Upstream Emissions - Fuel and Energy Related	KL	7286	TCO2e	19.23
	4. Upstream Emissions - Upstream Transportation and Distribution (Diesel)	KL	0	TCO2e	0.00
	5. Upstream Emissions - Waste Generated in Operations (Diesel)	KL	19964	TCO2e	52.70
	6 (a) Upstream Emissions - Business Travel (Diesel)	KL	3223	TCO2e	8.51
	6(b) Upstream Emissions - Business Travel (Petrol)	KL	762	TCO2e	1.74
	7(a) Upstream Emissions - Employee Commuting (Diesel)	KL	42944	TCO2e	113.37
	7(b) Upstream Emissions - Employee Commuting (Petrol)	KL	184482	TCO2e	420.80
			Total	**TCO2e**	**961.27**
	Total GHG Emission (Scope 1, Scope 2 and Scope 3) Intensity	**TCOe/ GJ**	0.085		

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E	**Water Consumption**	**Unit**	**Values**
	Total Fresh Water Withdrawal	KL	58072
	Water Consumption Intensity	KL/ per Kg of Finish Products	0.165
	Total Recycled Water	KL	42148
F	**Air Emissions (Other than GHG & ODS)**	**Unit**	**Values**
	NOx	KG	19281
	SOx	KG	22697
	Particulate Matter	KG	16814
	Acid Mist from Scrubber	KG	6608
G	**Waste Generation**	**Unit**	**Values**
	(a) Hazardous Waste	Ton	2323.87
	ETP Waste/Sludge	Ton	948.62
	Used Oil	Ton	1.43
	Process residue & waste	Ton	13.89
	Date expired products	Ton	0.42
	Distillation residues	Ton	37.36
	Spent Catalyst	Ton	10.80
	Spent Carbon	Ton	6.85
	Spent Solvent	Ton	1304.50
	(b) Non-Hazardous Waste	Ton	2507.25
	Canteen waste	Ton	21.50
	Boiler ash	Ton	2485.75
	(c) Others	Ton	87.45
	Plastic Waste- Discarded Containers	Ton	85.32
	E-Waste	Ton	0.26
	Bio-Medical Waste	Ton	1.23
	Battery Waste	Ton	0.65
	Total Waste Generation	Ton	4918.57
	Waste Recycled	Ton	1392.15
	Waste Reused	Ton	2576.15
	Waste Disposal	Ton	950.26
	Waste Recycling	%	80.68
	Waste to Landfill	%	19.32
H	Effluent Generated	KL	43192.5

	Prepared by	Reviewed by	Approved by
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Sign & Date	12/04/24	12/04/24	12/04/24

Abbreviation:

MT	: Metric Tons
KL	: Kilolitre
KG	: Kilograms
TCO2e	: Tons of carbon dioxide equivalent
KWH	: Kilowatt hours
%	: Percentage
GJ	: Gigajoule

	Prepared by	Reviewed by	Approved by
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Sign & Date	12/04/24	12/04/24	12/04/24

Shilpa Pharma Lifesciences Limited
Raichur, Karnataka, INDIA
Review Frequency: Quarterly **Review Date: 01-08-2024**
Environmental Sustainability Objectives and KPIs

KPI No	EHS-Energy Policy / EHSMS-EnMS Process Ref	Objectives linked to (KRA)	Objectives (KPI)	Units	KPI-Target	KPI-Achieved FY21-22	KPI-Target	FY22-23	KPI-Target	FY23-24	Remarks	GRI standard Reference	Mapping to UNGC Principles	Mapping to UNSDGs
1	SOP- Environmental Sustainability(SOP/U-2/EHS/GEN/028/01), Section 6.37 page No 11 and Annexure Record : 12	Energy & GHG Reduction	Total Electrical energy Consumption , Frequency- Monthly monitoring	GJ		97665.9		103780.3		103924.9	Summary of Environmental Performance Attachment No 1 Ref Sec A Page no 3 of 715	GRI-301-2	Principles 7 to 9	1, 2, 3, 6, 7, 8, 9, 11, 12, 13, 14, 15
				%WRT total Energy Consumption		100%		100%		100%				
			Electricity from Renewable Sources- Frequency- Monthly monitoring	GJ	90%	82143.2	90%	72648.0	90%	93718.8				
				%WRT I Energy Consumption		84.1		70.0		90.2				
			Electricity from Non Renewable Sources- Frequency- Monthly monitoring	GJ	10%	15522.7	10%	31132.3	10%	10206.1				
				%WRT I Energy Consumption		15.9		30.0		9.8				
2	SOP- Environmental Sustainability(SOP/U-2/EHS/GEN/028/01), Section 6.37 page No 11 and Annexure Record . 12	Energy & GHG Reduction	Estimating Scope 1 GHG Emissions	TCO2e		3900.12		3652.72		2657.68	Refer attachment no 1 Ref Sec E Page no 4 of 715	GRI-305-1	Principles 7 to 9	1, 2, 3, 6, 7, 8, 9, 11, 12, 13, 14, 15
			Estimating Scope 2 GHG Emissions	TCO2e		22246.11		23638.84		23671.78		GRI-305-2		
			Estimating Scope 3 GHG Emissions	TCO2e		877.77		710.41		961.27		GRI-305-3		
3	SOP- Environmental Sustainability(SOP/U-2/EHS/GEN/028/01), Section 6.37 page No 11 and Annexure Record : 12	Energy & GHG Reduction	Reducing Energy Consumption Intensity	GJ/Kg of Finished Products	3% Reduction By FY 2030	1.42	3% Reduction By FY 2030	1.58	3% Reduction By FY 2030	0.91	Refer attachment no 1 Ref Sec D Page no 3 of 715	GRI-301-4	Principles 7 to 9	1, 2, 3, 6, 7, 8, 9, 11, 12, 13, 14, 15
4	SOP- Environmental Sustainability(SOP/U-2/EHS/GEN/028/01), Section 6.37 page No 11 and Annexure Record : 12	Energy & GHG Reduction	Reducing GHG Emission Intensity	TCO2e/GJ	1% Reduction By FY 2030	0.0670	1% Reduction By FY 2030	0.0715	1% Reduction By FY 2030	0.0950	Refer attachment no 1	GRI-305-5	Principles 7 to 9	1, 2, 3, 6, 7, 8, 9, 11, 12, 13, 14, 15
5	SOP- Environmental Sustainability(SOP/U-2/EHS/GEN/028/01), Section 6.37 page No 11 and Annexure Record : 12	Water Conservation	Monitoring Water Consumption	KL	2 % Reduction By FY 2030	71786 KL	2 % Reduction By FY 2030	64106 KL	2 % Reduction By FY 2030	58072 KL	Refer attachment no 1 Ref Sec E Page no 5 of 715	GRI-303-5	Principles 7 to 9	1, 2, 3, 6, 7, 8, 9, 11, 12, 13, 14, 15
6	SOP- Environmental Sustainability(SOP/U-2/EHS/GEN/028/01), Section 6.37 page No 11 and Annexure Record : 12	Water Conservation	Reducing Water Consumption Intensity	KL Per Kg of finish Products	0.5% Reduction By FY 2030	0.252	0.5% Reduction By FY 2030	0.259	0.5% Reduction By FY 2030	0.165	Refer attachment no 1 Ref Sec E Page no 5 of 715	GRI-303-5	Principles 7 to 9	1, 2, 3, 6, 7, 8, 9, 11, 12, 13, 14, 15
7		Biodiverssity	Not applicable- The Factory are located in industrial area	-	-	**		**		**	-	-	-	-
8	SOP- Environmental Sustainability(SOP/U-2/EHS/GEN/028/01), Section 6.37 page No 11 and Annexure Record : 12	Air Pollution	NOx	KG		9110		9196		19281	Refer attachment no 1 Ref Sec F Page no 5 of 715	GRI-307-1	Principles 7 to 9	1, 2, 3, 6, 7, 8, 9, 11, 12, 13, 14, 15
			SOx	KG		19289		16859		22697				
			Particulate Matter			13690		11788		16814				
			Acid Mist from Scurbber	KG		2600		3889		6608				
9		Materials, Chemicals & Waste	Monitoring API in Wastewater PEC/PNEC less than 1	PPM	< BDL		< BDL		< BDL	< BDL		AMR Standard	Principles 7 to 9	1, 2, 3, 6, 7, 8, 9, 11, 12, 13, 14, 15
10	SOP- Environmental Sustainability(SOP/U-2/EHS/GEN/028/01), Section 6.37 page No 11 and Annexure Record : 12	Materials, Chemicals & Waste	Waste Generation								Refer attachment no 1 Ref Sec G Page no 5 of 715	GRI-306-3	Principles 7 to 9	1, 2, 3, 6, 7, 8, 9, 11, 12, 13, 14, 15
			(a) Hazardous Waste	MT		1275		1635		2324				
			ETP Waste/Sludge	MT		541		860		949				
			Used Oil	MT		1		1		1				
			Discarded Containers	MT		16		16		87				
			Process residue & waste	MT		6		7		14				
			Date expired products	MT		0		0		0				
			Distillation residues	MT		4		1		37				
			Spent Catalyst	MT		0		0		11				
			Spent Carbon	MT		3		4		7				
			Spent Solvent	MT		705		745		1304				
			(b) Non-Hazardous Waste	MT		2970		2770		2507				
			Canteen waste	MT		21		23		22				
			Boiler ash	MT		2948		2747		2486				
			(c) Effluent Generated	KL		60125		54037		43193				
11	SOP- Environmental Sustainability(SOP/U-2/EHS/GEN/028/01), Section 6.37 page No 11 and Annexure Record : 12	Product End-Of-Life	Waste Recycling	%	75%	86.6%	75%	80.5%	75%	80.7%	Refer attachment no 1 Ref Sec G Page no 5 of 715	GRI-306-2	Principles 7 to 9	1, 2, 3, 6, 7, 8, 9, 11, 12, 13, 14, 15
12	SOP- Environmental Sustainability(SOP/U-2/EHS/GEN/028/01), Section 6.37 page No 11 and Annexure Record : 12	Product End-Of-Life	Minimizing Waste to Landfill	%	25%	13.4%	25%	19.5%	25%	19.3%	Refer attachment no 1 Ref Sec G Page no 5 of 715	GRI-306-2	Principles 7 to 9	1, 2, 3, 6, 7, 8, 9, 11, 12, 13, 14, 15
13	SOP- Environmental Sustainability(SOP/U-2/EHS/GEN/028/01), Section 6.31 page No 9	Materials, Chemicals & Waste	Reporting Waste Related Incidents	NOS	0 Incidents		0 Incidents		0 Incidents	NIL		GRI-307-1	Principles 7 to 9	1, 2, 3, 6, 7, 8, 9, 11, 12, 13, 14, 15
14	SOP- Safety Data Sheet (SOP/U-2/GEN/25/001) Section 6.3 Page No 2	Product Use & Customer Health & Safety	Despatch of API alongwith updated MSDS	%	100% Compliance	100%	100%	100%	100%	100%	Statutory Requirement	GRI-307-1	Principles 7 to 9	1, 2, 3, 6, 7, 8, 9, 11, 12, 13, 14, 15

KPI No	EHS-Energy Policy / EHSMS-EnMS Process Ref	Objectives linked to (KRA)	Objectives (KPI)	Units	KPI-Target	FY21-22	KPI-Target	FY22-23	KPI-Target	FY23-24	Remarks	GRI standard Reference	Mapping to UNGC Principles	Mapping to UNSDGs
15	(SOP/U-2/PR/GEN/001/01), Section 6.1 Page No 3.	Environmental Advocacy	Actively supporting and promotoing environmental sustainability in supply chain	%	90% key Suppliers		90% key Suppliers		90% key Suppliers		This activity coverd in Suppliers Environmental & Social Assessment SOP	GRI-307-1	Principles 7 to 9	1, 2, 3, 6, 7, 8, 9, 11, 12, 13, 14, 15
16	EHS Compliance Evaluations(SOP /U-2/EHS/GEN/017/06), Section 6.2 page No 2 EHS Legal Compliance Evaluation Register : Annexure 2	Environmental Legal Compliance	Update Legal Compliance Evaluation Register	Frequency- Half yearly monitoring	2	2	2	2	2	2	Enclosed EHS Legal Compliance Evaluation Register : Attachment No 2 Ref Page no 9 to 15 of 715	GRI-307-1	Principles 7 to 9	1, 2, 3, 6, 7, 8, 9, 11, 12, 13, 14, 15
17	SOP- Aspects / Hazards Identification and Evaluation (SOP /U-2/EHS/GEN/023/01), Section 6.1. Page No 2, Annexure-2 "Hazard Identification & Risk Assessment (HIRA).	Conducting HRIA & EAIA	Department wise Updated HIRA and EAIA	%	Number of Manifacturing 10 Blocks - 100% productoin blocks, utility, warehouse;ETP to complete assessment of 100% areas	100%	100%	100%	100%	100%	Enclosed Hazard Identification & Risk Assessment (HIRA) - Attachment No 3 Ref Page no 16 to 33 of 715	GRI-102-15 GRI-403-8	Principles 7 to 9	1, 2, 3, 6, 7, 8, 9, 11, 12, 13, 14, 15
18	Product Health & safety Data	Understand Contaminant's effects on workers	Risk Assessment of Health & Safety Impacts of Products	To be made available for all the products	100%	100%	100%	100%	100%	100%	Occupational Health Data attached as SDS Powder Safety Data Attached -Attachment No 4 & 5 for One Product attached Ref Page no 34 to 35 of 715	GRI-416-1	Principles 7 to 9	1, 2, 3, 6, 7, 8, 9, 11, 12, 13, 14, 15
19	SOP- EHS Audits & Inspections (SOP /U-2/EHS/GEN/026/03) Section 6.2.1 Page No 3	Internal Audit	Conducting EHS Internal Audits quarterly	NOs	2	2	2	2	2	2	Enclosed the Schedule copy Internal Environmental Audit Attachment no-6 Ref Page no 36 to 37 of 715	GRI-403-8 GRI-416-2	Principles 7 to 9	1, 2, 3, 6, 7, 8, 9, 11, 12, 13, 14, 15
20	SOP- Safety review Through safety committee meeting (SOP /U-2/EHS/GEN/022/01) Section 6.1 Page No 1	Management Review	Conducting Management Review Meeting with HoDs	Nos	4	4	4	4	4	4	Enclosed the Schedule copy safety committee meeting Minutes & Schedule Attachment no-7 Ref Page no 38 to 42 of 715	GRI-403-1	Principles 7 to 9	1, 2, 3, 6, 7, 8, 9, 11, 12, 13, 14, 15
21	Risk Management Committee	Management Review	Conducting Management Review Meeting with Top Management	NOs	1	1	1	1	1	1	Risk Management Committee Review Summary Attachments No -8 Ref Page no 43 to 69 of 715	GRI-403-1	Principles 7 to 9	1, 2, 3, 6, 7, 8, 9, 11, 12, 13, 14, 15

	Prepared By		Reviewed By				Approved By
Name	Vijay Kumar N	Name	Manjunatha DN			Name	K Sharath Reddy
Designation	Executive-EHS	Designation	DGM-ENG			Designation	Technical Director
Sign & Date	01/08/24	Sign & Date	01/08/24			Sign & Date	01/08/24

Statutory Compliance Status

Sl. No	Name of License	Issuing /Approval Authority	Licence Ref Number	Issued Date	Valid Up to	Renewal Application to be filled On or Before
1	Consent for Operation CFO (Air & Water)	Karnataka State Pollution Control Board	AW-325854	26.07.2021	30.06.2026	30.04.2026
2	CFE- EXP	Karnataka State Pollution Control Board	CTE-332169	08.07.2022	04/01/2027	04/01/2027
3	Hazardous waste Authorization	Karnataka State Pollution Control Board	328814	21.12.2021	30.06.2026	30.06.2026
4	Environmental Clearance	State Environmental Impact assessment Authority /Ministry of Environment Forest & Climate Change	F.No.IA-J-11011/301/2020-IA-II(I)	05/01/2021	As& When	NA

	Prepared by	Checked by	Reviewed by
Name	Vijay Kumar N	R Elangovan	K. Sharath Reddy
Designation	Executive - EHS	DGM - EHS	Technical Director
Sign & Date	12/08/24	13/08/24	14/08/24

5	Methanol License	Deputy Commissioner, Raichur	No:03/2019-DCB-15/15/2017-RAI_DCB	25/01/2024	31/03/2025	31/03/2025
6	Public Liability Insurance	Public Liability insurance act 1991 Issued by TATA AIG Insurance Company Limited	0304010520	12/07/2023	11/07/2024	11/07/2024
7	Certificate for use of Boiler (6 tph)	Director of Factories & Boilers; Govt. of Karnataka	KTK-3285	30.06.2022	24.06.2023	20.06.2023
8	Certificate for use of Boiler (10 tph)	Director of Factories & Boilers ;Govt. of Karnataka	KTK-3283	20.04.2024	10.04.2025	10.04.2025
9	Provident Fund	Employees Provident Fund	GBRCH 47249	------	------	Life Time
10	Employee state Insurance	Employees' State Insurance Act, 1948 (ESI Act),	7'1000037130001499	------	-----	Life Time

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11	Global Touch Enterprises	Department of labour Govt. Of Karnataka	ALC-KAL/CAL//P-11207382/2022-23	27/07/2024	01/04/2025	01/04/2025
12	Vaishali Labour Contract	Department of labour Govt. Of Karnataka	ALC-KAL/CAL//P-11207382/2022-23	18/06/2024	01/01/2025	01/01/2025
13	Venkteswara Enterprises	Department of labour Govt. Of Karnataka	ALC-KAL/CAL//P-11207382/2022-23	12/06/2024	01/06/2025	01/06/2025
14	Amma Enterprises	Department of labour Govt. Of Karnataka	ALC-KAL/CAL//P-11207382/2022-23	16/07/2024	01/06/2025	01/06/2025
15	Osprey Security Solutions	Licence to engage in the business of private security agency	PSA/L/34/KA/2022/SEP/3/279	23/09/2022	22/02/2027	22/02/2027
16	Narcotic Registration	Narcotics Control Bureau	URN NO:BACD0100647	04/08/2022		

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17	Factory License/On Site Emergency Plan	Department of Factories Boilers & Industrial Safety	MYRCR-898	04.06.2022	31.12.2024	31.12.2024
18	Ammonia Gas cylinder Storage License	Petroleum & Explosive Safety organization	G/SC/KA/06/1517 (G43647)	25.05.2022	30.09.2026	30.09.2026
19	Nitrogen & hydrogen gas cylinder Storage		G/SC/KA/06/1516 (G43648)	16.05.2017	30.09.2027	30.09.2027
20	Petroleum Class-A Installation	Petroleum & Explosive Safety organization	P/HQ/KA/15/2540 (P189192)	18.07.2023	31.12.2028	31.12.2028
21	Petroleum Class-B, C Installation		A/P/SC/KA/15/3105(P 527919)	NOC U/P	-	-
22	Petroleum Class-B,C		P/HQ/KA/15/2631 (P234951)	12.05.2022	31.12.2025	31.12.2025

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	Installation					
23	Profession tax	Profession Tax Act 1987 , Govt. of Karnataka	387922968	20/04/2022		Life Time
26	Labour License	Department of Labour , Govt. of Karnataka	ALC-KAL/CAL//P-11207382/2022-23	-	Applied for renewal	Applied for renewal
27	GESCOM Power supply Agreement	Gulberga Electricity Supply Company	IN-KA92560421292815U	----	-----	As Per Doc No: SEE/RCR/EEE(O)O &M/AEE-(O)/RCR/2018-19
28	Electrical License	Department of Electrical Inspectorate Government of Karnataka,	CEIG /DET-2/RCR-77/33120-24	----	---	As Per DOC: CEIG/TEE/LKLB-64/19-20/330-14
29	Manufacturing License(Drug License)	Government of Karnataka, Drugs control Department & Central Drugs Standards Control Organization	KTK/25/564/2009	17/04/2024	16/04/2029	16/04/2029
30	Certificate of Incorporation	Registrar of Companies, Ministry of Company affairs, Govt. Of India	U24100KA2020PLC134081	23/03/2022	----	Life Time Doc

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Sign & Date	12/08/24	13/08/24	14/08/24

31	PAN Card	Income Tax Department ; Govt of India	ABDCS6552L	08/05/2020	-----	Life Time Doc
32	Goods & Services Tax	The Central Goods & Services Tax Act	29ABDCS6552L1ZR	27/02/2022	------	Life Time Doc
33	Fire NOC	Chief Fire Officer, Govt of Karnataka Karnataka	No: 66/CFO/KLB-Zone/CC/2023	07/03/2024	06/03/2025	06/03/2025
34	Building stability certificate	Director of Factories & Boilers; Govt. of Karnataka	No: DFB/FPN/CR-154/22-23	29-04-2024		
35	ISO14001:2015	Environmental management system	22IEJW96//R2	27/05/23	27/04/2025	27/04/2025
36	ISO 9001:2015	Quality management system	22IQJA91/R2	27/05/2023	27/04/2025	27/04/2025
37	ISO 45001:2018	Occupational Health& safety management system	22IOJV74/R2	28/03/2023	27/05/2023	27/04/2025

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38	ISO 50001:2018	Energy Management System	22IEnKL88/R2	27/05/2023	23/08/2025	23/08/2025
39	SA 8000:2014		UQ-2023080197	01/08/2023	31/07/2026	31/07/2026

Legal Register Review Frequency: Quarterly

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Name	Vijay Kumar N	R Elangovan	K. Sharath Reddy
Designation	Executive - EHS	DGM - EHS	Technical Director
Sign & Date	12/08/24	13/08/24	14/08/2024

Shilpa Pharma Lifesciences Limited, Unit 2

Plot No: 33, 33A & 40-47, Raichur Industrial Growth Centre, Chicksugur 584134, Raichur, Karnataka, India

HIRA Action Plan for Production Department- AO-AO7-- Block

S No	Activity	Existing Risk Control Measures	Additional Risk Control Measures	Responsibility	Target Date	Status
1	**Raw material receipt from warehouse to block, (Solid RM, liquid ,solvents)**	Spill kit available to control spill SCBA available for control of Toxic gases control Forklift is used for transfer of solid, liquid and solvent. Fire hydrant and Fire extinguishers available to control fire Fire balls available to control fire	Scope to have proper belt wrapping surrounding to fork lift shifting materials Scope to have SS Containers to shift solvents from ware house to production instead of IBC -Plastic tanks	safety department /Stores	on going	Planned
2	**RMs shift to shop floor**	Shifting materials with proper secondary protection & proper packing Two employs are using to lift or shift materials from one place to other place Always keeping house keeping good condition & spill found barricading area and use spill control kit to collect spill Sufficient illumination available to avoid slip trip fall Employees using activity related Personal protective equipment to avoid exposure hazard	Required to check existing controls periodically Raw materials shifting to floor by using Fork lift which may lead fork lift tilting or product fall hazard Required to use proper belts to pack materials while transfer material from stores	safety department /Stores	on going	Planned
3	**Charging solid material**	while handling solids proper earthling and bonding is ensured using SS Scoops to control static charges PPE like mask & gloves are used. Effective fire extinguishers are available Emergency exit available Spill control kit available to control spill Dedicated eye wash& body wash shower available Eye wash bottles available for eye spill cleaning Fire hydrant system available to control fire Fire balls available to control fire Spot Exhauster system available Dedicated Occupational health facility available Periodically checking earth pit resistance and earthling bonding continuity Block wise earthing bonding continuity testing system available Contentious nitrogen blanketing maintaining	1)Periodically Required to check existing controls and practices 2)Scope to have smoke & heat detecting system 3)Scope to have rupture disk and pressure relief valves with dump tank facility 4)Reactor vents to be connect to Carbon absorption system followed by scrubber 5)Color coding of line required as per IS Standard 6) Separate breathing air system to be develop 7)Oxygen monitoring sensor required to monitor oxygen at work place	safety department /Engineering	on going	Planned

4	**Charging fo liquid RM**	To monitor pressure dedicated pressure gauge are available Vent is keeping open condition to avoid pressure build up in system Temperature indicator available to control temperature Based on temperature of reaction mass steam or hot water circulation control by Shift chemist & shift in charge will monitor periodically Using proper equipment with proper pressure control system & Nitrogen for filtration purpose Doing leakage test before start unit operation to avoid spill and leakage Periodical preventive maintenance available to ensure pressure gauges and Temp sensor working and control valves working properly Fire extinguisher and Fire hydrant ,Fire balls available to control fire Spill control system available to control spill	Periodically Required to check existing controls and practices	Safety /Production	on going	Planned
5	**Charging of solvents**	To monitor pressure dedicated pressure gauge are available Vent is keeping open condition to avoid pressure build up in system Temperature indicator available to control temperature Based on temperature of reaction mass steam or hot water circulation control by Shift chemist & shift in charge will monitor periodically Using proper equipment with proper pressure control system & Nitrogen for filtration purpose Doing leakage test before start unit operation to avoid spill and leakage Periodical preventive maintenance available to ensure pressure gauges and Temp sensor working and control valves working properly Fire extinguisher and Fire hydrant ,Fire balls available to control fire Spill control system available to control spill Earthing bonding continuation available	Periodically Required to check existing controls and practices Scope to have Nitrogen blanketing for Day solvent storage facility Scope to have Flame arrestor with breather valves for Solvent storage faculty Addition tank vent to be connect with scrubber or dump tank	Safety department /Engineering/production	on going	Planned
6	**Handling gases & Gas purging to Reaction mass**	Dedicated gas cylinder storage facility available at site Regular using plant Nitrogen for blanketing If required using Nitrogen gas cylinder for blanketing based on product sensitivity Gas cylinder manifold ,pressure gauges, gas regulators available to handle gas flow During gas purging contentiously monitoring gas flow and pressure by shift chemist till completion of activity	1) Scope to have Spark free tools to handle gas cylinders 2) oxygen gas detecting system in side production area to detect gas leakage	Safety department /Engineering/production	on going	Planned

7	**Dispensing of Liquid RMs**	To monitor pressure dedicated pressure gauge are available Vent is keeping open condition to avoid pressure build up in system Temperature indicator available to control temperature Based on temperature of reaction mass steam or hot water circulation control by Shift chemist & shift in charge will monitor periodically Using proper equipment with proper pressure control system & Nitrogen for filtration purpose Doing leakage test before start unit operation to avoid spill and leakage Periodical preventive maintenance available to ensure pressure gauges and Temp sensor working and control valves working properly Fire extinguisher and Fire hydrant ,Fire balls available to control fire Spill control system available to control spill	Periodically Required to check existing controls and practices Scope to have flow control for solvents pumping from day tank to Reactors Reactor solvent dispensing pipe required to extend up to reactor walls to avoid static discharge	Safety department /Engineering	on going	Planned
8	**Charging & Addition of Acidic RMs**	Using work dedicated personal protective equipment's to control occupation Hazards Trained employees handling to safe activity completion Facility compatibility and facility selection process ensure safety of materials and equipment ,facility compatibility Online Air breathing system available Dedicated scrubbing system & spo exhausting system available to control fumes	1) Scope to have step ladder with hand railing 2) Scope to have dosing tank vents to be connected scrubber	Safety department /Engineering	on going	Planned
9	**Temperature rising and Maintaining of reaction mass after Acidic liquid RMs addition& maintain production process**	controlled addition doing based on Reaction mass temperature Dedicated pressure gauges & temperature sensor available to monitor pressure and temperature Trained chemist monitoring system conteniouslyand periodically noting parameters in BPR , Chemist will take control measures if found excess process parameter Condenser vent kept open to atmosphere contentiously to avoid pressure build up in system Dedicated scrubber and spot exhaust system available control fumes	1) Periodically required to check existing practices and Controls effectiveness 2) Safety relief valves & rupture disk ,Dup tank system to be required 3) Vent required to connected to carbon absorption followed by Scrubber 4) Addition tank vent to be connect scrubber 5) Scope to have Product process safety analysis data and facility selection base on toxicology data 6)Periodical employees health check up on based product toxicology	Safety department /Engineering	on going	Planned
10	**Reaction mass in process sample collection at -30 & and at210 °c**	Sample collection by using sample collection Rad Spot exhauster system available to control fumes during sample collection Employees using activity bases personal protective equipment's Activity handle by trained employees Spill control kit available to control spill Fire extinguisher & Fire hydrant and fire balls available to control fire	1) Scope to have dedicated sample collection system 2) Scope to have sample compatibility sample collection bottles ,(Existing bottles can cater up to ambient temperature ,more than room temperature need to select correct mock sample bottles& sample collection rad) 3) suitable sample holder to be develop to avoid sample spill and burn injuries 4)Scope to have fire proximity suit to control fire and Spill during sample collection of Heat conditions	safety department	on going	Planned

11	**Quenching of Reaction mass**	Preparing quenching mass in safe method & preparing based on R&D Provided data Controlled addition to control mass temperature and pressure Based on process product mass adding to quenching mass to avoid incidents and accidents Sufficient Colling system and condensing system available Dedicated temperature and pressure gauges available to monitor process parameters	1)All water media chemiclas are using no major hazard for quinching	safety department/production	on going	Planned
12	**layer separation**	Collecting in cleaned layer separation tank Control valves available to control flow of reaction mass Activity carried out by trained employees Level indicators available to monitor level of Separation tank Leakage checking before start operation	1) Scope to have roof top fire extinguisher to control immediate fire	Engineering department	on going	Planned
13	**Distillation**	Nitrogen blanketing & Temperature and pressure gauges available to monitor process parameters Dedicated distillation collection tank available Utilities available to control reaction mass temperature and condensation	1) Scope to have Distillation collection tank Nitrogen blanketing with Breather valve and Spark arrester 2) Distillate collection tank vent to be connect to scrubber or carbon absorption system 3)Scope to have two hours fire rating emergency exit& two hours fire retardant fire escape stair case from first floor to ground floor 4) Existing emergency door to be rerated to reach employees to assembly point	Safety department /Engineering department	on going	Planned
14	**Strip outs**	Nitrogen blanketing & Temperature and pressure gauges available to monitor process parameters Dedicated distillation collection tank available Utilities available to control reaction mass temperature and condensation	1) Existing control required to evalaute periodically	safety department	on going	Planned
15	**Degassing**	Maintain sufficient safe place reactor to carried out reaction and accommodate gas generated during production process Dedicated scrubbing system available to control gas generated during reaction Vents kept open condition to avoid gas accumulation during reaction Gas to Gas reaction not planned	1) Scope to have production block in side vents to be connected to scrubber followed by carbon absorption bed 2) RPM Controlling system near reactor control gas evaluation	Safety department /Engineering department	on going	Planned
16	**After degassing, Solvent charging for Isolation and reactor starting**	1) Earthing bonding continuation & checking system available 2) Nitrogen blanketing available to avoid fire incident 3)Control addition method following to control reaction mass process parameters	Required to check existing controls periodically	safety department	on going	Planned
17	**Before centrifugation, distillation reactor bottom Chowk removal**	1) Using vacuum or Nitrogen pressure to remove Chowk materials	Required to check existing controls periodically	safety department	on going	Planned

18	**Mass feeding into Centrifugation (Heavy crystalline material and fine material)**	1)Using control valves to control flow 2) Using vacuum or Nitrogen pressure to remove Chowk materials 3) Using sufficient dia of pipe line to avoid flow of Product 4) Maintain sufficient nitrogen pressure to avoid product Chowk	Required to check existing controls periodically	safety department	on going	Planned
19	**Centrifuge bag lifting through ladder**	1)Using proper load baring lifting equipment which is controlled by operators 2) Using proper hooks to control load to avoid material fall incident 3) Activity Operating by trained employees 5) Periodical preventive maintenance schedule available control equipment abnormal function	1) Scope to have lifting system rounding movement control system to avoid pressure on Hydraulic oil supply pies & to maintain lifting time proper balance	safety department	on going	Planned
20	**Wet lumps breaking**	1) Employees using activity based personal protective equipment's 2) Activity performing by trained employees 3) Sufficient ventilation and lighting available to perform activity safely 4) Spill control kit and fire hydrant and fire extinguisher and fire balls available to control fire & spill	1) Scope to check periodically existing controls	safety department	on going	Planned
21	**Wet material loading to drying systems**	1)Using proper equipment to shift and load material sin to drying system by trained operator with adequate personal protective equipment's 2)Keeping equipment clean and drying properly before lading in to system 3) Following nitrogen blanketing	1) Scope to check periodically existing controls	Stores	on going	Planned
22	**Drying of wet material**	1) Temperature sensor and interlock between hot water circulation and temp sensor available to control temperature 2)Employees handle activity by using activity based personal protective equipment's 3)Fire hydrant and Fire extinguisher and Fire balls available to control fire 3) Nitrogen blanketing using to crack vacuum& during removing materials	1) Scope to have roof top fire extinguishers 2) Scope to have each block foam blanketing system	safety department	on going	Planned
23	**Unloading the dried material**	1) Product hazard based personal protective equipment using 2)Unloading material after reaching ambient temperature 3)unloading started after crack with nitrogen	1) periodically required to check existing practices and Controls effectiveness	safety department	on going	Planned
24	**Milling the semi & Final dried material**	1) Contentious earthing bonding system available to control static energy 2) Fire balls and fire extinguishers ,Fire hydrant system available to control fire	1)Scope to have nitrogen blanketing to avoid static ignition 2) Scope to check floor static conductivity 3) Scope to have antistatic polyethylene bags 4)Scope to have Oxygen sensor to check oxygen contention	safety department	on going	Planned

25	**Neutralization and collection and packing of Hazardous waste material and Spent MLS**	1)Collecting Hazardous waste in compatible packing materials with adequate personal protective equipment by trained employees 2) Monitoring activity by chemist contentiously 3) Spot exhaust system available to controls fumes 4) AHU System available to maintain clean air at work place 5) Dedicated hazardous waste storage facility available ,Faculty maintained by dedicated environment team round the clock	1) periodically required to check existing practices and Controls effectiveness	safety department	on going	Planned
26	**Reactors Cleaning& Confined vessel entry and work at Height**	1) Following work permit system and lock out and tag out system for safe cleaning of Reactors 2)Employees handle activity by using activity based personal protective equipment's 3) Activity monitoring by supervisor contentiously and safety team till completion of work 4) Using Safety belts and Checking work place LEL ,02 level and H2S Levels allowed employees after proper oxygen levels at work place	1) Scope to have Tripod to manage emergency evacuation from Reactor 2) periodically required to check existing practices and Controls effectiveness	safety department	on going	Planned
27	**Addition tanks cleaning Transfer line cleaning Centrifuge cleaning**	1) Employees using activity based personal protective equipment's 2) Activity performing by trained employees 3) cleaning solution collecting in close loop 4) Spill control kit available to control spill 5) Fire extinguisher ,Fire hydrant and fire balls available to control fire	1) periodically required to check existing practices and Controls effectiveness	safety department	on going	Planned
28	**Miller& pulvarizer equipment handling&PCO cleaning**	1) Employees using activity based personal protective equipment's 2) Activity performing by trained employees 3) cleaning solution collecting in close loop 4) Spill control kit available to control spill 5) Fire extinguisher ,Fire hydrant and fire balls available to control fire	1) periodically required to check existing practices and Controls effectiveness	safety department	on going	Planned
29	**Product containers cleaning**	1) Employees using activity based personal protective equipment's 2) Activity performing by trained employees 3) cleaning solution collecting in close loop 4) Spill control kit available to control spill 5) Fire extinguisher ,Fire hydrant and fire balls available to control fire	1) periodically required to check existing practices and Controls effectiveness	safety department	on going	Planned
30	**Product used Filters cleaning**	1) Employees using activity based personal protective equipment's 2) Activity performing by trained employees 3) cleaning solution collecting in close loop 4) Spill control kit available to control spill 5) Fire extinguisher ,Fire hydrant and fire balls available to control fire	1) periodically required to check existing practices and Controls effectiveness	safety department	on going	Planned
31	**Pharma material used poly bag cleaning**	1) Employees using activity based personal protective equipment's 2) Activity performing by trained employees 3) cleaning solution collecting in close loop 4) Spill control kit available to control spill 5) Fire extinguisher ,Fire hydrant and fire balls available to control fire	1) periodically required to check existing practices and Controls effectiveness	safety department	on going	Planned

32	**Reactor refluxed solvent unloading and transfer to yard**	1) Using close loop and compatible drums to unloading spent mls 2) Transfer safely to Environment department for safe disposal	1) Scope to have belt to pack solvent MLS Drums while shifting from production blocks to Environment department 2) Scope to have Pallets to store spent MLS Drums 3) Scope to have roof top fire extinguisher at Hazardous waste storage facility	safety department	on going	Planned
33	**Utility breakdown during reaction Distillation**	1) Pressure gauges And Temperature gauges available to monitor utility supply to production blocks 2) Monitoring Process parameters contentiously by chemist and shift in charges if any abnormality found in process parameters will take adequate action Immediately 3) Utility preventive maintainece schedule available to prevent break down 4) Control additions system following based on process parameters	1) periodically required to check existing practices and Controls effectiveness	Stores /Engineering	on going	Planned
34	**Reactor abnormal sound observing form inside the reactor during process**	1) Periodical preventive maintenance schedule available 2) Using standard equipment's to avid sudden shutdown 3) Alternative equipment available to transfer materials if Shut down existing equipment	1) Scope to have Product process safety analysis data and facility selection base on toxicology data 2)Periodical employees health check up on based product toxicology	safety department	on going	Planned
35	**Centrifuge Handling**	1) Product hazard based personal protective equipment using 2) Available Up dated Material safety data sheets 3) R&D team & Technology Transfer team monitoring batch initiation process along with Production team 4)facility selection criteria following for safe batch execution 5) Following product base detoxification methods to detoxify waste 6)R&D development base product process parameters are following thorough BPR 7) Electrical controls lik MCB & ELCB system availbale to control excess load on system due to abnormality	1) Scope to have Product process safety analysis data and facility selection base on toxicology data 2)Periodical employees health check up on based product toxicology 3) Scope to have Cap lid interlock with centrifuge movement & Nitorgen blanketing supply with centrifug movement 4) Found using hydralic system to open centrifuge parts for cleaning and Bag loading scop to have standard seconday guard as secondary protection to avoid fall incident on employees in case of Pneumatic system failure	safety department	on going	Planned
36	**Handling ANFD**	1) Dedicated Facility availble to handle System 2) Equipment handling by using all required personal protective equipments 3)All trained operators handling equipment safely	1)Existing safety control monitoring required periodically	Safety department/HR Department	on going	Planned
37	**Handling PNFD**	1) Following safe procedure for handling and dispsoal 2) Employee using activity based perosnal protective equipments	1)Existing safety control monitoring required periodically	Safety department/HR Department	on going	Planned
38	**Handling Pulvarizer**	1) Following safe procedure for handling and dispsoal 2) Employee using activity based perosnal protective equipments	1)Existing safety control monitoring required periodically	Safety department/HR Department	on going	Planned

39	**Handling Swifter**	1) Following safe procedure for handling and dispsoal 2) Employee using activity based perosnal protective equipments	1)Existing safety control monitoring required periodically	Safety department/HR Department	on going	Planned
40	**Handling Biopoar system**	1) Following safe procedure for handling and dispsoal 2) Employee using activity based perosnal protective equipments	1)Existing safety control monitoring required periodically	Safety department/HR Department	on going	Planned
41	**Handling Ion Exchage system**	1) Following safe procedure for handling and dispsoal 2) Employee using activity based perosnal protective equipments	1)Existing safety control monitoring required periodically	Safety department/HR Department	on going	Planned
42	**Tenofavir alfanmide fumarate**	1) Product hazard based personal protective equipment using 2) Available Up dated Material safety data sheets 3) R&D team & Technology Transfer team monitoring batch initiation process along with Production team 4)facility selection criteria following for safe batch execution 5) Following product base detoxification methods to detoxify waste 6)R&D development base product process parameters are following thorough BPR	1) Scope to have Product process safety analysis data and facility selection base on toxicology data 2)Periodical employees health check up on based product toxicology	Safety department/HR Department	on going	Planned

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Name::K. Ananda (Dy.Manager)	Name:Lokeswara Duthala (Sr. Manager)	Name: R Elangovan (DGM-EHS)
Sign: Ananda 25/05/23	Sign: 25/05/23	Sign: 26/05/23

Shilpa Pharma Lifesciences Limited, Unit 2
Plot No: 33, 33A & 40-47, Raichur Industrial Growth Centre, Chicksugur 584134, Raichur, Karnataka, India
EIA forAO-AO-7 Block

Sr No	Activity	Description of Aspects	Consequence (Worst Case)	Base Impact			Existing Impact Control Measures	Residual Impact			Additional Impact Control Measures
				S	L	Rating		S	L	Rating	
1	Raw materials Handling (Liquids ,Solids ,Semi solids Acids,Base,Pyrophoric,Hygorscopic Chemicals	Environment pollution Hazardous waste generation	Legal Non compliance, Natural resources depilation Work place environment pollution Natural Resource conservation	3	2	Medium	1) Materials handling in double packing with secondary containment and With pallets 2) Following safe spill control and safe hazardous and Non hazardous waste disposal methods	2	1	Low	1) Check periodically existing controls and practices 1) Effective training to be provided. 2) Work area monitoring and VOC
2	Processing Raw materials and ingredients as per required for product process flow at production blocks	Environment pollution Hazardous waste generation	Legal Non compliance, Natural resources depilation Work place environment pollution	3	3	Medium	1) Materials handling in double packing with secondary containment and With pallets 2) Following spill controls and Hazardous waste safe disposal procedure 3)Following Consent for operation mention conditions to comply Legal requirements 4) Following safe decontamination & detoxification methods to avoid environment pollution 5) Monitoring ambient air quality parameters to measure environment pollution all parameters are with in limit as prescribed in Consent for operation 6)Online VOC monitoring system available to monitor continuous air quality 7) Following safe effluent collection and treatment system having zero liquid discharge facility to avoid environment pollution 8) Periodical ground water& soil sample, Treated and Raw effluent analysis done by MOEF authorized laboratories all reports are with in standard limits 9)Air pollution control system like scrubbers available to control figurative emissions 10) AHU Filters are available to avoid dust contamination & AHU Filters are disposing after detoxification and cleaning 11) Using natural green energy to reduce carbon emissions.	2	1	Low	1) Work area monitoring and VOC
3	Sample collection & submission of Sample to qc for analysis purpose	Environment pollution Hazardous waste generation	Legal Non compliance, Natural resources depilation Work place environment pollution	2	3	Low	1)Collecting sample bottles to avoid spill and exposure 2) sampling bottles are disposing after cleaning and decontamination	2	1	Low	Effective training to be provided 1) Work area monitoring and VOC
4	Packing of final product	Environment pollution Hazardous waste generation	Legal Non compliance, Natural resources depilation Work place environment pollution	3	2	Medium	1) Trained operators are operating systems with operating procedures 2) Minimsing waste spillage during package 3) Using containment equipment's like Isolators and Clean room system with proper air pollution control system like scrubber to avoid environment pollution	2	1	Low	Periodically required evaluate existing controls
5	production equipment's Cleaning	Environment pollution Hazardous waste generation Usage of Natural Resources Usage of electrical Power	Legal Non compliance, Natural resources depilation Work place environment pollution	3	3	Medium	1) Trained operators are handling system cleaning 2)Using appropriate solutions to clean systems 3) Taking measures to avoid spillage ,If spill materials will clean by using spill control kit 4) Spill cleaned materials hand over to Environment department for safe disposal	2	1	Low	Periodically required evaluate existing controls
6	Collection packing storage &disposal of Hazardous waste & Non hazardous materials safely	Environment pollution Hazardous waste generation Usage of Natural Resources Usage of electrical Power	Legal Non compliance, Natural resources depilation Work place environment pollution	4	4	High	a) After proper treatment hazardous waste disposed by Environment department as per Consent for operation conditions b)Employees using proper PPE While handling operations c) Dedicated safe storage facility available to Hazardous waste storage	4	2	Medium	Periodically required evaluate existing controls Scope for E-waste management Implementation for E waste Scope of implement biomedical waste management

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Shilpa Pharma Lifesciences Limited, Unit 2
Plot No: 33, 33A & 40-47, Raichur Industrial Growth Centre, Chicksugur 584134, Raichur, Karnataka, India
HIRA for Production Department AO-AO7-- Block

				Base Risk				Residual Risk			
Sr No	**Activity**	**Description of Hazard**	**Consequence (Worst Case)**	**S-1**	**L-1**	**Rating**	**Existing Risk Control Measures**	**S**	**L**	**Rating**	**Additional Risk Control Measures**
1	Raw material receipt from warehouse to block, (Solid RM, liquid ,solvents)	Spillage Exposure Fire	Slip trip fall injuries Facility loss Product loss Occupational Injuries	3	3	**Medium**	Spill kit available to control spill SCBA available for control of Toxic gases control Forklift is used for transfer of solid, liquid and solvent. Fire hydrant and Fire extinguishers available to control fire Fire balls available to control fire	**3**	**1**	**Low**	1. Effective Training to be provided. 2. Fire detection, alarm system 3. Work area monitoring and VOC and LEL
2	RMs shift to shop floor	Spillage Exposure Fire	Slip trip fall injuries Facility loss Product loss Occupational Injuries	4	3	**High**	Shifting materials with proper secondary protection & proper packing Two employs are using to lift or shift materials from one place to other place Always keeping house keeping good condition barricading area and use spill control kit to collect spill Sufficient illumination available to avoid slip trip fall Employees using activity related Personal protective equipment to avoid exposure hazard Dedicated storage facility available at diffent mateials at diffent location with adequate safety measures	**4**	**1**	**Medium**	1. Effective Training to be provided. 2. Fire detection, alarm system 3. Work area monitoring.
3	Charging solid &liquid material	Spillage Exposure Static fire Hazard	Slip trip fall injuries Facility loss Product loss Occupational Injuries	3	3	**Medium**	while handling solids proper earthling and bonding is ensured using SS Scoops to control static charges PPE like mask & gloves are used. Effective fire extinguishers are available Emergency exit available Spill control kit available to control spill Dedicated eye wash& body wash shower available Eye wash bottles available for eye spill cleaning Fire hydrant system available to control fire Fire balls available to control fire Spot Exhauster system available Dedicated Occupational health facility available Periodically checking earth pit resistance and earthling bonding continuity Block wise earthing bonding continuity testing system available Contentious nitrogen blanketing maintaining	**3**	**1**	**Low**	1. Effective Training to be provided. 2. Fire detection, alarm system 3. Work area monitoring and VOC and LEL
4	Charging fo liquid RM	Spillage Exposure Static fire Hazard	Slip trip fall injuries Facility loss Product loss Occupational injuries	4	1	**Medium**	To monitor pressure dedicated pressure gauge are available Vent is keeping open condition to avoid pressure build up in system Temperature indicator available to control temperature Based on temperature of reaction mass steam or hot water circulation control by Shift chemist & shift in charge will monitor periodically Using proper equipment with proper pressure control system & Nitrogen for filtration purpose Doing leakage test before start unit operation to avoid spill and leakage Periodical preventive maintenance available to ensure pressure gauges and Temp sensor working and control valves working properly Fire extinguisher and Fire hydrant ,Fire balls available to control fire Spill control system available to control spill	**3**	**1**	**Low**	1. Effective Training to be provided. 2. Fire detection, alarm system 3. Work area monitoring and VOC and LEL

5	Charging of solvents	Spillage Exposure Static fire Hazard	Slip trip fall injuries Facility loss Product loss Occupational injuries	4	3	**High**	To monitor pressure dedicated pressure gauge are available Vent is keeping open condition to avoid pressure build up in system Temperature indicator available to control temperature Based on temperature of reaction mass steam or hot water circulation control by Shift chemist & shift in charge will monitor periodically Using proper equipment with proper pressure control system & Nitrogen for filtration purpose Doing leakage test before start unit operation to avoid spill and leakage Periodical preventive maintenance available to ensure pressure gauges and Temp sensor working and control valves working properly Fire extinguisher and Fire hydrant ,Fire balls available to control fire Spill control system available to control spill Earthing bonding continuation available	**4**	**1**	**Medium**	1. Fire detection, alarm system 2. Work area monitoring and VOC and LEL
6	Handling gases & Gas purging to Reaction mass	Spillage Exposure Static fire Hazard Explosion	Facility loss Product loss Business continuity Interruptions Occupational injuries	3	3	**Medium**	Dedicated gas cylinder storage facility available at site Regular using plant Nitrogen for blanketing If required using Nitrogen gas cylinder for blanketing based on product sensitivity Gas cylinder manifold ,pressure gauges, gas regulators available to handle gas flow During gas purging contentiously monitoring gas flow and pressure by shift chemist till completion of activity	**2**	**1**	**Low**	1. Effective Training to be provided.
7	Dispensing of Liquid RM	Spillage Exposure Static fire Hazard	Slip trip fall injuries Facility loss Product loss Occupational injuries	3	3	**Medium**	To monitor pressure dedicated pressure gauge are available Vent is keeping open condition to avoid pressure build up in system Temperature indicator available to control temperature Based on temperature of reaction mass steam or hot water circulation control by Shift chemist & shift in charge will monitor periodically Using proper equipment with proper pressure control system & Nitrogen for filtration purpose Doing leakage test before start unit operation to avoid spill and leakage Periodical preventive maintenance available to ensure pressure gauges and Temp sensor working and control valves working properly Fire extinguisher and Fire hydrant ,Fire balls available to control fire Spill control system available to control spill	**3**	**1**	**Low**	Periodically Required to check existing controls and practices Scope to have flow control for solvents pumping from day tank to Reactors & ware house to reactor Reactor solvent dispensing pipe required to extend up to reactor walls to avoid static discharge (J pipe or Dipleg)
8	Charging & Addition of Acidic RMs	Spillage Exposure Corrosion of Equipment's	Slip trip fall injuries Facility loss Product loss Occupational injuries	3	3	**Medium**	Using work dedicated personal protective equipment's to control occupation Hazards Trained employees handling to safe activity completion Facility compatibility and facility selection process ensure safety of materials and equipment ,facility compatibility Online Air breathing system available Dedicated scrubbing system & exhausting system available to control fumes	**3**	**1**	**Low**	1) Separte plat form to be develop up to manhole to check total tank condition
9	Temperature rising and Maintaining of reaction mass after Acidic liquid RMs addition& maintain production process	Exposure Fire Occupational exposure	Slip trip fall injuries Facility loss Product loss Occupational injuries	3	3	**Medium**	controlled addition doing based on Reaction mass temperature Dedicated pressure gauges & temperature sensor available to monitor pressure and temperature Trained chemist monitoring system conteniouslyand periodically noting parameters in BPR , Chemist will take control measures if found excess process parameter Condenser vent kept open to atmosphere contentiously to avoid pressure build up in system Dedicated scrubber and spot exhaust system available control fumes	3	1	**Low**	

10	Reaction mass in process sample collection at -30 & and at210 °c	Spillage Exposure Corrosion of Equipment's Fire	Slip trip fall injuries Facility loss Product loss Occupational injuries Business continuation issues	2	3	**Low**	Sample collection by using sample collection Rad Spot exhauster system available to control fumes during sample collection Employees using activity bases personal protective equipment's Activity handle by trained employees Spill control kit available to control spill Fire extinguisher & Fire hydrant and fire balls available to control fire Sample collection from reaction mass storage tanks , Sample collection port available No sampling for hydrogenation reactions	2	1	**Low**	
11	uenching of Reaction ma	Spillage Exposure Corrosion of Equipment's Fire	Slip trip fall injuries Facility loss Product loss Occupational injuries Business continuation issues	3	2	**Medium**	Preparing quenching mass in safe method & preparing based on R&D Provided data Controlled addition to control mass temperature and pressure Based on process product mass adding to quenching mass to avoid incidents and accidents Sufficient Colling system and condensing system available Dedicated temperature and pressure gauges available to monitor process parameters	3	1	**Low**	1)All water media chemicals are using no major hazard for quenching 2)Required to review in HAZOP Study .
12	Layer separation	Spillage Exposure Corrosion of Equipment's Static Fire	Slip trip fall injuries Facility loss Product loss Occupational injuries	4	3	**High**	Collecting in cleaned layer separation tank Control valves available to control flow of reaction mass Activity carried out by trained employees Level indicators available to monitor level of Separation tank Leakage checking before start operation	4	1	**Medium**	1. Effective Training to be provided. 2. Fire detection, alarm system
13	Distillation	Spillage Exposure Corrosion of Equipment's Static Fire	Slip trip fall injuries Facility loss Product loss Occupational injuries	4	3	**High**	Nitrogen blanketing & Temperature and pressure gauges available to monitor process parameters Dedicated distillation collection tank available Utilities available to control reaction mass temperature and condensation	4	1	**Medium**	1. Fire detection, alarm system 2. Work area monitoring and VOC and LEL
14	Strip outs	Spillage Exposure Corrosion of Equipment's Static Fire	Slip trip fall injuries Facility loss Product loss Occupational injuries	3	3	**Medium**	Nitrogen blanketing & Temperature and pressure gauges available to monitor process parameters Dedicated distillation collection tank available Utilities available to control reaction mass temperature and condensation	3	1	**Low**	NA
15	Degassing	Spillage Exposure Corrosion of Equipment's	Facility loss Product loss Occupational injuries	3	3	**Medium**	Maintain sufficient safe place reactor to carried out reaction and accommodate gas generated during production process Dedicated scrubbing system available to control gas generated during reaction Vents kept open condition to avoid gas accumulation during reaction Gas to Gas reaction not planned	3	1	**Low**	1) Scope to have production block in side vents to be connected to scrubber followed by carbon absorption bed
16	After degassing, Solvent charging for Isolation and reactor starting	Spillage Exposure Static Fire	Facility loss Product loss Occupational injuries	3	3	**Medium**	1) Earthing bonding continuation & checking system available 2) Nitrogen blanketing available to avoid fire incident 3)Control addition method following to control reaction mass process parameters	2	1	**Low**	
17	Before centrifugation, distillation reactor bottom Chock removal under abnormal conditions	Spillage Exposure Static Fire	Facility loss Product loss Occupational injuries	3	3	**Medium**	1) Using vacuum or Nitrogen pressure to remove Chowk materials	2	1	**Low**	
18	Mass feeding into Centrifugation (Heavy crystalline material and fine material)	Static fire Spillage	Product loss Occupational injuries	3	3	**Medium**	1)Using control valves to control flow 2) Using vacuum or Nitrogen pressure to remove Chock materials 3) Using sufficient dia of pipe line to avoid flow of Product 4) Maintain sufficient nitrogen pressure to avoid product Chock	2	1	**Low**	
19	Centrifuge bag lifting through lodder	Spillage Exposure Static Fire	Facility loss Product loss Occupational injuries Fire	3	3	**Medium**	1)Using proper load baring lifting equipment which is controlled by operators 2) Using proper hooks to control load to avoid material fall incident 3) Activity Operating by trained employees 5) Periodical preventive maintenance schedule available control equipment abnormal function	2	1	**Low**	

20	Wet lumps breaking	Spillage Exposure Static Fire	Product loss Occupational injuries Fire	3	3	**Medium**	1) Employees using activity based personal protective equipment's 2) Activity performing by trained employees 3) Sufficient ventilation and lighting available to perform activity safely 4) Spill control kit and fire hydrant and fire extinguisher and fire balls available to control fire & spill	3	1	**Low**	1) Scope to check periodically existing controls
21	Wet material loading to drying systems	Spillage Exposure Static Fire	Facility loss Product loss Occupational injuries Fire	3	2	**Medium**	1)Using proper equipment to shift and load material sin to drying system by trained operator with adequate personal protective equipment's 2)Keeping equipment clean and drying properly before loading in to system 3) Following nitrogen blanketing	3	1	**Low**	1) Scope to check periodically existing controls
22	Drying of wet material	Spillage Exposure Static Fire	Fire Product loss Occupational injuries Fire	4	2	**Medium**	1) Temperature sensor and interlock between hot water circulation and temp sensor available to control temperature 2)Employees handle activity by using activity based personal protective equipment's 3)Fire hydrant and Fire extinguisher and Fire balls available to control fire 3) Nitrogen blanketing using to crack vacuum& during removing materials	3	1	**Low**	1) Effective training to be provided. 2)Required to review in HAZOP Study.
23	Unloading the dried material	Fire due to unloading into Poly bags and static	Fire Product loss Occupational injuries Fire	4	2	**Medium**	1) Product hazard based personal protective equipment using 2)Unloading material after reaching ambient temperature 3)unloading started after Vacuum releasing with nitrogen	3	1	**Low**	1) periodically required to check existing practices and Controls effectiveness
24	Milling the semi & Final dried material	Spillage Exposure Static Fire	Fire Product loss Occupational injuries Fire Business continuation issues	3	2	**Medium**	1) Contentious earthing bonding system available to control static energy 2) Fire balls and fire extinguishers ,Fire hydrant system available to control fire	2	1	**Low**	
25	Neutralization and collection and packing of Hazardous waste material and Spent MLS	Spillage Exposure Static Fire	Fire Product loss Occupational injuries Fire	3	2	**Medium**	1)Collecting Hazardous waste in compatible packing materials with adequate personal protective equipment by trained employees 2) Monitoring activity by chemist contentiously 3) Spot exhaust system available to controls fumes 4) AHU System available to maintain clean air at work place 5) Dedicated hazardous waste storage facility available ,Faculty maintained by dedicated environment team round the clock	2	1	**Low**	1) periodically required to check existing practices and Controls effectiveness
26	Reactors Cleaning& Confined vessel entry and work at Height	Spillage Exposure Static Fire	Fire Product loss Occupational injuries Fire	3	3	**Medium**	1) Following work permit system and lock out and tag out system for safe cleaning of Reactors 2)Employees handle activity by using activity based personal protective equipment's 3) Activity monitoring by supervisor contentiously and safety team till completion of work 4) Using Safety belts and Checking work place LEL ,02 level and H2S Levels allowed employees after proper oxygen levels at work place	3	1	**Low**	1) Scope to have Tripod to manage emergency evacuation from Reactor 2) periodically required to check existing practices and Controls effectiveness
27	Addition tanks cleaning Transfer line cleaning Centrifuge cleaning	Spillage Exposure Static Fire Fall incident	Fire Product loss Occupational injuries Fire	4	2	**Medium**	1) Employees using activity based personal protective equipment's 2) Activity performing by trained employees 3) cleaning solution collecting in close loop 4) Spill control kit available to control spill 5) Fire extinguisher ,Fire hydrant and fire balls available to control fire	3	1	**Low**	1) periodically required to check existing practices and Controls effectiveness
28	Miller& pulvarizer equipment handling&PCO cleaning	Spillage Exposure Static Fire Fall incident	Spillage Exposure Static Fire Fall incident	3	3	**Medium**	1) Employees using activity based personal protective equipment's 2) Activity performing by trained employees 3) cleaning solution collecting in close loop 4) Spill control kit available to control spill 5) Fire extinguisher ,Fire hydrant and fire balls available to control fire	2	1	**Low**	1) periodically required to check existing practices and Controls effectiveness

29	Product containers cleaning	Spillage Exposure Static Fire Fall incident	Spillage Exposure Static Fire Fall incident	2	2	**Medium**	1) Employees using activity based personal protective equipment's 2) Activity performing by trained employees 3) cleaning solution collecting in close loop 4) Spill control kit available to control spill 5) Fire extinguisher ,Fire hydrant and fire balls available to control fire	3	1	**Low**	
30	Product used Filters cleaning	Spillage Exposure Static Fire Fall incident	Spillage Exposure Static Fire Fall incident	3	3	**Medium**	1) Employees using activity based personal protective equipment's 2) Activity performing by trained employees 3) cleaning solution collecting in close loop 4) Spill control kit available to control spill 5) Fire extinguisher ,Fire hydrant and fire balls available to control fire	2	1	**Low**	
31	Pharma material used poly bag cleaning	Spillage Exposure Static Fire Fall incident	Spillage Exposure Static Fire Fall incident	4	2	**Medium**	1) Employees using activity based personal protective equipment's 2) Activity performing by trained employees 3) cleaning solution collecting in close loop 4) Spill control kit available to control spill 5) Fire extinguisher ,Fire hydrant and fire balls available to control fire	3	1	**Low**	
32	Reactor refluxed solvent unloading and transfer to yard	Spillage Exposure Static Fire Fall incident	Spillage Exposure Static Fire Fall incident	3	3	**Medium**	1) Using close loop and compatible drums to unloading spent mls 2) Transfer safely to Environment department for safe disposal	2	1	**Low**	
33	Utility breakdown during reaction Distillation	Spillage Exposure Fire	Spillage Exposure Occupational Injury Facility loss Business continuity Issues	4	3	**Medium**	1) Pressure gauges And Temperature gauges available to monitor utility supply to production blocks 2) Monitoring Process parameters contentiously by chemist and shift in charges if any abnormality found in process parameters will take adequate action Immediately 3) Utility preventive maintainece schedule available to prevent break down 4) Control additions system following based on process parameters	3	1	**Low**	1) periodically required to check existing practices and Controls effectiveness 2) Utility breakdown alarams required.
34	Reactor abnormal sound observing form inside the reactor during process	Spillage Exposure Fire	Spillage Exposure Occupational Injury Facility loss Business continuity Issues	3	2	**Medium**	1) Periodical preventive maintenance schedule available 2) Using standard equipment's to avid sudden shutdown 3) Alternative equipment available to transfer materials if Shut down existing equipment	2	1	**Low**	1) Scope to have Product process safety data.
35	Centrifuge Handling	Spillage Exposure Fire	Spillage Exposure Occupational Injury Facility loss Business continuity Issues	3	3	**Medium**	1) Product hazard based personal protective equipment using 2) Available Up dated Material safety data sheets 3) R&D team & Technology Transfer team monitoring batch initiation process along with Production team 4)facility selection criteria following for safe batch execution 5) Following product base detoxification methods to detoxify waste 6)R&D development base product process parameters are following thorough BPR 7) Electrical controls lik MCB & ELCB system availbale to control excess load on system due to abnormality. 8) Interlock system is available.	4	1	**Low**	1) Scope to have Product process safety analysis data and facility selection base on toxicology data 2)Periodical employees health check up on based product toxicology 3) Found using hydralic system to open centrifuge parts for cleaning and Bag loading scop to have standard seconday guard as secondary protection to avoid fall incident on employees in case of Pneumatic system failure
36	Handling ANFD	Spillage Exposure Fire	Spillage Exposure Occupational Injury Facility loss Business continuity Issues	4	2	**Medium**	1) Dedicated Facility availble to handle System 2) Equipment handling by using all required personal protective equipments 3)All trained operators handling equipment safely 4) Interlock system is available.	3	1	**Low**	1)Existing safety control monitoring required periodically
37	Handling PNFD	Spillage Exposure Fire	Spillage Exposure Occupational Injury	4	2	**Medium**	1) Following safe procedure for handling and dispsoal 2) Employee using activity based perosnal protective equipments	3	1	**Low**	1)Existing safety control monitoring required periodically

38	Handling Pulvarizer	Spillage Exposure Fire	Spillage Exposure Occupational Injury	3	3	**Medium**	1) Following safe procedure for handling and dispsoal 2) Employee using activity based perosnal protective equipments	3	1	**Low**	1)Existing safety control monitoring required periodically
39	Handling Sifter	Spillage Exposure Fire	Spillage Exposure Occupational Injury	3	2	**Medium**	1) Following safe procedure for handling and dispsoal 2) Employee using activity based perosnal protective equipments	2	1	**Low**	1)Existing safety control monitoring required periodically
40	Handling Biopolar system	Spillage Exposure	Spillage Exposure Occupational Injury	3	3	**Medium**	1) Following safe procedure for handling and dispsoal 2) Employee using activity based perosnal protective equipments	3	1	**Low**	1)Existing safety control monitoring required periodically
41	Handling Ion Exchage system	Spillage Exposure	Spillage Exposure Occupational Injury	3	2	**Medium**	1) Following safe procedure for handling and dispsoal 2) Employee using activity based perosnal protective equipments	2	1	**Low**	1)Existing safety control monitoring required periodically 2) Ammonia vapor adour to be control.
42	Prodcut change over cleaning using methanol	Spillage Exposure Fire	Spillage Exposure Occupational Injury, Process interuption , Fire & bun injury	4	3	**High**	1) Following safe procedure for handling and dispsoal 2) Employee using activity based perosnal protective equipments 3) Uasing earthing bonding continuity & Using SS Buckets to shift matierals from one palce to other place 4) Reactors having double earthing bonding system , 5) Earth pits are monitoring contenious 6) Transfering containers with lid (SS Make) using for storing and shfiting of methnol for PCO Cleaning	4	1	**Medium**	1. Effective Training to be provided. 2. Fire detection, alarm system 3. Work area monitoring and VOC and LEL
43	Handling of Ammonia Gas cylinders	Fall of gas cylinder Leakage of gas from gas cylinders	Ammonia leakage , Cold burns Exposure Occupational Hazard Process interruption Fire & Medical treated or fatal Incident	4	3	**High**	1)Using fork list with trained employees handling activity 2) Maintaining good house keeping to avoid slip trip fall incident 3) Fork lit having periodical preventive maintenance 4) Gas cylinders are having periodical pressure testing certificates 5)lifting minimum safe height to avoid fall incident & consequeses to fall incident 6)Adequate designed chain pulley with hooks to avoided shift gas cylinder towards gas cylinder usage facility	4	1	**Medium**	1. Effective Training to be provided. 2. Fire detection, alarm system 3. Work area monitoring and VOC and LEL
44	Hot oil circulation system in utility area.	Spillage ,leakage,heat dissipation,highl y body injuries.	Burn skin, incase of direct contact with high temperature surafe in body, slip and fall, Enviorment pollution,	5	4	**Extreme**	Display boards arranged as HOT SURFACE AREA DO NOT TOUCH to identify that high temperute equipments from rest of the equipments. Use proper PPE kits . Personal are trained to operate the hot oil system.if any leakage use proper tools to arrest. All pipelines are should be insulated properly. working area to be monitoring by trined person.	4	1	**Medium**	1) Effective training to be provided. 2) Proper PPE kit to be used. 3) Suitable gaskets to be used.

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Sign: 25/05/23	Sign: 25/05/23	Sign: 26/05/23

Severity Criteria for Occupational Health & Safety Hazards Severity of Consequence (Scale 1 = Least severe to Scale 5 = Most severe)				
1-Insignificant	**2-Minor**	**3-Moderate**	**4-Major**	**5-Catastrophic**
Work-related first aid case (e.g.: very small cut)	Work-related medical treatment case (e.g.: small cut Injury needs medical assistance)	Work-related restricted work case (e.g.: very small cut Injury led to stop the work)	Work-related lost day case (E.g.: Fractures)	Work-related fatality or disability. (e.g., Death or loss in body part)

Severity Criteria for Environmental Aspects Severity of Consequence (Scale 1 = Least severe to Scale 5 = Most severe)				
1-Insignificant	**2-Minor**	**3-Moderate**	**4-Major**	**5-Catastrophic**
Negligible on-site environmental impact (low significance). e.g., a minor spill easily containable.	Onsite local environmental impact (containable) (low significance). e.g., Few minor spills, easily containable.	On-site environmental impact (containable), may attract attention of statutory authority (medium significance). e.g., a moderate spill requiring containment actions.	On-site/Off-site environmental impact (containable), may lead to statutory notice/fines (high significance). e.g., a moderate spill requiring immediate containment actions on-site by ERTs.	On-site/Off-site significant environmental impact (not easily recoverable) may lead to significant fines, prosecutions and business interruption (extreme significance). e.g., a major spill which needs immediate containment actions for both on-site/off-site by ERTs/external agencies.

Ratings for Likelihood Likelihood of Occurrence (Scale 1 = Least likely to Scale 5 = Most likely)				
1-Rare	2-Unlikely	3-Occasional	4-Frequent	5-Certain
May occur but only in rare circumstances (e.g., once in twenty years)	Unlikely to occur but could happen (e.g., once in ten years)	Possible and likely to occur at some time (e.g., once in five years)	Likely to occur frequently (e.g., once in a year)	Almost certain to occur (e.g., more than one time in a year)

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Shilpa Pharma Lifesciences Limited, Unit 2

Plot No: 33, 33A & 40-47, Raichur Industrial Growth Centre, Chicksugur 584134, Raichur, Karnataka, India

RISK SUMMARY

AO-AO7-Block	Summary of HIRA				Summary of EAIA			
Risk/Opportunity Rating	Worst Case Impacts		Residual Impacts		Worst Case Impacts		Residual Impacts	
	No	%	No	%	No	%	No	%
Opportunity	0	0	0	0	0	0	0	0
Extreme	1	3	0	0	0	0	0	0
High	6	17	0	0	1	17	0	0
Medium	27	77	7	20	4	67	1	17
Low	1	3	28	80	1	17	5	83
TOTAL	35	100	35	100	6	100	6	100

Note: HIRA: Hazard Identification & Risk Assessment, EAIA-Environmental Aspects-Impacts Assessments. Worst Case Risk/Impact: Prior to implementation of existing control measures. Residual Risk/Impact: After effective implementation of existing and additional control measures.

Risk/Impact Level	Risk/Impact Acceptability	Actions Based on Risk/Impact Levels
Low	Ensure controls	Additional controls may be considered as improvement opportunities. An annual review is needed to ensure that the risk levels assigned are not increased over time. Monitor effectiveness of existing controls.
Medium	Must ensure controls	Additional controls for improvement opportunities. Department head's attention is required to maintain the risk levels at this level and not to increase over time. Monitor effectiveness of existing controls.
High	Must act	High risk level must be reduced by implementing additional risk controls before work commences. The High risk shall be controlled by using substituted/engineering controls before commencing work. Department head's intervention is required before commencing work.
Extreme	Cannot accept	The Extreme risk should be avoided as far as possible. If avoidance is not possible. control the Extreme risk by using substituted and engineering controls before commencing work. Site management's intervention is required before commencing work.

Prepared By	Cheked By	Approved By
Name::K. Ananda (Dy.Manager)	NameLokeswara Duthala (Sr. Manager)	Name: R Elangovan (DGM-EHS)
Sign: K. Ananda 25/05/23	Sign: 25/05/23	Sign: R. E 26/05/23

Shilpa Pharma Lifesciences Limited, Unit 2
Plot No: 33, 33A & 40-47, Raichur Industrial Growth Centre, Chicksugur 584134, Raichur, Karnataka, India

RISK SUMMARY OF PLANT-ANNEXURE-III

All Departments	Summary of HIRA				Summary of EAIA			
Risk/Opportunity Rating	Worst Case Impacts		Residual Impacts		Worst Case Impacts		Residual Impacts	
	No	%	No	%	No	%	No	%
Opportunity	0	0	0	0	2	1	2	1
Extreme	12	3	0	0	0	0	0	0
High	116	28	0	0	26	19	0	0
Medium	232	56	156	37	78	57	19	14
Low	57	14	261	63	32	23	117	85
TOTAL	417	100	417	100	138	100	138	100

Note: HIRA: Hazard Identification & Risk Assessment, EAIA-Environmental Aspects-Impacts Assessments, Worst Case Risk/Impact: Prior to implementation of existing control measures. Residual Risk/Impact: After effective implementation of existing and additional control measures.

Risk/Impact Level	Risk/Impact Acceptability	Actions Based on Risk/Impact Levels
Low	Ensure controls	Additional controls may be considered as improvement opportunities. An annual review is needed to ensure that the risk levels assigned are not increased over time. Monitor effectiveness of existing controls.
Medium	Must ensure controls	Additional controls for improvement opportunities. Department head's attention is required to maintain the risk levels at this level and not to increase over time. Monitor effectiveness of existing controls.
High	Must act	High risk level must be reduced by implementing additional risk controls before work commences. The High risk shall be controlled by using substituted/engineering controls before commencing work. Department head's intervention is required before commencing work.
Extreme	Cannot accept	The Extreme risk should be avoided as far as possible. If avoidance is not possible, control the Extreme risk by using substituted and engineering controls before commencing work. Site management's intervention is required before commencing work.

Prepared By	Cheked By	Approved By
Name:Vijay kumar N (Eng)	Name:S Shanmukha Rao(Jr Executive)	Name: R Elangovan (DGM-EHS)
Sign: 29/05/23	Sign: 29/05/23	Sign: 31/05/23

SHIVA
Part of the Cotecna Group

SHIVA ANALYTICALS (INDIA) PRIVATE LIMITED
Plot No. 24D(P) & 34D, KIADB Industrial Area, Hoskote, Bangalore - 562 114. Karnataka, India
Tel : +91-80-2801 5333 Email : info@shivaanalyticals.com Website : www.shivaanalyticals.com
CIN : U24230KA1994PTC125297 | GSTIN : 29AACCS8434K1ZV

Test Report (Materials)			
Product / Material Name: Axitinib			
Sample Reference Name:	**Axitinib**		
Sample ID:	-		
Discipline	Chemical	**Contract Agreement/Test Report No.**	02221012008445
Group	-	**QID**	022223000266
Customer Name	SHILPA PHARMA LIFESCIENCES LIMITED	**Date of Sample Collection**	--
Address	(A Subsidiary of Shilpa Medicare Limited Formerly Shilpa Corporate Holdings Private Limited) Plot # 33, 33A & 40 to 47, Raichur Growth Centre, Chicksugar Village Raichur -584134 INDIA	**Date of Receipt**	12-OCT-2022
Sample Reference No.	--	**Date of Registration**	12-OCT-2022
Batch No.	ATB4210009	**Date of Start of Analysis**	12-OCT-2022
PO / Reference No.	4550010173	**Date of End of Analysis**	21-OCT-2022
PO / Reference Date	28-SEP-2022	**Date of Issue of Report**	21-OCT-2022

Interpretations: The smallest amount of sample use for the determination of Minimum ignition temperature as per the standard, the instrument totally automatic, self-control, as per the instruments analysis results was showing, Sample is stable at ambient temperature, no explosion , it can be handled easily at the time of transportation, as per IEC GR-II, sample under T0 category, Class ST0, On the basis of the above results, we can classify dust explosive as below, Maximum explosion pressure 79 bar and maximum pressure rise 469 The sample having minimum ignition temperature 419 deg c, lies in between >400 deg c, under ST0 group, No explosion characteristics, product safely can handle at the time of transportation, storage can be done at standard temperature 20-25 deg c

The above samples were examined as detailed below and the following results obtained.

Sr.no	Lab code	Client Sample ID	Test Protocol.	Test Method	Specification	Result	Unit
1	1261	AXITINIB Batch No - ATB4210009	P Max	ASTM E 1226			
2			Minimum Explosive Pressure			79	Bar
3			Minimum rate of pressure rise(dp/dt)			469	Bar/3
4			Deflagration Index(DI),kst	ASTM D 1226		182	Bar-m/s
5			Minimum Ignition energy (MIE)	ASTM E 2019		74	MJ
6			Minimum Explosive Concentration(MEC)	ASTM E 1515		70	g/m3
7			Minimum Ignition Temperature(MIT) cloud	ASTM E 1491		418	Deg c
8			Explosive Severity(ES)	IEC GR-II		1.2	..
9			Ignition Severity(IS)			4	..
10			Dust explosive class	IEC GR-II		Classifications	
11			Class	ST-0	ST-1	ST-2	ST-3
12			IEC Group	>400 deg c	400-300 deg c	300-200 Deg c	deg c
13			Range	No explosion	Weak explosion	Moderate Explosion	Explosive
14			Grade	T0	T1	T2	T3
15			Dust explosive class	Class ST0	T0	No explosion Nature	

Authorized Signatory	Alagesan.K (DGM-Materials)	
Authorized On	21-OCT-2022	
Printed by: Krishne.Gowda	**Printed on: 21-OCT-2022**	
Copy No.: 1	Page No.: 1 of 1	
Format No.F/SAIL/7.1/08		

SHIVA ANALYTICALS (INDIA) PRIVATE LIMITED Authorized Signatory (Emp. ID. 588)

SHIVA
Part of the Cotecna Group

SHIVA ANALYTICALS (INDIA) PRIVATE LIMITED
Plot No. 24D(P) & 34D, KIADB Industrial Area, Hoskote, Bangalore - 562 114. Karnataka, India
Tel : +91-80-2801 5333 Email : info@shivaanalyticals.com Website : www.shivaanalyticals.com
CIN : U24230KA1994PTC125297 | GSTIN : 29AACCS8434K1ZV

Test Report (Materials)			
Product / Material Name: Lenvatinib Mesylate			
Sample Reference Name:	**Lenvatinib Mesylate**		
Sample ID:	-		
Discipline	Chemical	**Contract Agreement/Test Report No.**	02221012008446
Group	-	**QID**	022223000266
Customer Name	SHILPA PHARMA LIFESCIENCES LIMITED	**Date of Sample Collection**	--
Address	(A Subsidiary of Shilpa Medicare Limited Formerly Shilpa Corporate Holdings Private Limited) Plot # 33, 33A & 40 to 47, Raichur Growth Centre, Chicksugar Village Raichur -584134 INDIA	**Date of Receipt**	12-OCT-2022
Sample Reference No.	--	**Date of Registration**	12-OCT-2022
Batch No.	LNT4220006	**Date of Start of Analysis**	12-OCT-2022
PO / Reference No.	4550010173	**Date of End of Analysis**	21-OCT-2022
PO / Reference Date	28-SEP-2022	**Date of Issue of Report**	21-OCT-2022

Interpretation: **The smallest amount of sample used for the determination of Minimum ignition temperature as per the standard, the instrument totally automatic, self-control, as per the instruments analysis results was showing, Sample is stable at ambient temperature, no explosion, it can be handled easily at the time of transportation. as per IEC GR-II, sample under T0 category, Class ST0, On the basis ofthe above results, we can classify dust explosive as below Maximum explosion pressure 72 bar and maximum pressure rise 489**

The sample having minimum ignition temperature 421 deg c, lies in between >400 deg c, under ST0 group,No explosion characteristics, product safely can handle at the time of transportation, storage can be done at standard temperature 20-25 deg
The above samples were examined as detailed below and the following results obtained.

S No	Lab code	Client Sample ID	Test Protocol.	Test Method	Specification	Result	Unit
1	1260	LENVATINIB MESYLATE Batch No- LNT 4220006	P Max	ASTM E2206			
2			Minimum Explosive Pressure			72	Bar
3			Minimum rate of pressure rises(dp/dt)			489	Bar/3
4			Deflagration Index(DI)	ASTM D 1226		186	Bar-m/s
5			Minimum Ignition energy (MIE)	ASTM E 2019		78	MJ
6			Minimum Explosive Concentration(MEC)	ASTM E 1515		68	g/m3
7			Minimum Ignition Temperature(MIT) cloud	ASTM E1491		421	Deg c
8			Explosive Severity(ES)	IEC GC -II		1.4	--
9			Ignition Severity(IS)			4	--
10			Dust explosive class	IEC GC -II		Classifications	
11			Class	ST-0	ST-1	ST-2	ST-3
12			IEC Group	>400 deg c	400-300 deg c	300-200 Deg c	deg c
13			Range	No explosion	Weak explosion	Moderate Explosion	Explosive
14			Grade	T0	T1	T2	T3
15			Dust explosive class	Class ST0	T0	No explosion Nature	

Authorized Signatory	Alagesan.K (DGM-Materials)
Authorized On	21-OCT-2022
Printed by: Krishne.Gowda	**Printed on: 21-OCT-2022**
Copy No.: 1	Page No.: 1 of 1
Format No.F/SAIL/7.1/08	

SHIVA ANALYTICALS (INDIA) PRIVATE LIMITED ★ Authorized Signatory (Emp. ID. 588)

SHILPA PHARMA LIFESCIENCES LIMITED (UNIT-2)

ANNEXURE – XXV

INTERNAL AUDIT CHECKLIST FOR ENVIRONMENTAL

Document Reference No.: SOP/U-2/EHS/GEN/026 Page 1 of 2 01

Sl. No.	Description	Observation(Yes/No)	Remarks
1.	Is total Electrical energy consumption is monitored monthly?	Yes	NA
2.	Are Scope 1 GHG Emissions monitored regularly?	Yes	NA
3.	Are Scope 2 GHG Emissions monitored regularly?	Yes	NA
4.	Are Scope 3 GHG Emissions monitored regularly?	Yes	NA
5.	Is Reducing Energy Consumption Intensity checked regularly?	Yes	NA
6.	Is Reducing GHG Emission Intensity checked regularly?	Yes	NA
7.	Is Water Consumption monitored regularly?	Yes	NA
8.	Is Regular Air Quality Monitored regularly?	Yes	NA
9.	Is there a waste management policy in place for the API development process?	Yes	NA
10.	Dyke drainage valves are in open condition?	No	NA
11.	Is any leakage from dyke walls?	No	NA
12.	Ensure there is no spillage of solvents in manufacturing areas?	Yes	NA
13.	Is there a process in place to dispose of expired products in an environmentally friendly manner?	Yes	NA
14.	Is there a procedure in place for the proper disposal of distillation residues?	Yes	NA
15.	Is there a procedure in place for the proper disposal of spent catalysts	Yes	NA
16.	Are there any measures in place to minimize the generation of spent carbon?	Yes	NA
17.	Are the effluent discharge parameters monitored regularly?	Yes	NA
18.	Are all waste-related incidents being reported and documented?	Yes	NA
19.	Ensuring Minimizing Waste to Landfill?	Yes	NA
20.	Update Legal Compliance Evaluation Register	Yes	NA
21.	Ensure Department wise HIRA and EAIA are available?	Yes	NA
22.	Ensure Risk Assessment of Health & Safety Impacts of Products has been performed?	Yes	NA

SHILPA PHARMA LIFESCIENCES LIMITED (UNIT-2)

ANNEXURE – XXV

INTERNAL AUDIT CHECKLIST FOR ENVIRONMENTAL 01

Document Reference No.: SOP/U-2/EHS/GEN/026 Page 2 of 2

Audit Findings:

Name of the Department: EHS Department

Date of Internal audit: 18/03/24

S.No	Audit Findings and Observations	Category M/Min/C/R
1		
2		
3		
4	NA	
5		
6		
7		

18/03/24

Note: Depending on the nature and criticality w.r.t. EHS requirements, observations can classify as Critical, Major, Minor and Recommendation.

M : Major
Mn : Minor
C : Critical
R : Recommendation

Internal Auditors:

Name:	Signature:
Dhanshetti. P.R	18/03/24
Manjunatha. D.N	18/03/24
CH. Nagababu	18/03/24
NA	NA
NA	NA

Auditee:

Sign & Date: 18/03/24 18/03/24

18/03/24

Shilpa Pharma Lifesciences Limited Unit-II

SAFETY COMMITTEE MEETING

SCHEDULE FOR THE YEAR – 2024

S.NO	TITLE	PROPOSED DATE	REMARKS
01	Safety Committee Meeting -- 1	March - 2024	Scheduled
02	Safety Committee Meeting -- 2	June-2024	Scheduled
03	Safety Committee Meeting -- 3	September-2024	Scheduled
04	Safety Committee Meeting -- 4	December-2024	Scheduled

Signature of Coordinator : R. Elangovan

Date : 17/01/24

Signature of Chairman :

Date : 17/01/24

CIRCULAR

This is here by inform to all safety committee members, safety committee number on - **01/24** Meeting to be held on **19.03.2024 @ 11:00 AM** in Conference hall, All are requested attend without fail.

Signature of Coordinator: R.M

Date: 15/02/24

Signature of Chairman:

Date: 15/03/24

Shilpa Pharma Life Sciences Limited Unit-II

SAFETY COMMITTEE MEMBERS

S.No	Name	Designation	Position
1.	K H Honneshaiah	Head Operations	Safety Advisor
2.	K.Sharath Reddy	Director	Chairman
3.	R Elangovan	DGM-EHS	Coordinator
4.	Jayakumar Kotwal	GM-Engineering	Secretory
5.	Govindappa galagali	AGM-Production Non-Onco	Member
6.	Aravind Singh	DGM-HR	Member
7.	Shaikh B H	Jr. Executive-EHS	Member
8.	DP.Singh	AGM-PBC	Member
9.	K. Ramakrishna	Shift In charge-EHS	Member
10.	Sasidhar Avula	Manager-PBE	Member
11.	Sandeep V G	Sr. Engineer	Member
12.	Linga Reddy	Sr. Assistant	Member
13.	G. Subramanyam Reddy	Sr. Executive	Member
14.	D.V. Subbareddy	Sr. Executive	Member
15.	K. Rajasekhar Reddy	Sr. Executive	Member
16.	Shivappa	Sr. Electrician	Member
17.	Ahmed Pasha	Assistant	Member
18.	G. Nagarjuna	Shift In charge	Member
19.	Dhanshetti P R	Ass. Manager	Member
20.	Vaibhav vilas deshpande	Executive	Member
21.	Gopalam Sridhar	Executive	Member
22.	Mallikarjun	Executive	Member
23.	Arun Chawan	Dy Manejar	Member
24.	Pradeep	Sr. Chemist	Member
25.	Rajashekar Gaikwad	Dy Manejar	Member
26.	G. Venkatesh	Chemist	Member
27.	Naga Sai	Chemist	Member
28.	Jagadeesh	SS-Security	Member
29.	Shalam	Fitter	Member
30.	Moula	Helper	Member
31.	Vijay Kumar	Helper	Member
32.	Karan	Helper	Member
33.	Prabhu	Helper	Member
34.	Sharnappa	Helper	Member
35.	V. Swamy	Helper	Member
36.	Fakruddin	Helper	Member
37.	V. Basava	Helper	Member
38.	Nasser Pasha	Helper	Member
39.	Basavaraj	Helper	Member
40.	Srinivas	Sr.Fitter	Member

Signature of Coordinator:

Date : 15/03/24

Signature of Chairman:

Date: 15/03/24

Shilpa Pharma Lifesciences Limited, Unit-II

The Safety Committee Meeting number 01/24 Discussed following Points On 19/03/2024

1. Previous Meeting Minutes Status.

S. No	Point Discussed	Responsibility	Target	Status
1	Some Production block pump coupling Guard required	Mr. Jaya Kumar Kotwal	05.02.2024	Completed
2	All Block Second Spill Control Required	Mr. Shaikh B H	26.02.2024	Completed
3	MEE Plant painting required	Mr. Majeed	26.02.2024	Completed and ongoing activity
4	All production employee and worker given PPE awareness training is required.	All Block In charges	25.01.2024	Completed and ongoing activity
5	Arrange firefighting practical training to all employees and helper across the plant	Mr. R. Elangovan	25.02.2024	Completed
6	Equipment Earth plates are corroded in few areas to be replaced	Mr. Bharat Kumar	25.02.2024	Completed
7	Some Sand Bucket is Damaged replacement required.	Mr. R. Elangovan	02.01.2024	Completed
8	Wind sock replacement required.	Mr. R. Elangovan	20.02.2024	Completed
9	Air pressure suit replacement required all blocks	Mr. R. Elangovan	15.02.2024	Completed
10	Some production block staircase damaged replacement required.	Mr. Manjunatha D N	20.02.2024	Completed

2. Safety point discussed during safety committee meeting.

S. No	Name of the Initiator	Point Discussed	Responsibility	Target Date
1	Mr. Ahmed Pasha	Solvent yard all tank painting required.	Mr. Majeed	15.05.2024

2	Mr. Govindappa galagali	All block some Fire Extinguisher refiling and physical condition check.	Mr. K. Ramakrishna	16.05.2024
3	Mr. Sharnappa	All employee handling of hazardous chemical & handling & usage of PPE related training required.	Mr. R. Elangovan	17.05.2024
4	Mr. Naga Sai	All Scrubber maintenance required.	Mr. Manjunatha D N	18.05.2024
5	Mr. Srinivas	All eye & body shower to be serviced and new sand refiling & painting required to sand bucket.	Mr. K. Ramakrishna	20.05.2024
6	Mr. D.P Singh	Some block reactor rupture disc not available. (Need to require).	Jayakumar Kotwal	20.05.2024
7	Mr. K.Sharath Reddy	All department Conduct Daily tool box talk.	Respective block safety coordinator.	21.05.2024
8	Mr. K H Honneshaiah	Fire hoses have to be checked if any damaged hoses are found to be replaced.	Mr. K. Ramakrishna	22.05.2024
9	Mr. Shalam	Company premises garden maintenance required.	Mr. Swami	23.05.2024
10	Mr. D.V. Subbareddy	Earth jumpers to arrange all process pipe line which carries solvents.	Mr. Manjunatha D N	24.05.2024
11	Mr. Linga Reddy	Nearest Sulfuric acid tank spill control kit required.	Mr. R. Elangovan	30.05.2024

Signature of Coordinator: R. 24

Date: 19/03/24

Signature of chairman:

Date: 19/03/24

Innovating for affordable healthcare

SHILPA MEDICARE LIMITED

AGENDA OF 1st RISK MANAGEMENT COMMITTEE MEETING FOR THE FY 2023-24

11:00 A.M

16 SEPTEMBER 2023

THROUGH HYBRID MODE VIDEO / PHYSICAL

@

12-6-214/A-1, SHILPA HOUSE, HYDERABAD ROAD, RAICHUR – 584135, KARNATAKA

Innovating for affordable healthcare

AGENDA

SL. NO.	ITEMS	PAGE NOS.
1	To take note of attendance of members and grant leave of absence, if any	
2	To take note of the minutes of previous Risk Management Committee meeting held on 17 March 2023	
3	To deliberate on the Operational risks, ESG, R&D and Regulatory risk associated with the API business	
4	To deliberate on the Intellectual Property (IP) risks associated with the API & Formulations Business.	
5	To deliberate on the Geopolitical risks associated with the Company	
6	To deliberate on the Supplier Risks associated with the Company	
7	Any other business with the permission of Chair	

ITEM NO. 1

TO TAKE NOTE OF ATTENDANCE OF MEMBERS AND GRANT LEAVE OF ABSENCE, IF ANY.

The Committee may take note of the attendance of members via roll call and grant leave of absence to members who are unable to attend the meeting.

Regulation 21(3B) of SEBI (LODR) Regulations 2015 stipulates that the quorum for the meeting shall be either two members or one third of the members of the committee, whichever is higher, including at least one member of the board of directors in attendance.

After the roll call, the Chairperson or the Company Secretary shall inform the Committee about the names of persons other than the Committee members who are present for the said meeting at the request or with the permission of the Chairperson and confirm that the required quorum is complete.

ITEM NO. 2

TO TAKE NOTE OF THE MINUTES OF PREVIOUS RISK MANAGEMENT COMMITTEE MEETING HELD ON 17 MARCH 2023

The Minutes of the Meeting of the previous Risk Management Committee held on 17 March 2023 are enclosed and the same be considered for confirmation.

ITEM NO. 3

TO DELIBERATE ON THE OPERATIONAL RISKS, ESG, R&D AND REGULATORY ASSOCIATED WITH THE API BUSINESS

In line with the Risk Management Policy of the Company, **Mr. Sharath Reddy Kalakota – Whole Time Director** is requested to apprise the Committee on the operational risks, risk pertaining to Environmental, Social & Governance, Research & Development and Regulatory Risk associated with API business and process of handling the same.

The Committee is requested to deliberate on the same.

ITEM NO. 4

TO DELIBERATE ON THE INTELLECTUAL PROPERTY (IP) RISKS ASSOCIATED WITH THE API & FORMULATIONS BUSINESS.

In line with Risk Management Policy of the Company, **Mr. Vishwaprasad Varanasi – Head Global IPM** is requested to apprise the Committee on the risk associated with Intellectual Properties of the Company and the process of identifying, analyzing and responding to risk factors amongst others will be placed before the meeting for discussion.

The Committee is requested to deliberate on the same.

ITEM NO. 5

TO DELIBERATE ON THE GEOPOLITICAL RISK ASSOCIATED WITH THE COMPANY.

Pursuant to the provisions of Regulation 21 read with Schedule II Part D of SEBI (LODR) Regulations, 2015, the Committee is requested to deliberate on the Geopolitical Risk Associated with the Company and measures for mitigation including processes and systems for internal control.

In this regard, **Mr. V Prakash – Senior Vice President – Sales & Marketing** is requested to apprise the Committee on the same.

ITEM NO. 6

TO DELIBERATE ON THE SUPPLIER RISK ASSOCIATED WITH THE COMPANY.

In line with the Risk Management policy of the Company and in furtherance to the discussions held at the meeting dated 17 March 2023, **Mr. Ramnivas Lahoti - General Manager – Purchase & QC** is requested to apprise the Committee on Supplier risk faced by the Company and measures for risk mitigation including processes and systems for internal control.

In this regard the Committee is requested to review the Supplier Risk associated with the Company.

ITEM NO. 7

ANY OTHER BUSINESS WITH THE PERMISSION OF THE CHAIR

Committee may consider discussing any other business item with the permission of Chair.

Shilpa Pharma Lifesciences

Welcome to

Risk Management Committee

Brief Information of SPL

- Shilpa Pharma Lifesciences Ltd, Units 1 & 2 (SPL) are involved in handling of the Hazardous chemical processes, Potent Molecules & other Active Pharmaceutical Ingredients, Polymers & Intermediates.

- SPL has established required processes and putting its efforts to understand and manage the environmental aspect & impact assessment (EAIA), occupational health & safety (HIRA-Hazard Identification & Risk Assessment), process safety (HAZOP-Hazard & Operability) and industrial hygiene (QLEA/QNEA-Qualitative /Quantitative Exposure Assessment) related aspects/hazards arising out of its activities/products and manage the associated impacts/risks adequately to create business opportunities.

- Identification of Hazards & Risk Assessment is the ongoing Continual Process, & involves all the personnel to capture the Hazards in the day-to-day activities & assess the risks. The company follows the well accepted process to Identify the Hazards & assessment of the Risk – HIRA & is continually updated.
- Apart from the above SPL has implemented the Process Safety Management System & Industrial Hygiene Protocol to reduce the process safety and occupational exposure related risks.
- SPL has made the Business Continuity plan , Review the Risks & Control Measures available.

Brief Information of SPL

- SPL is having Certified Occupational Health & Safety Management System – ISO 45001:2018, Environmental Management System – ISO 14001:2015, Energy Management System – ISO 50001:2018 Social Accountability Management System SA8000:2014, apart from the Quality Management System ISO 9001:2015.

- SPL has implemented a process of compliance evaluations w.r.t. Environmental Laws, Factory act, Petroleum act, labour & welfare laws, The drugs & cosmetics Act. The legal Register with all applicable licenses & permits is Maintained & Reviewed quarterly.

- SPL is going for the assessment of Maturity of its Sustainability/ESG Management Systems established and implemented in the ECOVADIS platform with the able guidance of Mr. Tapas Chakraborty, ESG Advisor to the Company by October 2023 and aiming to achieve a score, which should meet the expectations of our valued customers.

- To strengthen the ESG practices, the company has engaged a subject matter expert, **Mr. Tapas Chakraborty** as ESG Advisor a year ago, for establishing and supporting implementation of Sustainability Management Systems and ESG performances.

Brief Information of SPL

Tapas Chakraborty is a Subject Matter Expert in Strategic HSE & ESG. He has over 30 years of diverse experience with national and multinational Consulting, Petrochemicals and Pharmaceuticals organizations in the areas of Health, Safety, Environment, Labour, Human Rights, Ethics, Sustainable Procurement, and related management systems.

He holds an M. Tech (Environmental Engineering) from Indian Institute of Technology, Bombay, Advanced Diploma in Industrial Safety from the Board of Technical Examination, Maharashtra, and Executive MBA from ICFAI Business School, Hyderabad. He is a qualified Lead Auditor for ISO 14001 and ISO 45001. He has extensive work experience in SA 8000, ISO 20400, Process Safety Management, Industrial Hygiene, Behaviour Based Safety, British Safety Council's Health & Safety Management System, Shell, and DuPont's Safety Systems.

He worked with M/s Aragen Life Sciences, MSN Labs, Neuland Labs, Sai Lifesciences, Dr. Reddy's Labs, NOCIL (Shell Subsidiary) and AIC Watson in various capacities starting as Project HSE Engineer to Vice President Corporate HSE & Sustainability and Executive Committee Member.

His focus areas are Proactive & Risk Based Management of Compliance, Occupational Health & Safety, Process Safety, Industrial Hygiene, Fire Safety & Emergency Planning, Environmental Sustainability, Climate Change, Carbon Footprint, Audits, Management Reviews through establishing and implementing effective HSE/ESG Management Systems, Capability Development, and Interdependent Culture Development.

His professional objective will be actively supporting Shilpa Group, under the guidance of the top management, site leadership team and support of the entire team, in the key areas of HSE & ESG to continually improve health, safety, environment, social, business ethics and ESG risk profiles of the organization for sustainable business growth.

RISK SUMMARY

Above Table gives the EHS Risk Summary of SPL based on EAIA and HIRA for all the departments as on 31.03.2023 for the activities identified by the concerned head of the departments and the respective cross functional teams.

SPL has established and implemented required processes to identify and assess environmental aspects & impacts assessment (EAIA) and occupational health & safety hazards & risks assessments (HIRA-Hazard Identification & Risk Assessment) arising out of departments wise activities and manage the associated impacts/risks adequately to create business opportunities.

SPL has also established and implemented required processes to identify and assess social, business ethics and ESG governance related risks arising out of its operations and manage them adequately to create business opportunities.

The summary of the EHS, Social, Business Ethics & ESG Governance related risks are given in the following slides.

EHS RISK SUMMARY

Severity Criteria for Occupational Health & Safety Hazards Severity of Consequence (Scale 1 = Least severe to Scale 5 = Most severe)				
1-Insignificant	**2-Minor**	**3-Moderate**	**4-Major**	**5-Catastrophic**
Work-related first aid case (e.g.: very small cut)	Work-related medical treatment case (e.g.: small cut Injury needs medical assistance)	Work-related restricted work case (e.g.: very small cut Injury led to stop the work)	Work-related lost day case (E.g.: Fractures)	Work-related fatality or disability. (e.g., Death or loss in body part)

Severity Criteria for Environmental Aspects Severity of Consequence (Scale 1 = Least severe to Scale 5 = Most severe)				
1-Insignificant	**2-Minor**	**3-Moderate**	**4-Major**	**5-Catastrophic**
Negligible on-site environmental impact (low significance). e.g., a minor spill easily containable.	Onsite local environmental impact (containable) (low significance). e.g., Few minor spills, easily containable.	On-site environmental impact (containable), may attract attention of statutory authority (medium significance). e.g., a moderate spill requiring containment actions.	On-site/Off-site environmental impact (containable), may lead to statutory notice/fines (high significance). e.g., a moderate spill requiring immediate containment actions on-site by ERTs.	On-site/Off-site significant environmental impact (not easily recoverable) may lead to significant fines, prosecutions, and business interruption (extreme significance). e.g., a major spill which needs immediate containment actions for both on-site/off-site by ERTs/external agencies.

EHS RISK SUMMARY

Ratings for Likelihood Likelihood of Occurrence (Scale 1 = Least likely to Scale 5 = Most likely)				
1-Rare	**2-Unlikely**	**3-Occasional**	**4-Frequent**	**5-Certain**
May occur but only in rare circumstances (e.g., once in twenty years)	Unlikely to occur but could happen (e.g., once in ten years)	Possible and likely to occur at some time (e.g., once in five years)	Likely to occur frequently (e.g., once in a year)	Almost certain to occur (e.g., more than one time in a year)

Risk/Impact Matrix for Risk/Impact Assessments						
		Severity (S)				
		1-Insignificant	**2-Minor**	**3-Moderate**	**4-Major**	**5-Catastrophic**
Likelihood (L)	**5-Certain**	**Low**	**Medium**	**High**	**Extreme**	**Extreme**
	4-Frequent	**Low**	**Medium**	**Medium**	**High**	**Extreme**
	3-Occasional	**Low**	**Low**	**Medium**	**High**	**Extreme**
	2-Unlikely	**Low**	**Low**	**Medium**	**Medium**	**High**
	1-Rare	**Low**	**Low**	**Low**	**Medium**	**Medium**

EHS RISK SUMMARY

Microsoft Excel Worksheet

Risks / Opportunities	HIRA				EAIA			
	Worst Case OHS Risks		Residual OHS Risks		Worst Case Environmental Impacts		Residual Environmental Impacts	
	Numbers	%	Numbers	%	Numbers	%	Numbers	%
Extreme Risks	12	2.88	0	0.00	2	1.45	0	0.00
High Risks	116	27.82	0	0.00	26	18.84	0	0.00
Medium Risks	232	55.64	156	37.41	78	56.52	19	13.77
Low Risks	57	13.67	261	62.59	32	23.19	119	86.23
TOTAL	**417**	**100.00**	**417**	**100.00**	**138**	**100.00**	**138**	**100.00**
Opportunities	Adequate identification, assessment and management of "Extreme" & "High" OHS Risks & Environmental Impacts create Business Opportunities.							

Note: HIRA: Hazard Identification & Risk Assessment, EAIA-Environmental Aspect-Impact Assessment, Worst Case Risk/Impact: Prior to implementation of any risk/impact control measures. Residual Risk/Impact: After effective implementation of existing and additional risk/impact control measures.

Above Table gives the EHS Risk Summary of SPL based on EAIA and HIRA for all the departments as on 31.03.2023 for the activities identified by the concerned head of the departments and the respective cross functional teams. Activities/products of SPL being dynamic, EAIA, HIRA, HAZOP & Industrial Hygiene risk assessment needs to be updated as and when there is any change in activity/product and effective risk/impact control measures to be implemented to manage the risk/impact adequately to create business opportunity.

Social Accountability, Business ethics & Governance Risk Assessment

Risk Rating				
		Severity		
		S1 No deviation in compliance to law/ affects performance by 5 %	**S2** Affects Performance by 10%	**S3** Non compliance with law/affects performance by more than 10%
Likelihood	**L1** (Likely to occur once/year)	**Low**	**Low**	**Low**
	L2 (Likely to occurs two times/year)	**Low**	**Medium**	**Medium**
	L3 (Likely to occur more than twice/year)	**Low**	**Medium**	**High**

Action to Control Risks	
• Low	Control measures to sustain the risk at the same level.
• Medium	Additional control measures can be taken as improvement opportunity to reduce to low level.
• High	Additional control measures must to reduce to medium level.

Ref: IEC/ISO 31010: 2019 - Risk management - Risk assessment techniques (Consequence/probability matrix)

Social Accountability, Business ethics & Governance Risk Assessment

Microsoft Excel Worksheet

Risks / Opportunities	Social Accountability				Business Ethics Risks				Governance Risks (Environment & Social)			
	Worst case Risks		Residual Risks		Worst case Risks		Residual Risks		Worst case Risks		Residual Risks	
	Number	%	Number	%	Number	%	Number	%	Number	%	Number	%
High Risks	2	12	0	0	7	39	0	0	4	100	0	0
Medium Risks	14	82	2	12	10	56	0	0	0	0	0	0
Low Risks	1	6	15	88	1	6	18	100	0	0	4	100
TOTAL	**17**	**100**	**17**	**100**	**18**	**100**	**18**	**100**	**4**	**100**	**4**	**100**

- Note: Social, Governance , Business ethics Risk/Impact Assessment, . Residual Risk/Impact: After effective implementation of existing and additional risk/impact control measures. The above Table gives the Social, Governance, Business ethics Risk Summary of SPL as on 31.03.2023 for the activities identified by the concerned head of the departments and the respective cross functional teams. Activities/products of SPL being dynamic, risk assessment needs to be updated as and when there is any change in activity/product and effective risk/impact control measures to be implemented to manage the risk/impact adequately to create business opportunity.
- SPL has established required processes and putting efforts to understand the risks arising out of its activities/products and manage the associated impacts/risks adequately to create business opportunities.
- SPL has implemented these processes under the guidance of the top management with the support of the trained cross functional teams, concerned head of the departments and site leadership team.

Drug Regulatory Risk Assessment Summary

Microsoft Excel Worksheet

Risks / Opportunities	Drug Regulatory Risk			
	Worst case Risks		Residual Risks	
	Number	%	Number	%
High Risks	5	42	0	0
Medium Risks	7	58	0	0
Low Risks	0	0	12	100
TOTAL	**12**	**100**	**12**	**100**

Research & Development Risk Summary

Microsoft Excel Worksheet

Risk/Impact Level	Risk/Impact Acceptability	Actions Based on Risk/Impact Levels
Low	Ensure controls	Additional controls may be considered as improvement opportunities. An annual review is needed to ensure that the risk levels assigned are not increased over time. Monitor effectiveness of existing controls.
Medium	Must ensure controls	Additional controls for improvement opportunities. Department head's attention is required to maintain the risk levels at this level and not to increase over time. Monitor effectiveness of existing controls.
High	Must act	High risk level must be reduced by implementing additional risk controls before work commences. The High risk shall be controlled by using substituted/engineering controls before commencing work. Department head's intervention is required before commencing work.
Extreme	Cannot accept	The Extreme risk should be avoided as far as possible. If avoidance is not possible, control the Extreme risk by using substituted and engineering controls before commencing work. Site management’s intervention is required before commencing work.

Risk/Opportunity Rating	Summary of R&D			
	Worst Case Impacts		Residual Impacts	
	Number	%	Number	%
Extreme	**1**	**6**	**0**	**0**
High	**3**	**17**	**0**	**0**
Medium	**14**	**78**	**2**	**11**
Low	**0**	**0**	**16**	**89**
TOTAL	**18**	**100**	**18**	**100**

Business Continuity Plan:

Microsoft Excel Worksheet

- The Business operations of SPL are Reviewed, as part of the management reviews, against the Business Interruption scenarios in detail & Arrived at the Conclusion on the review of the findings in Business continuity plan.
- Various scenarios like Power Failure, Shortage / Failure of water supply, Shortage Fuels for Boiler, DG sets & Thermic Fluid heaters, other Resource failure, Breakdown, Explosion of Major Utilities, Explosion scenario at utility & process equipment, Fire at solvent storage yard, Solvent Drum storage, HVAC Failure in Clean rooms, Failure of controlled storage areas, failure of ETP, Process Equipment, Major Fire, Natural Calamities, Food Poisoning, supplier failure are assessed & Reviewed the contingency measures available for minimizing major impact on the business.
- The Plan is tested by Reviewing the Preparedness of the site and its employees for emergency scenarios like fire, explosion, Natural calamities, spillage, exposure to toxic gases and evacuation were evaluated by conducting simulated emergency drills at predefined intervals. All the simulated emergency drills are completed successfully and concluded that, team has basic understanding on how to handle the emergency scenarios. Onsite emergency plan is prepared & is approved by the Inspector factories & boilers, Govt. of Karnataka, and simulated emergency drills are conducted as per the onsite emergency plan. Further Fire drills are conducted periodically.

Business Continuity Plan:

- All the scenarios as described above have been Reviewed & the review findings reveal that, no major incidents which cause business interruption reported. Adequate preventive measures such as preventive maintenance/calibration of equipment/ instruments, continuous monitoring of critical equipment/ utilities, backups for critical equipment and utilities, regular trainings to empower the manpower, adequate support from the top management in place to avoid business interruption due to any of the risks defined in Business Continuity Plan (BCP).


Thank
You

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MINUTES OF THE FIRST RISK MANAGEMENT COMMITTEE MEETING OF SHILPA MEDICARE LIMITED FOR THE FINANCIAL YEAR 2022-23

NAMEOF THE COMPANY	**SHILPA MEDICARE LIMITED**
REGISTERED OFFICE	**12-6-214/A-1, HYDERABAD ROAD, RAICHUR, KARNATAKA, INDIA -584 135**
TYPE OF MEETING	**RISK MANAGEMENT COMMITTEE MEETING**
NO OF MEETING	**01/2022-23**
VENUE OF MEETING	**12-6-214/A-1, HYDERABAD ROAD, RAICHUR, KARNATAKA, INDIA -584 135**
DATE OF MEETING	**24 SEPTEMBER, 2022**
DAY OF MEETING	**SATURDAY**
START TIME	**11:30 AM**
END TIME	**12.55 PM**

DIRECTORS PRESENT THROUGH PHYSICAL/AUDIO OR VIDEO CONFERENCE:

Sl No	Name of the Director	Designation	Physical/Audio visual
1.	Mr. Arvind Vasudeva	Chairman	OAVC
2.	Mr. Sharath Reddy Kalakota	Member	OAVC
3.	Mr. Kamal K Sharma	Member	OAVC

ALSO PRESENT: PHYSICAL/AUDIO (OR) VISUAL MEANS

S. No	Name	Designation	Physical/ Audio visual
1.	Mr. Alpesh Dalal	Chief Financial Officer	OAVC
2.	Mr. Viswaprasad Varanasi	Head- Global IPM	OAVC
3.	Mr. Keshav Bhutada	Management Associate	Physical
4.	Mr. Madhav Bhutada	Management Associate	OAVC
5	Ritu Tiwary	Company Secretary	OAVC
6	Invitee Mr. Tapas Chakraborty	Consultant	OAVC

1. **ROLL CALL & LEAVE OF ABSENCE, IF ANY:**

   All the members were present at the meeting except Mr. Vishnukant C Bhutada, Chairman of the Committee who expressed his inability to attend the meeting. Members took note of the same and granted leave of absence to him. The Committee noted that required quorum was present for conducting the meeting. All the members present attended the meeting through video conference and confirmed that no other person other than them was attending or having access to the proceedings of the meeting.

2. **ELECTION OF CHAIRMAN:**

   Members unanimously elected Mr. Arvind Vasudeva as Chairman of the Meeting to preside over this meeting in absence of Mr. Vishnukant C Bhutada, Chairman of the Committee.

Innovating for affordable healthcare

MINUTES OF THE FIRST RISK MANAGEMENT COMMITTEE MEETING OF SHILPA MEDICARE LIMITED FOR THE FINANCIAL YEAR 2022-23

3. CONFIRMATION OF THE MINUTES OF PREVIOUS COMMITTEE MEETING HELD ON 28TH MARCH 2022

Minutes of Previous meeting of the Committee held on 28th March 2022 was placed before the committee. The Committee reviewed and took note of the same.

4. TO TAKE NOTE OF RE-CONSTITUTION OF THE RISK MANAGEMENT COMMITTEE.

The members noted that the Board of Directors in their meeting held on 11th August 2022 have re-constituted the Committee inducting Dr. Kamal K Sharma as a member. The Committee reconstitution was placed before the committee as under:

Sl.No	Name	Designation	Position
1	Mr. Vishnukant C Bhutada	Managing Director	Chairman
2	Mr. Arvind Vasudeva	Independent Director	Member
3	Mr. Sharath Reddy Kalakota	Whole Time Director	Member
4	Dr. Kamal K Sharma	Independent Director	Member

The Committee took note of the same.

5. TO TAKE NOTE ON THE OPERATIONAL RISKS ASSOCIATED WITH THE COMPANY.

Mr. Sharath Reddy Kalakota, Whole Time Director of the Company apprised the Committee with a presentation on Operational risks, assessment and management. He briefed the members on various types of operational risks associated with the Company and the Severity/likelihood Criteria of Hazards in Occupational - Health & Safety, Production, QC, Warehouse & the Environmental risks. He also briefed that these hazards were then further evaluated with the existing risk mitigation measures for assessing the residual risks.

Committee members were also notified on the Impact assessment and action initiated to control/minimise the impact levels. It was further informed that the Company has engaged Mr. Tapas Chakraborty, a subject matter expert in Strategic Health, Safety & Environment (HSE) and social governance for implementing the sustainable practices. Mr. Sharath Reddy, also updated that the risk review at site and management level is conducted at regular intervals. Upon further discussions, it was advised that a quarterly report be presented to the Committee in the next meeting on the status of the Operational risks and undertake steps to further minimise the risks.

6. TO TAKE NOTE OF THE INTELLECTUAL PROPERTY (IP) RISKS ASSOCIATED WITH THE COMPANY.

Mr. Viswaprasad Varanasi - Head-Global IPM made a presentation before the Committee on the risks – internal & external, associated with Intellectual Property, the process of identifying, analyzing, protecting and responding to these risk factors. Committee was also informed of the detailed due diligence process that is undertaken to assess and mitigate risks on infringement, patent filing & registrations and that there has been no instance where any launch was delayed due to any IP related risks. The Committee noted that Company has a good IP risk management strategy.

7. ANY OTHER ITEMS WITH PERMISSION OF THE CHAIR:

There being no other business, the meeting concluded with a vote of thanks to the Chair.

Date: 11-11-2022
Place: Raichur

Chairman

Shilpa Pharma Lifesciences Limited
Raichur, Karnataka, INDIA
Review Frequency: Monthly **Review Date: 01-08-2024**
OHS Objectives and KPIs

KPI No	EHS Policy / EHSMS Process Ref	Objectives linked to (KRA)	Objectives (KPI)	Units	KPI-Target	KPI-Achieved FY21-22	KPI-Target	FY22-23	KPI-Target	FY 2023-24	Remarks	GRI standard Reference	Mapping to UNGC Principles	Mapping to UNSDGs
1	EHS Compliance Evaluations(SOP /U-2/EHS/GEN/017/06), Section 6.2 page No 2 EHS Legal Compliance Evaluation Register : Annexure 2	OHS Legal Compliance	Update Legal Compliance Evaluation Register	Frequency- Half yearly monitoring	2	2	2	2	2	2	Enclosed EHS Legal Compliance Evaluation Register : Attachment No 2 Ref Page no 9 to 15 of 715	GRI-307-1	Principles 3 to 6	1, 3
2	SOP- Aspects / Hazards Identification and Evaluation (SOP /U-2/EHS/GEN/023/01), Section 6.1. Page No 2, Annexure-2 "Hazard Identification & Risk Assessment (HIRA).	Conducting HIRA	Department wise Updated HIRA and EAIA	%	Number of Manifacturing 10 Blocks - 100% productoin blocks, utility, warehouse;ETP to complete assessment of 100% areas	100%	100%	100%	100%	100%	Enclosed Hazard Identification & Risk Assessment (HIRA).- Attachment No 3 Ref Page no 16 to 33 of 715	GRI-102-15 GRI-403-8	Principles 3 to 6	1, 3
3	Product Health & safety Data	Poweder safety data & SDS	Risk Assessment of Health & Safety Impacts of Products	To be made available for all the products	100%	100%	100%	100%	100%	100%	Occupational Health Data attached as SDS Powder Safety Data Attached -Attachment No 4 & 5 for One Product attached Ref Page no 34 to 35 of 715	GRI-416-1	Principles 3 to 6	1, 3
4	SOP- Training of Employee(s)(SOP/U-2/PA/GEN/005/19)	Training Completion as per Calendar	Effective EHS Training	100% personnel training to be completed	100%	100%		100%		100%	Enclosed Training Completion as per Calendar attachment No-9 Ref Page no 73 to 102 of 715	GRI-416-1	Principles 3 to 6	1, 3
5	SOP- Training of Employee(s)(SOP/U-2/PA/GEN/005/19)	OHS Training Manhours/ Employee/ Year	Effective EHS Training for all employees	Average training Hours /employee/Year .	30	26.72	44	44.02	44	44.02	Trainimng Summary Data Attached Attachment No-10 Ref Page no 103 to 106 of 715	GRI-416-1	Principles 3 to 6	1, 3
6	SOP-Factory entry and exit procedure for visitors, auditors, employees, contract workers, service vendors, government officials, inter unit personnel, materials and vehicles.(SOP/U-2/PA/GEN/008)	Visitors Guideline Orientation	All Visitors made aware of Visitor Safety Guideline	100% Visitors must be made aware of the guidelines	100%	100%	100%	100%	100%	100%	Enclosed for Visitors Guideline Attachment No- 11 Ref Page no 107 of 715	GRI-416-1	Principles 3 to 6	1, 3
7	SOP- Safety review Through safety committee meeting (SOP /U-2/EHS/GEN/022/01) Section 6.1 Page No 1	Safety Committee Meeting	Conducting Safety committee meetings & Implementing Recommendations	Frequency- Quarterly - 4 meetings per year	4	4	4	4	4	4	Enclosed - Safety Committee Meeting Minutes Attachment No-7 Ref Page no 38 to 42 of 715	GRI-403-4	Principles 3 to 6	1, 3
8		Internal and External Communication	One time communication as per stipulated date or timeline (a) Internal Audits- Frequency- Quarterly yearly (c) Training of Employee- Frequency- Yearly (d) MOCK Drill of Employee- Frequency Half yearly External Communication: 1) SAQ 2) Govt Bodies Intimation of Incidents. 3) Submission form -20 regarding the Effluent Generated, water consumed , Environment monitoring , Hazardous waste diosed , Electrical energy consumption	1) To complete as per frequency 2) vendors SAQ need to be sent to : 3) Incident Intimation : As & when Incident occurres Submission of Form-20 - Monthly	100% Compliance	100%	100% Compliance	100%	100% Compliance	100%	1) Internal Audit report - attachment no-12 Ref Page no 108 to 126 of 715 2) Training completion as per calender - attachment NO-9 Ref Page no 73 to 102 of 715 3)MOCK Drill Report - attachment no-13 Ref Page no 127 to 158 of 715 External 1) SAQ sent mail Copy , Attachment No-14 Ref Page no 160 to 177 of 715 2) Incident intimation - Form-17 underv factories act , attachment no-15 Ref Page no 178 to 184 of 715) Form-20 Submission to pollution Control Board , attachment no-16	GRI-403-4	Principles 3 to 6	1, 3
9	SOP- EHS CHANGE CONTROL MANAGEMENT(SOP/U-2/EHS/GEN/033/01), section 6.4 Page No 2 EHS Change control Impact Evaluation Form FM-EHS-039-00	Management of Change	Implementing EHS Critical Change through Management of Change & recommendations.	%	100%	100%		100%		100%	Enclosed Copy of Change control Impact Evaluation Format FM-EHS-039-00 Attached as 17 Ref Page no 182 of 715	GRI-403-2	Principles 3 to 6	1, 3
10	MocK drills Reports - Every 6 month	Emergency Drills	Conducting Periodic Emergency Drills as per Calendar	Frequency- Half yearly	2			2		2	Moc drills Reports Refer attachment no-13 Ref Page no 73 to 102 of 715	-	Principles 3 to 6	1, 3

KPI No	EHS Policy / EHSMS Process Ref	Objectives linked to (KRA)	Objectives (KPI)	Units	KPI-Target	FY21-22	KPI-Target	FY22-23	KPI-Target	FY 2023-24	Remarks	GRI standard Reference	Mapping to UNGC Principles	Mapping to UNSDGs
11	SOP- EHS Audits & Inspections (SOP /U-2/EHS/GEN/026/03) Section 6.2.4 Page No 4	Reporting CAPA for nonconformities (NC)	Effective Audit NC Management	Timely Completion of CAPA in No's	No's		No's		No's		Audit CAPA attached as Annexure No-12 Ref Page no 183 to 184 of 715	GRI-403-8 GRI-416-2	Principles 3 to 6	1, 3
12	Safe & At-Risk Behaviors EHS Incident Reporting And Investigation (SOP/U-2/EHS/GEN/015/06) Section 6.2 and 6.3,Annexure-1 ,Annexure-2	Investigating high severity incidents using root cause analysis	Reporting All Incidents	In Nos	All incidents must be reported	21	All incidents must be reported	15	All incidents must be reported	22	Enclosed Summary of Incidents Report Attached as Annexure No-18 Ref Page no 183 to 184 of 715	GRI-403-9 GRI-403-10 GRI-416-2	Principles 3 to 6	1, 3
13	Safe & At-Risk Behaviors EHS Incident Reporting And Investigation (SOP/U-2/EHS/GEN/015/06) Section 6.4. Page 9	Incident CAPA	Implementing Incident CAPA	%	100%	100%	100%	100%	100%	100%	Enclosed CAPA Attached As ANNEXURE No-19 Ref Page no 185 to 190 of 715	GRI-403-9 GRI-403-10 GRI-416-2	Principles 3 to 6	1, 3
14	HOT WORK PEMIT SYSTEM (SOP/U-2/EHS/GEN/009/05) FM-EHS-005-03. VESSEL / CONFINED SPACE ENTRY WORK PERMIT SYSTEM (SOP/U-2/GEN/010/08)FM-EHS-006-04. WORK AT HEIGHT PERMIT SYSTEM (SOP/U-2/GEN/011/05) FM-EHS-007-03. TANKER LOADING / UNLOADING WORK PERMIT SYSTEM (SOP/U-2/GEN/012/05)FM-EHS-008-03	Work Permits	Effective Implementation of Work Permit System for Non-routine Activities	100%; Monitored by Daily Dsh Board	100%	100%	100%	100%	100%	100%	Effective Training on Work permit System SOP Attachment no -20; Ref Page no 192 to 207 of 715 Daily DashBoard Attached as Attachment no -21 Ref Page no 208 to 209 of 715	GRI-307-5	Principles 3 to 6	1, 3
15	SOP- Handling of Hazardous Chemicals (SOP/U-2/EHS/GEN/020/04), Section 6.20 Page No 3 & Annexture-6	Chemical Storage	Compatible Chemical Storage	Must ensure 100% Compliance	100%	100%	100%	100%	100%	100%	Chemical Storage location and Chemical compatibility matrix Attached As Attachment no -22 Ref Page no 210 of 715	GRI-307-6	Principles 3 to 6	1, 3
16	Safe & At-Risk Behaviors EHS Incident Reporting And Investigation (SOP/U-2/EHS/GEN/015/06) SECTION 3.1.14	Reporting & Investigating Transport Accidents	Investigating high severity transportation Accident using Root Cause Analysis	In Nos	0	0		0		0	No Incidents as of Now	GRI-307-6	Principles 3 to 6	1, 3
17	HANDLING / USAGE OF PERSONNEL PROTECTIVE EQUIPMENT (SOP/U-2/EHS/GEN/001/08)	PPE Adherence	Reporting PPE Non- Adherence	%	100%	100%	100%	100%	100%	100%	Daily Dash Board Refer Attachment No-21 Ref Page no 208 to 209 of 715	GRI-403-4	Principles 3 to 6	1, 3
18	OHC SOP	Maintaining OHC	OHC Equipment timely inspection.	%	100%	100%		100%		100%	OHC Check List attached -23 Ref Page no 211of 715	GRI-403-9 GRI-403-10	Principles 3 to 6	1, 3
19	Safe & At-Risk Behaviors EHS Incident Reporting And Investigation (SOP/U-2/EHS/GEN/015/06) Section 6.2 and 6.3,Annexure-1 ,Annexure-2	Reporting Occupational Injury and illness' Cases.	Investigation of high severity Incidents with root cause analysis	%	100%	100%		100%		100%	FIR,EHS Incident Investigation Report with RCA Attached as Attachment No-19 Ref Page no 185 to 190 of 715	GRI-403-9 GRI-403-10	Principles 3 to 6	1, 3
20	Safe & At-Risk Behaviors EHS Incident Reporting And Investigation (SOP/U-2/EHS/GEN/015/06) Section 3.1.6, Page No 2	Occupational Injuries	Reportable lost time injury	Number	0	2	0	1	0	0	reportale lost time Injuryt attached as Attachment no-24 Ref Page no 212 of 715	GRI-403-9 GRI-403-10	Principles 3 to 6	1, 3
21	Safe & At-Risk Behaviors EHS Incident Reporting And Investigation (SOP/U-2/EHS/GEN/015/06) section 3.1.18, Page No 4	Occupational Injuries	Reportable lost time injury frequency rate	Number of Loss Time Injuries / million man hours	<0.5	0.535	0.00	0.249	0.00	0.000	Attchement no-24 Ref Page no 212 of 715	GRI-403-9 GRI-403-10	Principles 3 to 6	1, 3
22	Safe & At-Risk Behaviors EHS Incident Reporting And Investigation (SOP/U-2/EHS/GEN/015/06) section 3.1.19, Page No 4.	Occupational Injuries	Reportable lost time injury severity rate	Number of Loss Days / million man hours	<0.5	4.815	<0.5	2.988	<0.5	3.142	Refer attachment no-24 Ref Page no 212 of 715	GRI-403-9 GRI-403-10	Principles 3 to 6	1, 3
23	SOP-PROCEDURE FOR STORAGE TANKS DYKE WALL/CONTAINMENT MAINTENANCE (SOP/U-2/ENG/GEN/072/00), Section 6.5 page No2	Storage Containment	All Storages in Containment dykes	% Leak Proof	100%	100%	100%	100%	100%	100%	Containment Integrity Check list : FM-ENG-406-00, Attached as Attachment No-25 Ref Page no 213 to 216of 715		Principles 3 to 6	1, 3

KPI No	EHS Policy / EHSMS Process Ref	Objectives linked to (KRA)	Objectives (KPI)	Units	KPI-Target	FY21-22	KPI-Target	FY22-23	KPI-Target	FY 2023-24	Remarks	GRI standard Reference	Mapping to UNGC Principles	Mapping to UNSDGs
24	OPERATION AND MAINTENANCE OF FIRE EXTINGUISHER (SOP/U-2/EHS/GEN/004/060) - Section 6.4 page no 6 & Inspection report for Fire Extinguisher FM-EHS-009-02	Fire Safety Equipment	Timely Inspection & Maintenance of Fire Safety Equipment	As per Schedule	100% Complainace	100%	100% Complainace	100%	100% Complainace	100%	schedule & Inspection report for Fire Extinguisher FM-EHS-009-02, Attachment No-26 Ref Page no 217 to 235 of 715	-	Principles 3 to 6	1, 3
25	SOP- EHS Audits & Inspections (SOP /U-2/EHS/GEN/026/03) Section 6.2.1 Page No 3	Safety Inspection	Effective Safety Inspection	Internal & External Audits as per schedule	100% Compliance	100%	100% Compliance	100%	100% Compliance	100%	Internal Audit Schedule is attached as attachment No-27 Ref Page no 236 of 715	-	Principles 3 to 6	1, 3
26	SOP - CONTRACTOR SAFETY MANAGEMENT (SOP/U-2/EHS/GEN/029/01), section 6.8.10 Page No 9 and ANNEXURE-VI	Contractor Safety	Contractor Safety Evaluation	% Complainace	100%	100%	100%	100%	100%	100%	Enlcosed in OHS performance Evaluation for Contractors Attachment no-28 Ref Page no 237of 715	GRI-403-6	Principles 3 to 6	1, 3
27	SOP - CONTRACTOR SAFETY MANAGEMENT (SOP/U-2/EHS/GEN/029/01), Section 6.7 page No 8	Contractor Safety Training	Awareness on Contractor Safety Guideline	% Compliance	100%	100%	100%	100%	100%	100%	Enclosed OHS training module for contractors, Attachment No-29 Ref Page no 238 of 715	GRI-403-5	Principles 3 to 6	1, 3
28	ELECTRICAL AND NON-ELECTRICAL LOCK OUT AND TAG OUT (SOP/U-2/EHS/GEN/002/06), section 6.2 Page No 1	LOTO Permit	Effective Implementation of LOTO	100% Electrical works must take LOTO	100%	100%	100%	100%	100%	100%	Training on LOTO Permit SOP attachment No-30 Ref Page no 239 to 246 of 715	-	Principles 3 to 6	1, 3
29	SOP- PROCESS HAZARD ANALYSIS (SOP/U-2/EHS/GEN/024/01), Section 6.12.13 Page No 11	HAZOP for Safety Critical Processes	Conducting HAZOP study for all products and stages	All Manufacturing Processes 100% Compliance	100%	100%	All Manufacturing Processes 100% Compliance	100%	All Manufacturing Processes 100% Compliance	100%	Tranexamic Acid Hazop Copy Attachment No-31 Ref Page no 247 to 285 of 715	-	Principles 3 to 6	1, 3
30	SOP- PROCESS HAZARD ANALYSIS (SOP/U-2/EHS/GEN/024/01), Section 6.12.17 Page No 11	HAZOP Recommendations	Implementing HAZOP Recommendations	% Colpiance by Incorporating in the Batch Production record	100%	100%	% Colpiance by Incorporating in the Batch Production record	100%	% Colpiance by Incorporating in the Batch Production record	100%	Recommendations & complaince by Incorporation in BPR attachement No-32 Ref Page no 247 to 285 of 715	-	Principles 3 to 6	1, 3
31	PROCESS SAFETY MANAGEMENT (SOP/U-2/EHS/GEN/034/00) Section 6.15, Page No 14	Mechanical Integrity	Reporting & Investigating Mechanical Integrity Failure Incidents	all Mechanical integrity Issues must be Investigated	100%	100%	100%	100%	100%	100%	Integrity Investigation report attachment no-33 Ref Page no 286 of 715	-	Principles 3 to 6	1, 3
32	Industrial Hygiene Program, Exposure Controls & Respiratory Protection Program: Annexure-1: List Of Hazardous Substances & TLV OR OEL/PEL And Hazardous Effect Of Exposure- Page No 15 Annexure-2: Identification of Operations/Activities/Areas for potential emission for airborne contaminants- Page 28 Annexure-3: Exposure Control Measures for Airborne Contaminants- Page No 37	Industrial Hygiene	Conduct QLEA and implementing recommendations	100% Compliance with CAPA on QLEA Recommendations	100%	100%	100%	100%	100%	100%	Enclosed Industrial Hygiene Program, Recommendations & CAPA Implementation attachement no-34 Ref Page no 287 to 292 of 715	GRI-403-6	Principles 3 to 6	1, 3
33	INDUSTRIAL HYGIENE PROGRAM, EXPOSURE CONTROLS & RESPIRATORY PROTECTION PROGRAM Section 8.1 Page No13	Industrial Hygiene	Conduct Workplace Monitoring	%	100%	100%	100%	100%	100%	100%	Work place Moniring of VOC Protocol & Report attachement no-35 Ref Page no 293 to 294 of 715	GRI-403-6	Principles 3 to 6	1, 3
34	SOP- EHS Audits & Inspections (SOP /U-2/EHS/GEN/026/03) Section 6.2.1 Page No 3	Internal Audit	Conducting EHS Internal Audits quarterly	NOs	4	4	4	4	4	4	Enclosed the Schedule copy Internal Audit attachment no-27 Ref Page no 236 of 715	GRI-403-8 GRI-416-2	Principles 3 to 6	1, 3
35	SOP- Safety review Through safety committee meeting (SOP /U-2/EHS/GEN/022/01) Section 6.1 Page No 1	Management Review	Conducting Management Review Meeting with HoDs	NOs	4	4	4	4	4	4	Enclosed the Schedule copy safety committee meeting Minutes & Schedule attachment no-7 Ref Page no 38 to 42 of 715	GRI-403-1	Principles 3 to 6	1, 3
36	Risk Management Committee	Management Review	Conducting Management Review Meeting with Top Management quarterly	NOs	1	1	1	1	1	1	Risk Management Committee Review Summary Attachments No -8 Ref Page no 43 to 69 of 715	GRI-403-1	Principles 3 to 6	1, 3

	Prepared By		Reviewed By		Approved By
Name	Vijay Kumar N	Name	Manjunatha DN	Name	K Sharath Reddy
Designation	Executive-EHS	Designation	DGM-ENG	Designation	Technical Director
Sign & Date	01/08/24	Sign & Date	01/08/24	Sign & Date	01/08/24

EMP NAME	Trainings completed in the year of 2023 to 2024
BADESAB HUSEN SHAIKH - [7188]	72
BHIMAREDDY - [6512]	37
DUDEKULACHINNA JAMALBASHA . . [4633]	29
JULURI RAGHU . [5909]	44
NAGARAJ GANGANNAVAR - [7260]	70
Narasimhulu Jamjala [3784]	34
R.ELANGOVAN - [6808]	45
Ramakrishna Kalipindi [1218]	63
S SUMAN . [5503]	49
SANAPALA SHANMUKHA RAO . [5957]	41
Srinivasulu Reddy Konda [2789]	48
Suresh Akkena [1394]	35
UGGAM RAJA SHEKHAR . [6116]	40
VIJAY KUMAR N . [5208]	47
Grand Total	**654**

Total Number of employees	14
Total number of trainings	654
Average training duration for each training 40 min, total mins	26160
Total training man hours	436

Average training hours /employee /year (2023-24)	**31.14**

Employee Name	DEPT	Ref Doc No	revision	Sop Name	Completion Date
BADESAB HUSEN SHAIKH - [7188]	EHS	Adhoc Training	NA	ON JOB TRAINING (JST-1 & JST-2) FOR NEW EMPLOYEE (FM-PA-058-03)	4/10/2023
BADESAB HUSEN SHAIKH - [7188]	EHS	Adhoc Training	NA	ENTRY AND EXIT PROCEDURE FOR ONCOLOGY PRODUCTION BLOCKS (SOP-U-2-PD-GEN-013-16),ENTRY AND EXIT PROCEDURE FOR NON-ONCOLOGY PRODUCTION BLOCKS (SOP-U-2-PD-GEN-014-16)	30/1/2024
BADESAB HUSEN SHAIKH - [7188]	EHS	Induction	NA	Induction Training	19/9/2023
BADESAB HUSEN SHAIKH - [7188]	EHS	SOP-U-2-EHS-GEN-005	08	OPERATION AND MAINTENANCE OF EYE WASH/BODY SHOWER PORTABLE EYE WASH STATIONS & EYE WASH BOTTLES	20/3/2024
BADESAB HUSEN SHAIKH - [7188]	EHS	SOP-U-2-PA-GEN-023	00	PROCEDURE FOR HANDLING ABSCONDED AND RELIEVING EMPLOYEES (SOP-U-2-PA-GEN-023)	26/2/2024
BADESAB HUSEN SHAIKH - [7188]	EHS	SOP-U-2-EHS-GEN-026	04	EHS AUDITS & INSPECTIONS	23/2/2024
BADESAB HUSEN SHAIKH - [7188]	EHS	TM-005-24	00	Data integrity	27/3/2024
BADESAB HUSEN SHAIKH - [7188]	EHS	TM-002-24	00	Importance of Employee attentiveness and increase the workplace productivity (TM/002/24)	9/2/2024
BADESAB HUSEN SHAIKH - [7188]	EHS	TM-001-24	00	Good Manufacturing practices (TM/001/24)	9/2/2024
BADESAB HUSEN SHAIKH - [7188]	EHS	SOP-U-2-EHS-GEN-015	06	Safe & At-Risk behaviors, EHS Incidents Reporting & Investigation	11/3/2024
BADESAB HUSEN SHAIKH - [7188]	EHS	SOP-U-2-EHS-GEN-006	08	FIRST AID BOX	22/2/2024
BADESAB HUSEN SHAIKH - [7188]	EHS	SOP-U-2-PD-GEN-041	14	PLANNING OF PRODUCTION CAMPAIGN / STAGE WISE	16/3/2024
BHIMAREDDY - [6512]	EHS	Adhoc Training	NA	ENTRY AND EXIT PROCEDURE FOR NON-ONCOLOGY PRODUCTION BLOCKS (SOP-U-2-PD-GEN-014-15)	27/4/2023
BHIMAREDDY - [6512]	EHS	Adhoc Training	NA	ENTRY AND EXIT PROCEDURE FOR ONCOLOGYPRODUCTIONBLOCKS(SOP-U-2-PD-GEN-013-15)	27/4/2023
BHIMAREDDY - [6512]	EHS	Adhoc Training	NA	EHS AUDITS & INSPECTIONS (SOP-U-2-EHS-GEN-026-02)	13/5/2023
BHIMAREDDY - [6512]	EHS	Adhoc Training	NA	SAFE& AT-RISK BEHAVIORS, EHS INCIDENTS REPORTING &INVESTIGATION (SOP-U-2-EHS-GEN-015-05)	20/5/2023
BHIMAREDDY - [6512]	EHS	SOP-U-2-EHS-GEN-028	00	ENVIRONMENTAL SUSTAINABILITY (SOP-U-2-EHS-GEN-028-00)	3/6/2023
BHIMAREDDY - [6512]	EHS	SOP-QA-GEN-009	22	CHANGE CONTROL	22/5/2023
BHIMAREDDY - [6512]	EHS	SOP-U-2-EHS-GEN-026	03	EHS AUDITS & INSPECTIONS	25/5/2023
BHIMAREDDY - [6512]	EHS	SOP-U-2-EHS-GEN-029	01	CONTRACTOR SAFETY MANAGEMENT (SOP/U-2/EHS/GEN/029/01)	29/4/2023

Employee Name	DEPT	Ref Doc No	revision	Sop Name	Completion Date
BHIMAREDDY - [6512]	EHS	SOP-U-2-EHS-GEN-027	00	EXPLOSIVE ATMOSPHERE & HAZARDOUS AREA CLASSIFICATION (SOP-U-2-EHS-GEN-027-00)	3/6/2023
BHIMAREDDY - [6512]	EHS	SOP-U-2-EHS-GEN-003	07	OPERATION AND MAINTENANCE OF FIRE HYDRANT SYSTEM	25/5/2023
BHIMAREDDY - [6512]	EHS	SOP-U-2-EHS-GEN-001	8	Handling and usage of personnel protective equipment	22/5/2023
BHIMAREDDY - [6512]	EHS	TM-010-23	00	Good Documentation practices and ALCOA (TM-010-23)	25/5/2023
BHIMAREDDY - [6512]	EHS	SOP-U-2-EHS-GEN-014	05	HANDLING OF HAZARDOUS CHEMICALS	26/5/2023
BHIMAREDDY - [6512]	EHS	SOP-U-2-PD-GEN-013	15	ENTRY AND EXIT PROCEDURE FOR ONCOLOGY PRODUCTION BLOCKS	6/6/2023
BHIMAREDDY - [6512]	EHS	SOP-U-2-EHS-GEN-032	00	PROCEDURE FOR DO'S & DONT'S WORK IN PLACE (SOP-U-2-EHS-GEN-032-00)	3/6/2023
BHIMAREDDY - [6512]	EHS	SOP-U-2-EHS-GEN-036	00	PREVENTIVE MAINTENANCE OF RCC PITS AND ABOVE GROUND TANKS (SOP-U-2-EHS-GEN-036-00)	16/6/2023
BHIMAREDDY - [6512]	EHS	SOP-U-2-EHS-GEN-016	05	Procedure for discharge of static Electricity	17/6/2023
BHIMAREDDY - [6512]	EHS	EHS-U2-SM-001	00	SAFETY MANUAL (EHS-U2-SM-001-00)	17/6/2023
BHIMAREDDY - [6512]	EHS	SOP-U-2-EHS-GEN-033	00	EHS CHANGE CONTROL MANAGEMENT(SOP-U-2-EHS-GEN-033-00)	22/5/2023
BHIMAREDDY - [6512]	EHS	SOP-U-2-EHS-GEN-017	06	EHS COMPLAIANCE EVALUTIONS	26/5/2023
BHIMAREDDY - [6512]	EHS	SOP-QA-GEN-004	21	HANDLING AND INVESTIGATION OF DEVIATIONS	29/4/2023
BHIMAREDDY - [6512]	EHS	SOP-U-2-EHS-GEN-015	05	Safe & At-Risk behaviors, EHS Incidents Reporting & Investigation	16/6/2023
BHIMAREDDY - [6512]	EHS	SOP-U-2-EHS-GEN-030	00	PROCEDURE FOR PREVENTIVE MAINTENANCE OF ETP EQUIPMENTS. (SOP-U-2-EHS-GEN-030-00)	3/6/2023
BHIMAREDDY - [6512]	EHS	SOP-U-2-EHS-GEN-008	06	PROCEDURE FOR COLLECTION AND DISPOSAL OF SOLID & LIQUID WASTE (HAZARDOUS WASTE & NON HAZARDOUS WASTE)	29/4/2023
BHIMAREDDY - [6512]	EHS	EMERGENCY PREPARDNESS PROCEDURE FOR HYDROGEN GAS RELEASE	00	EMERGENCY PREPARDNESS PROCEDURE FOR HYDROGEN GAS RELEASE	17/6/2023
BHIMAREDDY - [6512]	EHS	SOP-U-2-EHS-GEN-023	01	ASPECTS/ HAZARDS IDENTIFICATION AND EVALUATION	6/6/2023
BHIMAREDDY - [6512]	EHS	SOP-U-2-EHS-GEN-005	08	OPERATION AND MAINTENANCE OF EYE WASH/BODY SHOWER PORTABLE EYE WASH STATIONS & EYE WASH BOTTLES	26/5/2023
BHIMAREDDY - [6512]	EHS	SOP-U-2-EHS-OPR-012	05	Effluent/Treated Water analysis testing procedure.	25/5/2023

Employee Name	DEPT	Ref Doc No	revision	Sop Name	Completion Date
BHIMAREDDY - [6512]	EHS	SOP-U-2-EHS-GEN-031	00	LINE BREAKING WORK PERMIT (SOP-U-2-EHS-GEN-031-00)	25/5/2023
BHIMAREDDY - [6512]	EHS	SOP-U-2-EHS-GEN-008	07	PROCEDURE FOR COLLECTION AND DISPOSAL OF SOLID & LIQUID WASTE (HAZARDOUS WASTE & NON HAZARDOUS WASTE)	6/6/2023
BHIMAREDDY - [6512]	EHS	SOP-U-2-EHS-GEN-035	00	PROCEDURE FOR OPERATION OF DRINKING WATER AND DRINKING WATER SAMPLE ANALYSIS (SOP-U-2-EHS-GEN-035-00)	6/6/2023
BHIMAREDDY - [6512]	EHS	SOP-QA-GEN-005	12	GOOD DOCUMENTATION PRACTICE AND HANDLING OF DOCUMENT ERRORS	22/5/2023
BHIMAREDDY - [6512]	EHS	SOP-U-2-EHS-GEN-019	05	MONITORING OF AMBIENT AIR, STACK, NOISE LEVELS, VOC, BOREWELL WATER, TREATED WATER AND SOIL	3/6/2023
BHIMAREDDY - [6512]	EHS	SOP-U-2-EHS-GEN-037	00	Procedure for Electrical Safety System & Operating of FLP Equipment and Gas Sensor Calibration Procedure (SOP-U-2-EHS-GEN-037-00)	17/6/2023
BHIMAREDDY - [6512]	EHS	SOP-U-2-EHS-GEN-028	01	ENVIRONMENTAL SUSTAINABILITY	6/6/2023
BHIMAREDDY - [6512]	EHS	EMERGENCY PREPARDNESS PROCEDURE FOR AMMONIA GAS RELEASE	00	EMERGENCY PREPARDNESS PROCEDURE FOR AMMONIA GAS RELEASE	17/6/2023
BHIMAREDDY - [6512]	EHS	SOP-U-2-PD-OPR-029	05	OPERATING PROCEDURE FOR HYDROGENATOR	22/5/2023
DUDEKULACHINNA JAMALBASHA . . [4633]	EHS	Adhoc Training	NA	ENTRY AND EXIT PROCEDURE FOR NON-ONCOLOGY PRODUCTION BLOCKS (SOP-U-2-PD-GEN-014-15)	27/4/2023
DUDEKULACHINNA JAMALBASHA . . [4633]	EHS	Adhoc Training	NA	ENTRY AND EXIT PROCEDURE FOR ONCOLOGYPRODUCTIONBLOCKS(SOP-U-2-PD-GEN-013-15)	27/4/2023
DUDEKULACHINNA JAMALBASHA . . [4633]	EHS	Adhoc Training	NA	OPERATION AND MAINTENANCE OF EYE WASH/BODY SHOWER, PORTABLE EYE WASH STATIONS & EYE WASH BOTTLES (SOP-U-2-EHS-GEN-005-08)	27/4/2023
DUDEKULACHINNA JAMALBASHA . . [4633]	EHS	Adhoc Training	NA	PROCEDURE FOR PREVENTIVE MAINTENANCE OF ETP EQUIPMENTS. (SOPU-2-EHS-GEN-030-00), LINE BREAKING WORK PERMIT (SOP-U-2-EHS-GEN-031-00), PROCEDURE FOR DO'S & DONT'S WORK IN PLACE (SOP-U-2-EHS-GEN-032-00)	10/4/2023
DUDEKULACHINNA JAMALBASHA . . [4633]	EHS	Adhoc Training	NA	CONTRACTOR SAFETY MANAGEMENT (SOP-U-2-EHS-GEN-029-01), EHS CHANGE CONTROL MANAGEMENT. (SOP-U-2-EHS-GEN-033-00)	11/4/2023

Employee Name	DEPT	Ref Doc No	revision	Sop Name	Completion Date
DUDEKULACHINNA JAMALBASHA . . [4633]	EHS	Adhoc Training	NA	Mass Mobilization For Mission Life and world Environment Day-2023	12/5/2023
DUDEKULACHINNA JAMALBASHA . . [4633]	EHS	SOP-U-2-PD-OPR-029	05	OPERATING PROCEDURE FOR HYDROGENATOR	8/5/2023
DUDEKULACHINNA JAMALBASHA . . [4633]	EHS	SOP-U-2-PD-GEN-013	15	ENTRY AND EXIT PROCEDURE FOR ONCOLOGY PRODUCTION BLOCKS	29/5/2023
DUDEKULACHINNA JAMALBASHA . . [4633]	EHS	SOP-U-2-EHS-GEN-019	05	MONITORING OF AMBIENT AIR, STACK, NOISE LEVELS, VOC, BOREWELL WATER, TREATED WATER AND SOIL	8/5/2023
DUDEKULACHINNA JAMALBASHA . . [4633]	EHS	SOP-QA-GEN-030	11	IDENTIFICATION OF MATERIALS AT MANUFACTURING LOCATION	23/5/2023
DUDEKULACHINNA JAMALBASHA . . [4633]	EHS	SOP-QA-GEN-009	22	CHANGE CONTROL	27/5/2023
DUDEKULACHINNA JAMALBASHA . . [4633]	EHS	SOP-U-2-EHS-GEN-008	06	PROCEDURE FOR COLLECTION AND DISPOSAL OF SOLID & LIQUID WASTE (HAZARDOUS WASTE & NON HAZARDOUS WASTE)	29/4/2023
DUDEKULACHINNA JAMALBASHA . . [4633]	EHS	SOP-U-2-EHS-GEN-003	07	OPERATION AND MAINTENANCE OF FIRE HYDRANT SYSTEM	23/5/2023
DUDEKULACHINNA JAMALBASHA . . [4633]	EHS	SOP-U-2-EHS-GEN-027	00	EXPLOSIVE ATMOSPHERE & HAZARDOUS AREA CLASSIFICATION (SOP-U-2-EHS-GEN-027-00)	27/5/2023
DUDEKULACHINNA JAMALBASHA . . [4633]	EHS	SOP-QA-GEN-004	21	HANDLING AND INVESTIGATION OF DEVIATIONS	29/4/2023
DUDEKULACHINNA JAMALBASHA . . [4633]	EHS	SOP-U-2-EHS-GEN-029	01	CONTRACTOR SAFETY MANAGEMENT (SOP/U-2/EHS/GEN/029/01)	29/4/2023
DUDEKULACHINNA JAMALBASHA . . [4633]	EHS	SOP-U-2-EHS-GEN-014	05	HANDLING OF HAZARDOUS CHEMICALS	8/5/2023
DUDEKULACHINNA JAMALBASHA . . [4633]	EHS	SOP-U-2-EHS-GEN-017	06	EHS COMPLAIANCE EVALUTIONS	27/5/2023
DUDEKULACHINNA JAMALBASHA . . [4633]	EHS	SOP-U-2-EHS-GEN-033	00	EHS CHANGE CONTROL MANAGEMENT(SOP-U-2-EHS-GEN-033-00)	29/5/2023
DUDEKULACHINNA JAMALBASHA . . [4633]	EHS	SOP-U-2-EHS-GEN-030	00	PROCEDURE FOR PREVENTIVE MAINTENANCE OF ETP EQUIPMENTS. (SOP-U-2-EHS-GEN-030-00)	29/5/2023
DUDEKULACHINNA JAMALBASHA . . [4633]	EHS	SOP-U-2-EHS-GEN-023	01	ASPECTS/ HAZARDS IDENTIFICATION AND EVALUATION	8/5/2023
DUDEKULACHINNA JAMALBASHA . . [4633]	EHS	SOP-U-2-EHS-GEN-008	07	PROCEDURE FOR COLLECTION AND DISPOSAL OF SOLID & LIQUID WASTE (HAZARDOUS WASTE & NON HAZARDOUS WASTE)	29/5/2023

Employee Name	DEPT	Ref Doc No	revision	Sop Name	Completion Date
DUDEKULACHINNA JAMALBASHA . . [4633]	EHS	SOP-U-2-PA-GEN-008	09	FACTORY ENTRY AND EXIT PROCEDURE FOR VISITORS, AUDITORS, EMPLOYEES, CONTRACT HELPERS, MATERIALS AND VEHICLES	23/5/2023
DUDEKULACHINNA JAMALBASHA . . [4633]	EHS	SOP-U-2-EHS-OPR-012	05	Effluent/Treated Water analysis testing procedure.	23/5/2023
DUDEKULACHINNA JAMALBASHA . . [4633]	EHS	SOP-U-2-EHS-GEN-028	00	ENVIRONMENTAL SUSTAINABILITY (SOP-U-2-EHS-GEN-028-00)	27/5/2023
DUDEKULACHINNA JAMALBASHA . . [4633]	EHS	TM-010-23	00	Good Documentation practices and ALCOA (TM-010-23)	29/5/2023
DUDEKULACHINNA JAMALBASHA . . [4633]	EHS	SOP-U-2-EHS-GEN-001	8	Handling and usage of personnel protective equipment	23/5/2023
DUDEKULACHINNA JAMALBASHA . . [4633]	EHS	SOP-U-2-EHS-GEN-026	03	EHS AUDITS & INSPECTIONS	27/5/2023
DUDEKULACHINNA JAMALBASHA . . [4633]	EHS	SOP-QA-GEN-005	12	GOOD DOCUMENTATION PRACTICE AND HANDLING OF DOCUMENT ERRORS	8/5/2023
JULURI RAGHU . [5909]	EHS	Adhoc Training	NA	ENTRY AND EXIT PROCEDURE FOR NON-ONCOLOGY PRODUCTION BLOCKS (SOP-U-2-PD-GEN-014-15)	28/4/2023
JULURI RAGHU . [5909]	EHS	Adhoc Training	NA	ENTRY AND EXIT PROCEDURE FOR ONCOLOGYPRODUCTIONBLOCKS(SOP-U-2-PD-GEN-013-15)	28/4/2023
JULURI RAGHU . [5909]	EHS	Adhoc Training	NA	CONTRACTOR SAFETY MANAGEMENT (SOP-U-2-EHS-GEN-029-01), EHS CHANGE CONTROL MANAGEMENT. (SOP-U-2-EHS-GEN-033-00)	11/4/2023
JULURI RAGHU . [5909]	EHS	Adhoc Training	NA	EHS AUDITS & INSPECTIONS (SOP-U-2-EHS-GEN-026-02)	13/5/2023
JULURI RAGHU . [5909]	EHS	SOP-U-2-EHS-GEN-036	00	PREVENTIVE MAINTENANCE OF RCC PITS AND ABOVE GROUND TANKS (SOP-U-2-EHS-GEN-036-00)	12/6/2023
JULURI RAGHU . [5909]	EHS	SOP-U-2-EHS-GEN-003	07	OPERATION AND MAINTENANCE OF FIRE HYDRANT SYSTEM	24/5/2023
JULURI RAGHU . [5909]	EHS	SOP-U-2-EHS-GEN-032	00	PROCEDURE FOR DO'S & DONT'S WORK IN PLACE (SOP-U-2-EHS-GEN-032-00)	30/5/2023
JULURI RAGHU . [5909]	EHS	SOP-U-2-EHS-GEN-027	00	EXPLOSIVE ATMOSPHERE & HAZARDOUS AREA CLASSIFICATION (SOP-U-2-EHS-GEN-027-00)	30/5/2023
JULURI RAGHU . [5909]	EHS	SOP-U-2-EHS-GEN-038	00	PROCEDURE FOR UNLOADING, STORAGE AND HANDLING OF COMPRESSED AMMONIA GAS CYLINDERS (SOP-U-2-EHS-GEN-038-00)	14/6/2023
JULURI RAGHU . [5909]	EHS	SOP-U-2-EHS-OPR-001	06	STANDARD OPERATING PROCEDURE FOR EFFLUENT TREATMENT PLANT	12/6/2023
JULURI RAGHU . [5909]	EHS	SOP-U-2-EHS-GEN-015	05	Safe & At-Risk behaviors, EHS Incidents Reporting & Investigation	2/6/2023

Employee Name	DEPT	Ref Doc No	revision	Sop Name	Completion Date
JULURI RAGHU . [5909]	EHS	SOP-U-2-PA-GEN-005	19	TRAINING OF EMPLOYEES	14/6/2023
JULURI RAGHU . [5909]	EHS	SOP-U-2-EHS-GEN-001	8	Handling and usage of personnel protective equipment	24/5/2023
JULURI RAGHU . [5909]	EHS	TM-010-23	00	Good Documentation practices and ALCOA (TM-010-23)	25/5/2023
JULURI RAGHU . [5909]	EHS	SOP-U-2-EHS-GEN-026	03	EHS AUDITS & INSPECTIONS	24/5/2023
JULURI RAGHU . [5909]	EHS	SOP-U-2-EHS-GEN-008	06	PROCEDURE FOR COLLECTION AND DISPOSAL OF SOLID & LIQUID WASTE (HAZARDOUS WASTE & NON HAZARDOUS WASTE)	5/4/2023
JULURI RAGHU . [5909]	EHS	SOP-U-2-EHS-GEN-016	05	Procedure for discharge of static Electricity	13/6/2023
JULURI RAGHU . [5909]	EHS	EMERGENCY PREPARDNESS PROCEDURE FOR HYDROGEN GAS RELEASE	00	EMERGENCY PREPARDNESS PROCEDURE FOR HYDROGEN GAS RELEASE	14/6/2023
JULURI RAGHU . [5909]	EHS	SOP-U-2-EHS-GEN-033	00	EHS CHANGE CONTROL MANAGEMENT(SOP-U-2-EHS-GEN-033-00)	30/5/2023
JULURI RAGHU . [5909]	EHS	SOP-U-2-EHS-GEN-017	06	EHS COMPLAIANCE EVALUTIONS	25/5/2023
JULURI RAGHU . [5909]	EHS	SOP-U-2-EHS-GEN-028	00	ENVIRONMENTAL SUSTAINABILITY (SOP-U-2-EHS-GEN-028-00)	30/5/2023
JULURI RAGHU . [5909]	EHS	SOP-U-2-EHS-GEN-030	00	PROCEDURE FOR PREVENTIVE MAINTENANCE OF ETP EQUIPMENTS. (SOP-U-2-EHS-GEN-030-00)	25/5/2023
JULURI RAGHU . [5909]	EHS	SOP-U-2-EHS-GEN-014	05	HANDLING OF HAZARDOUS CHEMICALS	8/5/2023
JULURI RAGHU . [5909]	EHS	SOP-U-2-EHS-GEN-029	01	CONTRACTOR SAFETY MANAGEMENT (SOP/U-2/EHS/GEN/029/01)	29/4/2023
JULURI RAGHU . [5909]	EHS	SOP-U-2-EHS-GEN-023	01	ASPECTS/ HAZARDS IDENTIFICATION AND EVALUATION	8/5/2023
JULURI RAGHU . [5909]	EHS	SOP-U-2-QC-GEN-039	07	ENTRY & EXIT PROCEDURE IN QUALTY CONTROL LABORATORY (SOP-U-2-QC-GEN-039-07)	16/6/2023
JULURI RAGHU . [5909]	EHS	SOP-U-2-EHS-GEN-031	00	LINE BREAKING WORK PERMIT (SOP-U-2-EHS-GEN-031-00)	30/5/2023
JULURI RAGHU . [5909]	EHS	EMERGENCY PREPARDNESS PROCEDURE FOR AMMONIA GAS RELEASE	00	EMERGENCY PREPARDNESS PROCEDURE FOR AMMONIA GAS RELEASE	14/6/2023
JULURI RAGHU . [5909]	EHS	SOP-U-2-EHS-GEN-019	05	MONITORING OF AMBIENT AIR, STACK, NOISE LEVELS, VOC, BOREWELL WATER, TREATED WATER AND SOIL	8/5/2023
JULURI RAGHU . [5909]	EHS	SOP-U-2-PA-GEN-008	09	FACTORY ENTRY AND EXIT PROCEDURE FOR VISITORS,	24/5/2023

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				AUDITORS, EMPLOYEES, CONTRACT HELPERS, MATERIALS AND VEHICLES	
JULURI RAGHU . [5909]	EHS	EHS-U2-SM-001	00	SAFETY MANUAL (EHS-U2-SM-001-00)	12/6/2023
JULURI RAGHU . [5909]	EHS	SOP-U-2-EHS-GEN-005	08	OPERATION AND MAINTENANCE OF EYE WASH/BODY SHOWER PORTABLE EYE WASH STATIONS & EYE WASH BOTTLES	25/5/2023
JULURI RAGHU . [5909]	EHS	SOP-U-2-PD-OPR-029	05	OPERATING PROCEDURE FOR HYDROGENATOR	8/5/2023
JULURI RAGHU . [5909]	EHS	TM-003-23	00	Data integrity (TM-003-23)	16/6/2023
JULURI RAGHU . [5909]	EHS	SOP-U-2-EHS-GEN-028	01	ENVIRONMENTAL SUSTAINABILITY	12/6/2023
JULURI RAGHU . [5909]	EHS	SOP-QA-GEN-005	12	GOOD DOCUMENTATION PRACTICE AND HANDLING OF DOCUMENT ERRORS	8/5/2023
JULURI RAGHU . [5909]	EHS	SOP-QA-GEN-027	08	POLICY ON TECHNOLOGY TRANSFER	31/5/2023
JULURI RAGHU . [5909]	EHS	SOP-QA-GEN-009	22	CHANGE CONTROL	24/5/2023
JULURI RAGHU . [5909]	EHS	SOP-U-2-EHS-GEN-037	00	Procedure for Electrical Safety System & Operating of FLP Equipment and Gas Sensor Calibration Procedure (SOP-U-2-EHS-GEN-037-00)	14/6/2023
JULURI RAGHU . [5909]	EHS	SOP-QA-GEN-031	11	MANAGEMENT REVIEW	31/5/2023
JULURI RAGHU . [5909]	EHS	SOP-U-2-EHS-GEN-035	00	PROCEDURE FOR OPERATION OF DRINKING WATER AND DRINKING WATER SAMPLE ANALYSIS (SOP-U-2-EHS-GEN-035-00)	12/6/2023
JULURI RAGHU . [5909]	EHS	SOP-QA-GEN-004	21	HANDLING AND INVESTIGATION OF DEVIATIONS	29/4/2023
JULURI RAGHU . [5909]	EHS	SOP-U-2-EHS-OPR-012	05	Effluent/Treated Water analysis testing procedure.	25/5/2023
JULURI RAGHU . [5909]	EHS	SOP-U-2-EHS-GEN-008	07	PROCEDURE FOR COLLECTION AND DISPOSAL OF SOLID & LIQUID WASTE (HAZARDOUS WASTE & NON HAZARDOUS WASTE)	29/5/2023
NAGARAJ GANGANNAVAR - [7260]	EHS	Adhoc Training	NA	ON JOB TRAINING (JST-1 & JST-2) FOR NEW EMPLOYEE (FM-PA-058-03)	9/12/2023
NAGARAJ GANGANNAVAR - [7260]	EHS	Induction	NA	Induction Training	24/11/2023
NAGARAJ GANGANNAVAR - [7260]	EHS	SOP-U-2-EHS-GEN-029	01	CONTRACTOR SAFETY MANAGEMENT (SOP/U-2/EHS/GEN/029/01)	22/3/2024
NAGARAJ GANGANNAVAR - [7260]	EHS	TM-001-24	00	Good Manufacturing practices (TM/001/24)	20/2/2024
NAGARAJ GANGANNAVAR - [7260]	EHS	SOP-U-2-PD-GEN-041	14	PLANNING OF PRODUCTION CAMPAIGN / STAGE WISE	22/3/2024

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NAGARAJ GANGANNAVAR - [7260]	EHS	TM-005-24	00	Data integrity	30/3/2024
NAGARAJ GANGANNAVAR - [7260]	EHS	TM-002-24	00	Importance of Employee attentiveness and increase the workplace productivity (TM/002/24)	20/2/2024
NAGARAJ GANGANNAVAR - [7260]	EHS	SOP-U-2-EHS-GEN-026	04	EHS AUDITS & INSPECTIONS	29/2/2024
NAGARAJ GANGANNAVAR - [7260]	EHS	SOP-U-2-EHS-GEN-015	06	Safe & At-Risk behaviors, EHS Incidents Reporting & Investigation	22/3/2024
NAGARAJ GANGANNAVAR - [7260]	EHS	SOP-U-2-EHS-GEN-006	08	FIRST AID BOX	28/2/2024
Narasimhulu Jamjala [3784]	EHS	Adhoc Training	NA	ENTRY AND EXIT PROCEDURE FOR ONCOLOGYPRODUCTIONBLOCKS(SOP-U-2-PD-GEN-013-15)	28/4/2023
Narasimhulu Jamjala [3784]	EHS	Adhoc Training	NA	ENVIRONMENTAL SUSTAINABILITY (SOP-U-2-EHS-GEN-028-00),CONTRACTOR SAFETY MANAGEMENT (SOP-U-2-EHS-GEN-029-01)	10/4/2023
Narasimhulu Jamjala [3784]	EHS	SOP-U-2-EHS-GEN-015	05	Safe & At-Risk behaviors, EHS Incidents Reporting & Investigation	7/6/2023
Narasimhulu Jamjala [3784]	EHS	EMERGENCY PREPARDNESS PROCEDURE FOR HYDROGEN GAS RELEASE	00	EMERGENCY PREPARDNESS PROCEDURE FOR HYDROGEN GAS RELEASE	17/6/2023
Narasimhulu Jamjala [3784]	EHS	SOP-U-2-EHS-GEN-027	00	EXPLOSIVE ATMOSPHERE & HAZARDOUS AREA CLASSIFICATION (SOP-U-2-EHS-GEN-027-00)	7/6/2023
Narasimhulu Jamjala [3784]	EHS	TM-002-24	00	Importance of Employee attentiveness and increase the workplace productivity (TM/002/24)	3/3/2024
Narasimhulu Jamjala [3784]	EHS	SOP-U-2-EHS-GEN-006	08	FIRST AID BOX	3/3/2024
Narasimhulu Jamjala [3784]	EHS	SOP-U-2-PA-GEN-008	09	FACTORY ENTRY AND EXIT PROCEDURE FOR VISITORS, AUDITORS, EMPLOYEES, CONTRACT HELPERS, MATERIALS AND VEHICLES	22/5/2023
Narasimhulu Jamjala [3784]	EHS	TM-001-24	00	Good Manufacturing practices (TM/001/24)	3/3/2024
Narasimhulu Jamjala [3784]	EHS	SOP-U-2-EHS-GEN-014	05	HANDLING OF HAZARDOUS CHEMICALS	8/5/2023
Narasimhulu Jamjala [3784]	EHS	SOP-U-2-EHS-GEN-019	05	MONITORING OF AMBIENT AIR, STACK, NOISE LEVELS, VOC, BOREWELL WATER, TREATED WATER AND SOIL	8/5/2023
Narasimhulu Jamjala [3784]	EHS	SOP-QA-GEN-005	12	GOOD DOCUMENTATION PRACTICE AND HANDLING OF DOCUMENT ERRORS	8/5/2023

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Narasimhulu Jamjala [3784]	EHS	SOP-U-2-EHS-GEN-015	06	Safe & At-Risk behaviors, EHS Incidents Reporting & Investigation	8/5/2024
Narasimhulu Jamjala [3784]	EHS	SOP-U-2-EHS-GEN-023	01	ASPECTS/ HAZARDS IDENTIFICATION AND EVALUATION	8/5/2023
Narasimhulu Jamjala [3784]	EHS	SOP-U-2-EHS-GEN-001	8	Handling and usage of personnel protective equipment	22/5/2023
Narasimhulu Jamjala [3784]	EHS	SOP-U-2-EHS-GEN-017	06	EHS COMPLAIANCE EVALUTIONS	17/6/2023
Narasimhulu Jamjala [3784]	EHS	SOP-QA-GEN-002	15	DOCUMENT CONTROL	3/3/2024
Narasimhulu Jamjala [3784]	EHS	SOP-U-2-EHS-GEN-003	07	OPERATION AND MAINTENANCE OF FIRE HYDRANT SYSTEM	22/5/2023
Narasimhulu Jamjala [3784]	EHS	SOP-U-2-EHS-GEN-028	00	ENVIRONMENTAL SUSTAINABILITY (SOP-U-2-EHS-GEN-028-00)	7/6/2023
Narasimhulu Jamjala [3784]	EHS	SOP-U-2-PD-GEN-041	14	PLANNING OF PRODUCTION CAMPAIGN / STAGE WISE	8/5/2024
Narasimhulu Jamjala [3784]	EHS	SOP-U-2-EHS-GEN-026	04	EHS AUDITS & INSPECTIONS	3/3/2024
Narasimhulu Jamjala [3784]	EHS	SOP-U-2-EHS-GEN-032	00	PROCEDURE FOR DO'S & DONT'S WORK IN PLACE (SOP-U-2-EHS-GEN-032-00)	7/6/2023
Narasimhulu Jamjala [3784]	EHS	TM-005-24	00	Data integrity	6/5/2024
Narasimhulu Jamjala [3784]	EHS	SOP-U-2-EHS-GEN-008	07	PROCEDURE FOR COLLECTION AND DISPOSAL OF SOLID & LIQUID WASTE (HAZARDOUS WASTE & NON HAZARDOUS WASTE)	7/6/2023
Narasimhulu Jamjala [3784]	EHS	SOP-U-2-EHS-GEN-005	08	OPERATION AND MAINTENANCE OF EYE WASH/BODY SHOWER PORTABLE EYE WASH STATIONS & EYE WASH BOTTLES	22/5/2023
Narasimhulu Jamjala [3784]	EHS	SOP-U-2-PD-GEN-013	16	ENTRY AND EXIT PROCEDURE FOR ONCOLOGY PRODUCTION BLOCKS	6/5/2024
Narasimhulu Jamjala [3784]	EHS	SOP-QA-GEN-004	21	HANDLING AND INVESTIGATION OF DEVIATIONS	1/5/2023
Narasimhulu Jamjala [3784]	EHS	SOP-U-2-EHS-GEN-029	01	CONTRACTOR SAFETY MANAGEMENT (SOP/U-2/EHS/GEN/029/01)	1/5/2023
Narasimhulu Jamjala [3784]	EHS	SOP-U-2-EHS-GEN-008	06	PROCEDURE FOR COLLECTION AND DISPOSAL OF SOLID & LIQUID WASTE (HAZARDOUS WASTE & NON HAZARDOUS WASTE)	1/5/2023
Narasimhulu Jamjala [3784]	EHS	SOP-U-2-EHS-GEN-016	05	Procedure for discharge of static Electricity	17/6/2023
Narasimhulu Jamjala [3784]	EHS	SOP-U-2-PD-OPR-029	05	OPERATING PROCEDURE FOR HYDROGENATOR	8/5/2023
Narasimhulu Jamjala [3784]	EHS	SOP-U-2-PD-GEN-014	16	ENTRY AND EXIT PROCEDURE FOR NON-ONCOLOGY PRODUCTION BLOCKS	6/5/2024
Narasimhulu Jamjala [3784]	EHS	EMERGENCY PREPARDNESS PROCEDURE FOR AMMONIA GAS RELEASE	00	EMERGENCY PREPARDNESS PROCEDURE FOR AMMONIA GAS RELEASE	17/6/2023

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Narasimhulu Jamjala [3784]	EHS	EHS-U2-SM-001	00	SAFETY MANUAL (EHS-U2-SM-001-00)	17/6/2023
R.ELANGOVAN - [6808]	EHS	Adhoc Training	NA	ENTRY AND EXIT PROCEDURE FOR NON-ONCOLOGY PRODUCTION BLOCKS (SOP-U-2-PD-GEN-014-15)	27/4/2023
R.ELANGOVAN - [6808]	EHS	Adhoc Training	NA	ENTRY AND EXIT PROCEDURE FOR ONCOLOGYPRODUCTIONBLOCKS(SOP-U-2-PD-GEN-013-15)	27/4/2023
R.ELANGOVAN - [6808]	EHS	Adhoc Training	NA	ENTRY AND EXIT PROCEDURE FOR ONCOLOGY PRODUCTION BLOCKS (SOP-U-2-PD-GEN-013-16),ENTRY AND EXIT PROCEDURE FOR NON-ONCOLOGY PRODUCTION BLOCKS (SOP-U-2-PD-GEN-014-16)	30/1/2024
R.ELANGOVAN - [6808]	EHS	Adhoc Training	NA	Mass Mobilization For Mission Life and world Environment Day-2023	12/5/2023
R.ELANGOVAN - [6808]	EHS	Adhoc Training	NA	EHS AUDITS & INSPECTIONS (SOP-U-2-EHS-GEN-026-02)	13/5/2023
R.ELANGOVAN - [6808]	EHS	Adhoc Training	NA	SAFE& AT-RISK BEHAVIORS, EHS INCIDENTS REPORTING &INVESTIGATION (SOP-U-2-EHS-GEN-015-05)	20/5/2023
R.ELANGOVAN - [6808]	EHS	SOP-U-2-EHS-GEN-027	00	EXPLOSIVE ATMOSPHERE & HAZARDOUS AREA CLASSIFICATION (SOP-U-2-EHS-GEN-027-00)	6/6/2023
R.ELANGOVAN - [6808]	EHS	SOP-U-2-EHS-GEN-036	00	PREVENTIVE MAINTENANCE OF RCC PITS AND ABOVE GROUND TANKS (SOP-U-2-EHS-GEN-036-00)	5/6/2023
R.ELANGOVAN - [6808]	EHS	SOP-U-2-EHS-GEN-028	00	ENVIRONMENTAL SUSTAINABILITY (SOP-U-2-EHS-GEN-028-00)	22/5/2023
R.ELANGOVAN - [6808]	EHS	SOP-QA-GEN-004	21	HANDLING AND INVESTIGATION OF DEVIATIONS	29/4/2023
R.ELANGOVAN - [6808]	EHS	EMERGENCY PREPARDNESS PROCEDURE FOR HYDROGEN GAS RELEASE	00	EMERGENCY PREPARDNESS PROCEDURE FOR HYDROGEN GAS RELEASE	17/6/2023
R.ELANGOVAN - [6808]	EHS	SOP-U-2-PD-GEN-041	14	PLANNING OF PRODUCTION CAMPAIGN / STAGE WISE	29/4/2024
R.ELANGOVAN - [6808]	EHS	TM-001-24	00	Good Manufacturing practices (TM/001/24)	9/2/2024
R.ELANGOVAN - [6808]	EHS	SOP-U-2-EHS-GEN-015	06	Safe & At-Risk behaviors, EHS Incidents Reporting & Investigation	21/3/2024
R.ELANGOVAN - [6808]	EHS	EMERGENCY PREPARDNESS PROCEDURE FOR AMMONIA GAS RELEASE	00	EMERGENCY PREPARDNESS PROCEDURE FOR AMMONIA GAS RELEASE	17/6/2023
R.ELANGOVAN - [6808]	EHS	SOP-U-2-EHS-GEN-033	00	EHS CHANGE CONTROL MANAGEMENT(SOP-U-2-EHS-GEN-033-00)	5/6/2023

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R.ELANGOVAN - [6808]	EHS	SOP-U-2-EHS-GEN-008	07	PROCEDURE FOR COLLECTION AND DISPOSAL OF SOLID & LIQUID WASTE (HAZARDOUS WASTE & NON HAZARDOUS WASTE)	5/6/2023
R.ELANGOVAN - [6808]	EHS	SOP-U-2-EHS-GEN-029	01	CONTRACTOR SAFETY MANAGEMENT (SOP/U-2/EHS/GEN/029/01)	29/4/2023
R.ELANGOVAN - [6808]	EHS	SOP-QA-GEN-009	22	CHANGE CONTROL	24/5/2023
R.ELANGOVAN - [6808]	EHS	SOP-U-2-EHS-GEN-019	05	MONITORING OF AMBIENT AIR, STACK, NOISE LEVELS, VOC, BOREWELL WATER, TREATED WATER AND SOIL	22/5/2023
R.ELANGOVAN - [6808]	EHS	SOP-U-2-PD-OPR-029	05	OPERATING PROCEDURE FOR HYDROGENATOR	22/5/2023
R.ELANGOVAN - [6808]	EHS	SOP-U-2-EHS-GEN-032	00	PROCEDURE FOR DO'S & DONT'S WORK IN PLACE (SOP-U-2-EHS-GEN-032-00)	19/5/2023
R.ELANGOVAN - [6808]	EHS	SOP-U-2-EHS-GEN-005	08	OPERATION AND MAINTENANCE OF EYE WASH/BODY SHOWER PORTABLE EYE WASH STATIONS & EYE WASH BOTTLES	19/5/2023
R.ELANGOVAN - [6808]	EHS	SOP-U-2-EHS-GEN-001	8	Handling and usage of personnel protective equipment	19/5/2023
R.ELANGOVAN - [6808]	EHS	SOP-U-2-EHS-GEN-017	06	EHS COMPLAIANCE EVALUTIONS	6/6/2023
R.ELANGOVAN - [6808]	EHS	SOP-U-2-EHS-GEN-026	04	EHS AUDITS & INSPECTIONS	26/2/2024
R.ELANGOVAN - [6808]	EHS	SOP-U-2-EHS-GEN-030	00	PROCEDURE FOR PREVENTIVE MAINTENANCE OF ETP EQUIPMENTS. (SOP-U-2-EHS-GEN-030-00)	22/5/2023
R.ELANGOVAN - [6808]	EHS	SOP-U-2-EHS-GEN-015	05	Safe & At-Risk behaviors, EHS Incidents Reporting & Investigation	6/6/2023
R.ELANGOVAN - [6808]	EHS	SOP-U-2-EHS-GEN-016	05	Procedure for discharge of static Electricity	17/6/2023
R.ELANGOVAN - [6808]	EHS	EHS-U2-SM-001	00	SAFETY MANUAL (EHS-U2-SM-001-00)	17/6/2023
R.ELANGOVAN - [6808]	EHS	SOP-U-2-EHS-GEN-014	05	HANDLING OF HAZARDOUS CHEMICALS	22/5/2023
R.ELANGOVAN - [6808]	EHS	SOP-U-2-EHS-GEN-003	07	OPERATION AND MAINTENANCE OF FIRE HYDRANT SYSTEM	24/5/2023
R.ELANGOVAN - [6808]	EHS	SOP-U-2-EHS-GEN-035	00	PROCEDURE FOR OPERATION OF DRINKING WATER AND DRINKING WATER SAMPLE ANALYSIS (SOP-U-2-EHS-GEN-035-00)	5/6/2023
R.ELANGOVAN - [6808]	EHS	TM-002-24	00	Importance of Employee attentiveness and increase the workplace productivity (TM/002/24)	9/2/2024
R.ELANGOVAN - [6808]	EHS	SOP-U-2-EHS-GEN-026	03	EHS AUDITS & INSPECTIONS	24/5/2023
R.ELANGOVAN - [6808]	EHS	VMP-SPL-2-001	12	VALIDATION MASTER PLAN (VMP-SPL-2-001)	27/4/2024
R.ELANGOVAN - [6808]	EHS	SOP-U-2-EHS-GEN-031	00	LINE BREAKING WORK PERMIT (SOP-U-2-EHS-GEN-031-00)	5/6/2023

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R.ELANGOVAN - [6808]	EHS	SOP-U-2-EHS-GEN-034	00	Process safety management	19/5/2023
R.ELANGOVAN - [6808]	EHS	SOP-U-2-EHS-GEN-037	00	Procedure for Electrical Safety System & Operating of FLP Equipment and Gas Sensor Calibration Procedure (SOP-U-2-EHS-GEN-037-00)	17/6/2023
R.ELANGOVAN - [6808]	EHS	SOP-U-2-EHS-GEN-028	01	ENVIRONMENTAL SUSTAINABILITY	6/6/2023
R.ELANGOVAN - [6808]	EHS	SOP-U-2-PA-GEN-008	09	FACTORY ENTRY AND EXIT PROCEDURE FOR VISITORS, AUDITORS, EMPLOYEES, CONTRACT HELPERS, MATERIALS AND VEHICLES	19/5/2023
R.ELANGOVAN - [6808]	EHS	SOP-U-2-EHS-GEN-006	08	FIRST AID BOX	26/2/2024
R.ELANGOVAN - [6808]	EHS	SOP-U-2-EHS-GEN-038	00	PROCEDURE FOR UNLOADING, STORAGE AND HANDLING OF COMPRESSED AMMONIA GAS CYLINDERS (SOP-U-2-EHS-GEN-038-00)	9/2/2024
R.ELANGOVAN - [6808]	EHS	SOP-U-2-PA-GEN-023	00	PROCEDURE FOR HANDLING ABSCONDED AND RELIEVING EMPLOYEES (SOP-U-2-PA-GEN-023)	28/2/2024
R.ELANGOVAN - [6808]	EHS	TM-005-24	00	Data integrity	26/4/2024
Ramakrishna Kalipindi [1218]	EHS	Adhoc Training	NA	ENTRY AND EXIT PROCEDURE FOR NON-ONCOLOGY PRODUCTION BLOCKS (SOP-U-2-PD-GEN-014-15)	27/4/2023
Ramakrishna Kalipindi [1218]	EHS	Adhoc Training	NA	TRAINING OF EMPLOYEE (s) (SOP-U-2-PA-GEN-005-19)	11/4/2023
Ramakrishna Kalipindi [1218]	EHS	Adhoc Training	NA	ENTRY AND EXIT PROCEDURE FOR ONCOLOGYPRODUCTIONBLOCKS(SOP-U-2-PD-GEN-013-15)	27/4/2023
Ramakrishna Kalipindi [1218]	EHS	Adhoc Training	NA	OPERATION AND MAINTENANCE OF EYE WASH/BODY SHOWER, PORTABLE EYE WASH STATIONS & EYE WASH BOTTLES (SOP-U-2-EHS-GEN-005-08)	27/4/2023
Ramakrishna Kalipindi [1218]	EHS	Adhoc Training	NA	PROCEDURE FOR PREVENTIVE MAINTENANCE OF ETP EQUIPMENTS. (SOPU-2-EHS-GEN-030-00), LINE BREAKING WORK PERMIT (SOP-U-2-EHS-GEN-031-00), PROCEDURE FOR DO'S & DONT'S WORK IN PLACE (SOP-U-2-EHS-GEN-032-00)	10/4/2023
Ramakrishna Kalipindi [1218]	EHS	Adhoc Training	NA	ENVIRONMENTAL SUSTAINABILITY (SOP-U-2-EHS-GEN-028-00),CONTRACTOR SAFETY MANAGEMENT (SOP-U-2-EHS-GEN-029-01)	10/4/2023
Ramakrishna Kalipindi [1218]	EHS	Adhoc Training	NA	PROCESS SAFETY MANAGEMENT (SOP-U-2-EHS-GEN-034-00)	12/5/2023
Ramakrishna Kalipindi [1218]	EHS	Adhoc Training	NA	HANDLING / USAGE OF PERSONAL PROTECTIVE EQUIPMENT (SOP-U-2-EHS-GEN-001-07)	27/4/2023
Ramakrishna Kalipindi [1218]	EHS	Adhoc Training	NA	ENTRY AND EXIT PROCEDURE FOR ONCOLOGY PRODUCTION BLOCKS	25/1/2024

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				(SOP-U-2-PD-GEN-013-16),ENTRY AND EXIT PROCEDURE FOR NON-ONCOLOGY PRODUCTION BLOCKS (SOP-U-2-PD-GEN-014-16)	
Ramakrishna Kalipindi [1218]	EHS	Adhoc Training	NA	Mass Mobilization For Mission Life and world Environment Day-2023	12/5/2023
Ramakrishna Kalipindi [1218]	EHS	Adhoc Training	NA	EHS AUDITS & INSPECTIONS (SOP-U-2-EHS-GEN-026-02)	18/5/2023
Ramakrishna Kalipindi [1218]	EHS	SOP-U-2-EHS-GEN-008	07	PROCEDURE FOR COLLECTION AND DISPOSAL OF SOLID & LIQUID WASTE (HAZARDOUS WASTE & NON HAZARDOUS WASTE)	28/5/2023
Ramakrishna Kalipindi [1218]	EHS	SOP-U-2-PD-GEN-002	10	PREVENTION OF CROSS CONTAMINATION	16/6/2023
Ramakrishna Kalipindi [1218]	EHS	TM-002-24	00	Importance of Employee attentiveness and increase the workplace productivity (TM/002/24)	9/2/2024
Ramakrishna Kalipindi [1218]	EHS	SOP-U-2-EHS-GEN-033	00	EHS CHANGE CONTROL MANAGEMENT(SOP-U-2-EHS-GEN-033-00)	22/5/2023
Ramakrishna Kalipindi [1218]	EHS	SOP-U-2-EHS-GEN-030	00	PROCEDURE FOR PREVENTIVE MAINTENANCE OF ETP EQUIPMENTS. (SOP-U-2-EHS-GEN-030-00)	22/5/2023
Ramakrishna Kalipindi [1218]	EHS	SOP-U-2-EHS-GEN-026	03	EHS AUDITS & INSPECTIONS	19/5/2023
Ramakrishna Kalipindi [1218]	EHS	SOP-U-2-PD-GEN-041	14	PLANNING OF PRODUCTION CAMPAIGN / STAGE WISE	22/3/2024
Ramakrishna Kalipindi [1218]	EHS	SOP-U-2-PD-OPR-029	05	OPERATING PROCEDURE FOR HYDROGENATOR	8/5/2023
Ramakrishna Kalipindi [1218]	EHS	SOP-U-2-PD-CLE-012	16	CLEANING PROCEDURE FOR FILTRATION EQUIPMENTS	20/2/2024
Ramakrishna Kalipindi [1218]	EHS	SOP-U-2-EHS-GEN-019	05	MONITORING OF AMBIENT AIR, STACK, NOISE LEVELS, VOC, BOREWELL WATER, TREATED WATER AND SOIL	8/5/2023
Ramakrishna Kalipindi [1218]	EHS	SOP-U-2-EHS-GEN-037	00	Procedure for Electrical Safety System & Operating of FLP Equipment and Gas Sensor Calibration Procedure (SOP-U-2-EHS-GEN-037-00)	12/6/2023
Ramakrishna Kalipindi [1218]	EHS	PC-PD-VOC-&LEL-WA-001-23	00	PROTOCOL FOR VOLATILE ORGANIC CORBAN (VOC) AND LOWER EXPLOSURE LEVEL (LEL) MONITORING IN WORK AREA	19/5/2023
Ramakrishna Kalipindi [1218]	EHS	SOP-U-2-PD-GEN-065	04	PROCEDURE FOR HANDLING AND USAGE OF HAND SANITIZER	23/5/2023
Ramakrishna Kalipindi [1218]	EHS	SOP-U-2-EHS-GEN-015	05	Safe & At-Risk behaviors, EHS Incidents Reporting & Investigation	2/6/2023
Ramakrishna Kalipindi [1218]	EHS	PC-QA-CV-UDN-002	00	PC-QA-CV-UDN-002	7/5/2023
Ramakrishna Kalipindi [1218]	EHS	SOP-U-2-EHS-GEN-034	00	Process safety management	19/5/2023
Ramakrishna Kalipindi [1218]	EHS	SOP-QA-GEN-004	21	HANDLING AND INVESTIGATION OF DEVIATIONS	30/4/2023

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Ramakrishna Kalipindi [1218]	EHS	SOP-U-2-PD-CLE-028	00	PROCEDURE FOR HANDLING AND CLEANING OF TRANSFER LINES (SOP-U-2-PD-CLE-028-00)	16/6/2023
Ramakrishna Kalipindi [1218]	EHS	SOP-U-2-PA-GEN-008	09	FACTORY ENTRY AND EXIT PROCEDURE FOR VISITORS, AUDITORS, EMPLOYEES, CONTRACT HELPERS, MATERIALS AND VEHICLES	21/5/2023
Ramakrishna Kalipindi [1218]	EHS	SOP-U-2-EHS-GEN-028	01	ENVIRONMENTAL SUSTAINABILITY	6/6/2023
Ramakrishna Kalipindi [1218]	EHS	SOP-U-2-EHS-GEN-006	08	FIRST AID BOX	25/2/2024
Ramakrishna Kalipindi [1218]	EHS	SOP-U-2-PD-GEN-024	09	PROCEDURE FOR HANDLING OF GARMENTS	7/5/2023
Ramakrishna Kalipindi [1218]	EHS	SOP-U-2-EHS-GEN-035	00	PROCEDURE FOR OPERATION OF DRINKING WATER AND DRINKING WATER SAMPLE ANALYSIS (SOP-U-2-EHS-GEN-035-00)	6/6/2023
Ramakrishna Kalipindi [1218]	EHS	SOP-U-2-WH-GEN-003	23	RECEIPT CONTROL AND ISSUANCE OF PACKING MATERIALS (SOP-U-2-WH-GEN-003-23)	16/6/2023
Ramakrishna Kalipindi [1218]	EHS	SOP-U-2-EHS-GEN-001	8	Handling and usage of personnel protective equipment	14/5/2023
Ramakrishna Kalipindi [1218]	EHS	SOP-U-2-PD-CLE-020	11	CLEANING PROCEDURE FOR DRYING EQUIPMENTS	8/5/2023
Ramakrishna Kalipindi [1218]	EHS	TM-001-24	00	Good Manufacturing practices (TM/001/24)	9/2/2024
Ramakrishna Kalipindi [1218]	EHS	SOP-U-2-PD-GEN-027	11	PREPARATION OF BATCH PROCESS RECORDS, BATCH PACKING RECORDS AND CLEANING RECORDS (SOP-U-2-PD-GEN-027-11)	28/5/2023
Ramakrishna Kalipindi [1218]	EHS	SOP-U-2-EHS-GEN-003	07	OPERATION AND MAINTENANCE OF FIRE HYDRANT SYSTEM	21/5/2023
Ramakrishna Kalipindi [1218]	EHS	SOP-U-2-EHS-GEN-028	00	ENVIRONMENTAL SUSTAINABILITY (SOP-U-2-EHS-GEN-028-00)	19/5/2023
Ramakrishna Kalipindi [1218]	EHS	HAZARDOUS CHEMICALS	00	MSDS FOR HAZARDOUS CHEMICALS (Acetic anhydride, Acetone, ETHYL CHLOROFORMATE, hydrogen gas, Methane sulphonyl chloride)	21/5/2023
Ramakrishna Kalipindi [1218]	EHS	MSDS FOR NON HAZARDOUS CHEMICALS	00	MSDS FOR NON HAZARDOUS CHEMICALS (activated carbon, Celite, SMBS, sodium-bicarbonate)	21/5/2023
Ramakrishna Kalipindi [1218]	EHS	SOP-QA-GEN-005	12	GOOD DOCUMENTATION PRACTICE AND HANDLING OF DOCUMENT ERRORS	7/5/2023
Ramakrishna Kalipindi [1218]	EHS	SOP-U-2-EHS-GEN-014	05	HANDLING OF HAZARDOUS CHEMICALS	8/5/2023
Ramakrishna Kalipindi [1218]	EHS	SOP-U-2-EHS-GEN-015	06	Safe & At-Risk behaviors, EHS Incidents Reporting & Investigation	22/3/2024
Ramakrishna Kalipindi [1218]	EHS	SOP-U-2-EHS-GEN-029	01	CONTRACTOR SAFETY MANAGEMENT (SOP/U-2/EHS/GEN/029/01)	30/4/2023
Ramakrishna Kalipindi [1218]	EHS	SOP-U-2-WH-GEN-002	19	PROCEDURE FOR ISSUANCE OF RAW MATERIALS	4/6/2023

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Ramakrishna Kalipindi [1218]	EHS	SOP-U-2-EHS-GEN-017	06	EHS COMPLAIANCE EVALUTIONS	19/5/2023
Ramakrishna Kalipindi [1218]	EHS	SOP-U-2-PD-GEN-004	11	PROCEDURE FOR ENTRY OF DATA INTO BATCH PROCESS RECORD AND PRODUCT CHANGE OVER CLEANING RECORD	22/3/2024
Ramakrishna Kalipindi [1218]	EHS	TM-010-23	00	Good Documentation practices and ALCOA (TM-010-23)	21/5/2023
Ramakrishna Kalipindi [1218]	EHS	SOP-U-2-PD-OPR-026	06	OPERATING PROCEDURE FOR SCRUBBER SYSTEM	28/5/2023
Ramakrishna Kalipindi [1218]	EHS	SOP-U-2-EHS-GEN-016	05	Procedure for discharge of static Electricity	12/6/2023
Ramakrishna Kalipindi [1218]	EHS	TM-003-23	00	Data integrity (TM-003-23)	10/6/2023
Ramakrishna Kalipindi [1218]	EHS	SOP-QA-GEN-010	22	INTERNAL QUALITY AUDIT	20/2/2024
Ramakrishna Kalipindi [1218]	EHS	SOP-U-2-EHS-GEN-038	00	PROCEDURE FOR UNLOADING, STORAGE AND HANDLING OF COMPRESSED AMMONIA GAS CYLINDERS (SOP-U-2-EHS-GEN-038-00)	16/6/2023
Ramakrishna Kalipindi [1218]	EHS	TM-005-24	00	Data integrity	11/4/2024
Ramakrishna Kalipindi [1218]	EHS	EHS-U2-SM-001	00	SAFETY MANUAL (EHS-U2-SM-001-00)	10/6/2023
Ramakrishna Kalipindi [1218]	EHS	SOP-QA-GEN-009	22	CHANGE CONTROL	14/5/2023
Ramakrishna Kalipindi [1218]	EHS	SOP-U-2-EHS-GEN-026	04	EHS AUDITS & INSPECTIONS	3/3/2024
Ramakrishna Kalipindi [1218]	EHS	SOP-U-2-PD-GEN-026	08	HANDLING OF FINISHED PRODUCTS	30/4/2023
Ramakrishna Kalipindi [1218]	EHS	SOP-U-2-EHS-GEN-036	00	PREVENTIVE MAINTENANCE OF RCC PITS AND ABOVE GROUND TANKS (SOP-U-2-EHS-GEN-036-00)	6/6/2023
Ramakrishna Kalipindi [1218]	EHS	SOP-U-2-EHS-GEN-027	00	EXPLOSIVE ATMOSPHERE & HAZARDOUS AREA CLASSIFICATION (SOP-U-2-EHS-GEN-027-00)	22/5/2023
S SUMAN . [5503]	EHS	Adhoc Training	NA	PROCEDURE FOR PREVENTIVE MAINTENANCE OF ETP EQUIPMENTS. (SOPU-2-EHS-GEN-030-00), LINE BREAKING WORK PERMIT (SOP-U-2-EHS-GEN-031-00), PROCEDURE FOR DO'S & DONT'S WORK IN PLACE (SOP-U-2-EHS-GEN-032-00)	10/4/2023
S SUMAN . [5503]	EHS	Adhoc Training	NA	CONTRACTOR SAFETY MANAGEMENT (SOP-U-2-EHS-GEN-029-01), EHS CHANGE CONTROL MANAGEMENT. (SOP-U-2-EHS-GEN-033-00)	11/4/2023
S SUMAN . [5503]	EHS	Adhoc Training	NA	ENVIRONMENTAL SUSTAINABILITY (SOP-U-2-EHS-GEN-028-00),CONTRACTOR SAFETY MANAGEMENT (SOP-U-2-EHS-GEN-029-01)	10/4/2023
S SUMAN . [5503]	EHS	Adhoc Training	NA	Handling/usage of personnel protective equipment (SOP-U-2-EHS-GEN-001-09)	28/11/2023

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S SUMAN . [5503]	EHS	Adhoc Training	NA	Mass Mobilization For Mission Life and world Environment Day-2023	12/5/2023
S SUMAN . [5503]	EHS	Adhoc Training	NA	EHS AUDITS & INSPECTIONS (SOP-U-2-EHS-GEN-026-02)	13/5/2023
S SUMAN . [5503]	EHS	Adhoc Training	NA	SAFE& AT-RISK BEHAVIORS, EHS INCIDENTS REPORTING &INVESTIGATION (SOP-U-2-EHS-GEN-015-05)	20/5/2023
S SUMAN . [5503]	EHS	SOP-U-2-PA-GEN-005	19	TRAINING OF EMPLOYEES	12/6/2023
S SUMAN . [5503]	EHS	TM-001-24	00	Good Manufacturing practices (TM/001/24)	9/2/2024
S SUMAN . [5503]	EHS	SOP-U-2-EHS-GEN-033	00	EHS CHANGE CONTROL MANAGEMENT(SOP-U-2-EHS-GEN-033-00)	24/5/2023
S SUMAN . [5503]	EHS	SOP-U-2-EHS-GEN-015	05	Safe & At-Risk behaviors, EHS Incidents Reporting & Investigation	4/6/2023
S SUMAN . [5503]	EHS	TM-010-23	00	Good Documentation practices and ALCOA (TM-010-23)	25/5/2023
S SUMAN . [5503]	EHS	SOP-U-2-EHS-GEN-003	07	OPERATION AND MAINTENANCE OF FIRE HYDRANT SYSTEM	22/5/2023
S SUMAN . [5503]	EHS	SOP-U-2-EHS-GEN-006	08	FIRST AID BOX	26/2/2024
S SUMAN . [5503]	EHS	SOP-U-2-EHS-GEN-036	00	PREVENTIVE MAINTENANCE OF RCC PITS AND ABOVE GROUND TANKS (SOP-U-2-EHS-GEN-036-00)	5/6/2023
S SUMAN . [5503]	EHS	SOP-U-2-EHS-GEN-008	07	PROCEDURE FOR COLLECTION AND DISPOSAL OF SOLID & LIQUID WASTE (HAZARDOUS WASTE & NON HAZARDOUS WASTE)	4/6/2023
S SUMAN . [5503]	EHS	SOP-U-2-PD-GEN-013	15	ENTRY AND EXIT PROCEDURE FOR ONCOLOGY PRODUCTION BLOCKS	4/6/2023
S SUMAN . [5503]	EHS	SOP-U-2-EHS-GEN-005	08	OPERATION AND MAINTENANCE OF EYE WASH/BODY SHOWER PORTABLE EYE WASH STATIONS & EYE WASH BOTTLES	22/5/2023
S SUMAN . [5503]	EHS	SOP-U-2-EHS-OPR-001	06	STANDARD OPERATING PROCEDURE FOR EFFLUENT TREATMENT PLANT	5/6/2023
S SUMAN . [5503]	EHS	SOP-U-2-EHS-GEN-029	01	CONTRACTOR SAFETY MANAGEMENT (SOP/U-2/EHS/GEN/029/01)	8/5/2023
S SUMAN . [5503]	EHS	SOP-U-2-EHS-GEN-028	00	ENVIRONMENTAL SUSTAINABILITY (SOP-U-2-EHS-GEN-028-00)	23/5/2023
S SUMAN . [5503]	EHS	SOP-U-2-PD-GEN-014	15	ENTRY AND EXIT PROCEDURE FOR NON-ONCOLOGY PRODUCTION BLOCKS	4/6/2023
S SUMAN . [5503]	EHS	SOP-U-2-PD-OPR-029	05	OPERATING PROCEDURE FOR HYDROGENATOR	8/5/2023
S SUMAN . [5503]	EHS	SOP-U-2-EHS-GEN-001	8	Handling and usage of personnel protective equipment	22/5/2023
S SUMAN . [5503]	EHS	SOP-U-2-EHS-GEN-035	00	PROCEDURE FOR OPERATION OF DRINKING WATER AND DRINKING WATER SAMPLE ANALYSIS (SOP-U-2-EHS-GEN-035-00)	5/6/2023

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S SUMAN . [5503]	EHS	SOP-U-2-EHS-GEN-026	04	EHS AUDITS & INSPECTIONS	26/2/2024
S SUMAN . [5503]	EHS	SOP-U-2-EHS-GEN-014	05	HANDLING OF HAZARDOUS CHEMICALS	9/5/2023
S SUMAN . [5503]	EHS	SOP-U-2-EHS-GEN-027	00	EXPLOSIVE ATMOSPHERE & HAZARDOUS AREA CLASSIFICATION (SOP-U-2-EHS-GEN-027-00)	22/5/2023
S SUMAN . [5503]	EHS	SOP-U-2-EHS-GEN-026	03	EHS AUDITS & INSPECTIONS	23/5/2023
S SUMAN . [5503]	EHS	SOP-U-2-EHS-OPR-012	05	Effluent/Treated Water analysis testing procedure.	23/5/2023
S SUMAN . [5503]	EHS	SOP-U-2-EHS-GEN-028	01	ENVIRONMENTAL SUSTAINABILITY	10/6/2023
S SUMAN . [5503]	EHS	SOP-U-2-EHS-GEN-017	06	EHS COMPLAIANCE EVALUTIONS	23/5/2023
S SUMAN . [5503]	EHS	TM-003-23	00	Data integrity (TM-003-23)	12/6/2023
S SUMAN . [5503]	EHS	SOP-QA-GEN-005	12	GOOD DOCUMENTATION PRACTICE AND HANDLING OF DOCUMENT ERRORS	9/5/2023
S SUMAN . [5503]	EHS	SOP-U-2-EHS-GEN-037	00	Procedure for Electrical Safety System & Operating of FLP Equipment and Gas Sensor Calibration Procedure (SOP-U-2-EHS-GEN-037-00)	10/6/2023
S SUMAN . [5503]	EHS	SOP-QA-GEN-004	21	HANDLING AND INVESTIGATION OF DEVIATIONS	8/5/2023
S SUMAN . [5503]	EHS	SOP-QA-GEN-009	22	CHANGE CONTROL	24/5/2023
S SUMAN . [5503]	EHS	SOP-QA-GEN-002	15	DOCUMENT CONTROL	26/2/2024
S SUMAN . [5503]	EHS	SOP-U-2-EHS-GEN-016	05	Procedure for discharge of static Electricity	10/6/2023
S SUMAN . [5503]	EHS	SOP-U-2-PD-GEN-041	14	PLANNING OF PRODUCTION CAMPAIGN / STAGE WISE	16/3/2024
S SUMAN . [5503]	EHS	EHS-U2-SM-001	00	SAFETY MANUAL (EHS-U2-SM-001-00)	10/6/2023
S SUMAN . [5503]	EHS	SOP-U-2-PA-GEN-008	09	FACTORY ENTRY AND EXIT PROCEDURE FOR VISITORS, AUDITORS, EMPLOYEES, CONTRACT HELPERS, MATERIALS AND VEHICLES	22/5/2023
S SUMAN . [5503]	EHS	SOP-U-2-EHS-GEN-030	00	PROCEDURE FOR PREVENTIVE MAINTENANCE OF ETP EQUIPMENTS. (SOP-U-2-EHS-GEN-030-00)	23/5/2023
S SUMAN . [5503]	EHS	SOP-U-2-EHS-GEN-019	05	MONITORING OF AMBIENT AIR, STACK, NOISE LEVELS, VOC, BOREWELL WATER, TREATED WATER AND SOIL	9/5/2023
S SUMAN . [5503]	EHS	SOP-U-2-EHS-GEN-015	06	Safe & At-Risk behaviors, EHS Incidents Reporting & Investigation	14/3/2024
S SUMAN . [5503]	EHS	TM-002-24	00	Importance of Employee attentiveness and increase the workplace productivity (TM/002/24)	9/2/2024
S SUMAN . [5503]	EHS	TM-005-24	00	Data integrity	4/5/2024

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S SUMAN . [5503]	EHS	SOP-U-2-EHS-GEN-008	06	PROCEDURE FOR COLLECTION AND DISPOSAL OF SOLID & LIQUID WASTE (HAZARDOUS WASTE & NON HAZARDOUS WASTE)	8/5/2023
S SUMAN . [5503]	EHS	SOP-U-2-EHS-GEN-023	01	ASPECTS/ HAZARDS IDENTIFICATION AND EVALUATION	9/5/2023
SANAPALA SHANMUKHA RAO . [5957]	EHS	Adhoc Training	NA	ENTRY AND EXIT PROCEDURE FOR NON-ONCOLOGY PRODUCTION BLOCKS (SOP-U-2-PD-GEN-014-15)	27/4/2023
SANAPALA SHANMUKHA RAO . [5957]	EHS	Adhoc Training	NA	TRAINING OF EMPLOYEE (s) (SOP-U-2-PA-GEN-005-19)	12/4/2023
SANAPALA SHANMUKHA RAO . [5957]	EHS	Adhoc Training	NA	ENTRY AND EXIT PROCEDURE FOR ONCOLOGYPRODUCTIONBLOCKS(SOP-U-2-PD-GEN-013-15)	27/4/2023
SANAPALA SHANMUKHA RAO . [5957]	EHS	Adhoc Training	NA	OPERATION AND MAINTENANCE OF EYE WASH/BODY SHOWER, PORTABLE EYE WASH STATIONS & EYE WASH BOTTLES (SOP-U-2-EHS-GEN-005-08)	27/4/2023
SANAPALA SHANMUKHA RAO . [5957]	EHS	Adhoc Training	NA	PROCEDURE FOR PREVENTIVE MAINTENANCE OF ETP EQUIPMENTS. (SOPU-2-EHS-GEN-030-00), LINE BREAKING WORK PERMIT (SOP-U-2-EHS-GEN-031-00), PROCEDURE FOR DO'S & DONT'S WORK IN PLACE (SOP-U-2-EHS-GEN-032-00)	10/4/2023
SANAPALA SHANMUKHA RAO . [5957]	EHS	Adhoc Training	NA	CONTRACTOR SAFETY MANAGEMENT (SOP-U-2-EHS-GEN-029-01), EHS CHANGE CONTROL MANAGEMENT. (SOP-U-2-EHS-GEN-033-00)	11/4/2023
SANAPALA SHANMUKHA RAO . [5957]	EHS	Adhoc Training	NA	ENVIRONMENTAL SUSTAINABILITY (SOP-U-2-EHS-GEN-028-00),CONTRACTOR SAFETY MANAGEMENT (SOP-U-2-EHS-GEN-029-01)	10/4/2023
SANAPALA SHANMUKHA RAO . [5957]	EHS	Adhoc Training	NA	HANDLING / USAGE OF PERSONAL PROTECTIVE EQUIPMENT (SOP-U-2-EHS-GEN-001-07)	27/4/2023
SANAPALA SHANMUKHA RAO . [5957]	EHS	Adhoc Training	NA	EHS AUDITS & INSPECTIONS (SOP-U-2-EHS-GEN-026-02)	13/5/2023
SANAPALA SHANMUKHA RAO . [5957]	EHS	SOP-U-2-EHS-GEN-037	00	Procedure for Electrical Safety System & Operating of FLP Equipment and Gas Sensor Calibration Procedure (SOP-U-2-EHS-GEN-037-00)	14/6/2023
SANAPALA SHANMUKHA RAO . [5957]	EHS	SOP-U-2-EHS-GEN-015	05	Safe & At-Risk behaviors, EHS Incidents Reporting & Investigation	12/6/2023
SANAPALA SHANMUKHA RAO . [5957]	EHS	SOP-U-2-EHS-GEN-030	00	PROCEDURE FOR PREVENTIVE MAINTENANCE OF ETP EQUIPMENTS. (SOP-U-2-EHS-GEN-030-00)	22/5/2023
SANAPALA SHANMUKHA RAO . [5957]	EHS	SOP-U-2-EHS-GEN-028	01	ENVIRONMENTAL SUSTAINABILITY	12/6/2023

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SANAPALA SHANMUKHA RAO . [5957]	EHS	SOP-U-2-EHS-GEN-038	00	PROCEDURE FOR UNLOADING, STORAGE AND HANDLING OF COMPRESSED AMMONIA GAS CYLINDERS (SOP-U-2-EHS-GEN-038-00)	14/6/2023
SANAPALA SHANMUKHA RAO . [5957]	EHS	SOP-U-2-PA-GEN-008	09	FACTORY ENTRY AND EXIT PROCEDURE FOR VISITORS, AUDITORS, EMPLOYEES, CONTRACT HELPERS, MATERIALS AND VEHICLES	14/5/2023
SANAPALA SHANMUKHA RAO . [5957]	EHS	SOP-U-2-EHS-GEN-029	01	CONTRACTOR SAFETY MANAGEMENT (SOP/U-2/EHS/GEN/029/01)	6/5/2023
SANAPALA SHANMUKHA RAO . [5957]	EHS	SOP-U-2-EHS-GEN-014	05	HANDLING OF HAZARDOUS CHEMICALS	8/5/2023
SANAPALA SHANMUKHA RAO . [5957]	EHS	SOP-U-2-EHS-GEN-001	8	Handling and usage of personnel protective equipment	14/5/2023
SANAPALA SHANMUKHA RAO . [5957]	EHS	SOP-U-2-EHS-GEN-034	00	Process safety management	11/5/2023
SANAPALA SHANMUKHA RAO . [5957]	EHS	SOP-U-2-EHS-GEN-023	01	ASPECTS/ HAZARDS IDENTIFICATION AND EVALUATION	7/5/2023
SANAPALA SHANMUKHA RAO . [5957]	EHS	EMERGENCY PREPARDNESS PROCEDURE FOR HYDROGEN GAS RELEASE	00	EMERGENCY PREPARDNESS PROCEDURE FOR HYDROGEN GAS RELEASE	14/6/2023
SANAPALA SHANMUKHA RAO . [5957]	EHS	SOP-U-2-EHS-GEN-026	03	EHS AUDITS & INSPECTIONS	22/5/2023
SANAPALA SHANMUKHA RAO . [5957]	EHS	EMERGENCY PREPARDNESS PROCEDURE FOR AMMONIA GAS RELEASE	00	EMERGENCY PREPARDNESS PROCEDURE FOR AMMONIA GAS RELEASE	14/6/2023
SANAPALA SHANMUKHA RAO . [5957]	EHS	SOP-U-2-EHS-GEN-019	05	MONITORING OF AMBIENT AIR, STACK, NOISE LEVELS, VOC, BOREWELL WATER, TREATED WATER AND SOIL	8/5/2023
SANAPALA SHANMUKHA RAO . [5957]	EHS	SOP-U-2-EHS-GEN-033	00	EHS CHANGE CONTROL MANAGEMENT(SOP-U-2-EHS-GEN-033-00)	23/5/2023
SANAPALA SHANMUKHA RAO . [5957]	EHS	SOP-U-2-EHS-GEN-017	06	EHS COMPLAIANCE EVALUTIONS	22/5/2023
SANAPALA SHANMUKHA RAO . [5957]	EHS	SOP-U-2-EHS-GEN-027	00	EXPLOSIVE ATMOSPHERE & HAZARDOUS AREA CLASSIFICATION (SOP-U-2-EHS-GEN-027-00)	22/5/2023
SANAPALA SHANMUKHA RAO . [5957]	EHS	SOP-QA-GEN-005	12	GOOD DOCUMENTATION PRACTICE AND HANDLING OF DOCUMENT ERRORS	7/5/2023

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SANAPALA SHANMUKHA RAO . [5957]	EHS	SOP-U-2-EHS-GEN-035	00	PROCEDURE FOR OPERATION OF DRINKING WATER AND DRINKING WATER SAMPLE ANALYSIS (SOP-U-2-EHS-GEN-035-00)	12/6/2023
SANAPALA SHANMUKHA RAO . [5957]	EHS	SOP-U-2-EHS-GEN-036	00	PREVENTIVE MAINTENANCE OF RCC PITS AND ABOVE GROUND TANKS (SOP-U-2-EHS-GEN-036-00)	12/6/2023
SANAPALA SHANMUKHA RAO . [5957]	EHS	SOP-QA-GEN-009	22	CHANGE CONTROL	11/5/2023
SANAPALA SHANMUKHA RAO . [5957]	EHS	SOP-U-2-EHS-GEN-016	05	Procedure for discharge of static Electricity	14/6/2023
SANAPALA SHANMUKHA RAO . [5957]	EHS	SOP-U-2-PD-OPR-029	05	OPERATING PROCEDURE FOR HYDROGENATOR	7/5/2023
SANAPALA SHANMUKHA RAO . [5957]	EHS	TM-003-23	00	Data integrity (TM-003-23)	16/6/2023
SANAPALA SHANMUKHA RAO . [5957]	EHS	SOP-U-2-EHS-GEN-008	07	PROCEDURE FOR COLLECTION AND DISPOSAL OF SOLID & LIQUID WASTE (HAZARDOUS WASTE & NON HAZARDOUS WASTE)	28/5/2023
SANAPALA SHANMUKHA RAO . [5957]	EHS	SOP-U-2-EHS-GEN-003	07	OPERATION AND MAINTENANCE OF FIRE HYDRANT SYSTEM	22/5/2023
SANAPALA SHANMUKHA RAO . [5957]	EHS	SOP-QA-GEN-004	21	HANDLING AND INVESTIGATION OF DEVIATIONS	7/5/2023
SANAPALA SHANMUKHA RAO . [5957]	EHS	TM-010-23	00	Good Documentation practices and ALCOA (TM-010-23)	23/5/2023
SANAPALA SHANMUKHA RAO . [5957]	EHS	EHS-U2-SM-001	00	SAFETY MANUAL (EHS-U2-SM-001-00)	12/6/2023
SANAPALA SHANMUKHA RAO . [5957]	EHS	SOP-U-2-EHS-GEN-028	00	ENVIRONMENTAL SUSTAINABILITY (SOP-U-2-EHS-GEN-028-00)	23/5/2023
SANAPALA SHANMUKHA RAO . [5957]	EHS	SOP-U-2-EHS-GEN-008	06	PROCEDURE FOR COLLECTION AND DISPOSAL OF SOLID & LIQUID WASTE (HAZARDOUS WASTE & NON HAZARDOUS WASTE)	6/5/2023
Srinivasulu Reddy Konda [2789]	EHS	SOP-U-2-EHS-GEN-008	06	PROCEDURE FOR COLLECTION AND DISPOSAL OF SOLID & LIQUID WASTE (HAZARDOUS WASTE & NON HAZARDOUS WASTE)	29/4/2023
Srinivasulu Reddy Konda [2789]	EHS	SOP-U-2-EHS-GEN-035	00	PROCEDURE FOR OPERATION OF DRINKING WATER AND DRINKING WATER SAMPLE ANALYSIS (SOP-U-2-EHS-GEN-035-00)	12/6/2023
Srinivasulu Reddy Konda [2789]	EHS	SOP-U-2-EHS-GEN-030	00	PROCEDURE FOR PREVENTIVE MAINTENANCE OF ETP EQUIPMENTS. (SOP-U-2-EHS-GEN-030-00)	30/5/2023

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Srinivasulu Reddy Konda [2789]	EHS	SOP-QA-GEN-010	22	INTERNAL QUALITY AUDIT	16/3/2024
Srinivasulu Reddy Konda [2789]	EHS	SOP-U-2-EHS-GEN-006	08	FIRST AID BOX	7/3/2024
Srinivasulu Reddy Konda [2789]	EHS	SOP-U-2-EHS-GEN-019	05	MONITORING OF AMBIENT AIR, STACK, NOISE LEVELS, VOC, BOREWELL WATER, TREATED WATER AND SOIL	17/5/2023
Srinivasulu Reddy Konda [2789]	EHS	SOP-U-2-EHS-GEN-015	06	Safe & At-Risk behaviors, EHS Incidents Reporting & Investigation	14/3/2024
Srinivasulu Reddy Konda [2789]	EHS	SOP-U-2-EHS-GEN-028	01	ENVIRONMENTAL SUSTAINABILITY	12/6/2023
Srinivasulu Reddy Konda [2789]	EHS	SOP-U-2-EHS-OPR-012	05	Effluent/Treated Water analysis testing procedure.	25/5/2023
Srinivasulu Reddy Konda [2789]	EHS	SOP-U-2-EHS-GEN-027	00	EXPLOSIVE ATMOSPHERE & HAZARDOUS AREA CLASSIFICATION (SOP-U-2-EHS-GEN-027-00)	1/6/2023
Srinivasulu Reddy Konda [2789]	EHS	SOP-QA-GEN-009	22	CHANGE CONTROL	30/5/2023
Srinivasulu Reddy Konda [2789]	EHS	SOP-U-2-EHS-GEN-036	00	PREVENTIVE MAINTENANCE OF RCC PITS AND ABOVE GROUND TANKS (SOP-U-2-EHS-GEN-036-00)	12/6/2023
Srinivasulu Reddy Konda [2789]	EHS	TM-003-23	00	Data integrity (TM-003-23)	12/6/2023
Srinivasulu Reddy Konda [2789]	EHS	SOP-U-2-EHS-GEN-023	01	ASPECTS/ HAZARDS IDENTIFICATION AND EVALUATION	17/5/2023
Srinivasulu Reddy Konda [2789]	EHS	SOP-U-2-EHS-GEN-033	00	EHS CHANGE CONTROL MANAGEMENT(SOP-U-2-EHS-GEN-033-00)	30/5/2023
Srinivasulu Reddy Konda [2789]	EHS	SOP-U-2-EHS-GEN-037	00	Procedure for Electrical Safety System & Operating of FLP Equipment and Gas Sensor Calibration Procedure (SOP-U-2-EHS-GEN-037-00)	13/6/2023
Srinivasulu Reddy Konda [2789]	EHS	EHS-U2-SM-001	00	SAFETY MANUAL (EHS-U2-SM-001-00)	13/6/2023
Srinivasulu Reddy Konda [2789]	EHS	SOP-U-2-EHS-GEN-029	01	CONTRACTOR SAFETY MANAGEMENT (SOP/U-2/EHS/GEN/029/01)	29/4/2023
Srinivasulu Reddy Konda [2789]	EHS	SOP-U-2-EHS-GEN-032	00	PROCEDURE FOR DO'S & DONT'S WORK IN PLACE (SOP-U-2-EHS-GEN-032-00)	30/5/2023
Srinivasulu Reddy Konda [2789]	EHS	SOP-U-2-EHS-GEN-005	08	OPERATION AND MAINTENANCE OF EYE WASH/BODY SHOWER PORTABLE EYE WASH STATIONS & EYE WASH BOTTLES	25/5/2023
Srinivasulu Reddy Konda [2789]	EHS	SOP-U-2-EHS-OPR-001	06	STANDARD OPERATING PROCEDURE FOR EFFLUENT TREATMENT PLANT	12/6/2023
Srinivasulu Reddy Konda [2789]	EHS	SOP-U-2-EHS-GEN-014	05	HANDLING OF HAZARDOUS CHEMICALS	17/5/2023
Srinivasulu Reddy Konda [2789]	EHS	SOP-QA-GEN-004	21	HANDLING AND INVESTIGATION OF DEVIATIONS	29/4/2023
Srinivasulu Reddy Konda [2789]	EHS	TM-001-24	00	Good Manufacturing practices (TM/001/24)	16/2/2024

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Srinivasulu Reddy Konda [2789]	EHS	SOP-U-2-PD-GEN-014	15	ENTRY AND EXIT PROCEDURE FOR NON-ONCOLOGY PRODUCTION BLOCKS	3/6/2023
Srinivasulu Reddy Konda [2789]	EHS	SOP-U-2-EHS-GEN-001	8	Handling and usage of personnel protective equipment	30/5/2023
Srinivasulu Reddy Konda [2789]	EHS	SOP-U-2-EHS-GEN-017	06	EHS COMPLAIANCE EVALUTIONS	30/5/2023
Srinivasulu Reddy Konda [2789]	EHS	SOP-U-2-PD-OPR-029	05	OPERATING PROCEDURE FOR HYDROGENATOR	30/5/2023
Srinivasulu Reddy Konda [2789]	EHS	SOP-U-2-EHS-GEN-026	04	EHS AUDITS & INSPECTIONS	7/3/2024
Srinivasulu Reddy Konda [2789]	EHS	SOP-U-2-PD-GEN-041	14	PLANNING OF PRODUCTION CAMPAIGN / STAGE WISE	16/3/2024
Srinivasulu Reddy Konda [2789]	EHS	EMERGENCY PREPARDNESS PROCEDURE FOR AMMONIA GAS RELEASE	00	EMERGENCY PREPARDNESS PROCEDURE FOR AMMONIA GAS RELEASE	13/6/2023
Srinivasulu Reddy Konda [2789]	EHS	SOP-U-2-EHS-GEN-015	05	Safe & At-Risk behaviors, EHS Incidents Reporting & Investigation	1/6/2023
Srinivasulu Reddy Konda [2789]	EHS	SOP-U-2-EHS-GEN-031	00	LINE BREAKING WORK PERMIT (SOP-U-2-EHS-GEN-031-00)	25/5/2023
Srinivasulu Reddy Konda [2789]	EHS	SOP-U-2-EHS-GEN-003	07	OPERATION AND MAINTENANCE OF FIRE HYDRANT SYSTEM	25/5/2023
Srinivasulu Reddy Konda [2789]	EHS	SOP-QA-GEN-005	12	GOOD DOCUMENTATION PRACTICE AND HANDLING OF DOCUMENT ERRORS	30/5/2023
Srinivasulu Reddy Konda [2789]	EHS	TM-002-24	00	Importance of Employee attentiveness and increase the workplace productivity (TM/002/24)	16/2/2024
Srinivasulu Reddy Konda [2789]	EHS	SOP-U-2-EHS-GEN-016	05	Procedure for discharge of static Electricity	13/6/2023
Srinivasulu Reddy Konda [2789]	EHS	SOP-U-2-PD-GEN-013	15	ENTRY AND EXIT PROCEDURE FOR ONCOLOGY PRODUCTION BLOCKS	1/6/2023
Srinivasulu Reddy Konda [2789]	EHS	SOP-QA-GEN-030	11	IDENTIFICATION OF MATERIALS AT MANUFACTURING LOCATION	17/5/2023
Srinivasulu Reddy Konda [2789]	EHS	SOP-U-2-EHS-GEN-028	00	ENVIRONMENTAL SUSTAINABILITY (SOP-U-2-EHS-GEN-028-00)	30/5/2023
Srinivasulu Reddy Konda [2789]	EHS	TM-005-24	00	Data integrity	9/5/2024
Srinivasulu Reddy Konda [2789]	EHS	SOP-U-2-EHS-GEN-008	07	PROCEDURE FOR COLLECTION AND DISPOSAL OF SOLID & LIQUID WASTE (HAZARDOUS WASTE & NON HAZARDOUS WASTE)	1/6/2023
Srinivasulu Reddy Konda [2789]	EHS	SOP-U-2-EHS-GEN-038	00	PROCEDURE FOR UNLOADING, STORAGE AND HANDLING OF COMPRESSED AMMONIA GAS CYLINDERS (SOP-U-2-EHS-GEN-038-00)	16/6/2023
Srinivasulu Reddy Konda [2789]	EHS	TM-010-23	00	Good Documentation practices and ALCOA (TM-010-23)	1/6/2023
Srinivasulu Reddy Konda [2789]	EHS	SOP-QA-GEN-002	15	DOCUMENT CONTROL	16/3/2024

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Srinivasulu Reddy Konda [2789]	EHS	SOP-U-2-EHS-GEN-026	03	EHS AUDITS & INSPECTIONS	25/5/2023
Srinivasulu Reddy Konda [2789]	EHS	SOP-U-2-PA-GEN-008	09	FACTORY ENTRY AND EXIT PROCEDURE FOR VISITORS, AUDITORS, EMPLOYEES, CONTRACT HELPERS, MATERIALS AND VEHICLES	30/5/2023
Srinivasulu Reddy Konda [2789]	EHS	EMERGENCY PREPARDNESS PROCEDURE FOR HYDROGEN GAS RELEASE	00	EMERGENCY PREPARDNESS PROCEDURE FOR HYDROGEN GAS RELEASE	13/6/2023
Suresh Akkena [1394]	EHS	Adhoc Training	NA	ENTRY AND EXIT PROCEDURE FOR ONCOLOGYPRODUCTIONBLOCKS(SOP-U-2-PD-GEN-013-15)	28/4/2023
Suresh Akkena [1394]	EHS	Adhoc Training	NA	PROCEDURE FOR PREVENTIVE MAINTENANCE OF ETP EQUIPMENTS. (SOPU-2-EHS-GEN-030-00), LINE BREAKING WORK PERMIT (SOP-U-2-EHS-GEN-031-00), PROCEDURE FOR DO'S & DONT'S WORK IN PLACE (SOP-U-2-EHS-GEN-032-00)	10/4/2023
Suresh Akkena [1394]	EHS	Adhoc Training	NA	ENTRY AND EXIT PROCEDURE FOR ONCOLOGY PRODUCTION BLOCKS (SOP-U-2-PD-GEN-013-16),ENTRY AND EXIT PROCEDURE FOR NON-ONCOLOGY PRODUCTION BLOCKS (SOP-U-2-PD-GEN-014-16)	25/1/2024
Suresh Akkena [1394]	EHS	TM-002-24	00	Importance of Employee attentiveness and increase the workplace productivity (TM/002/24)	24/2/2024
Suresh Akkena [1394]	EHS	SOP-U-2-EHS-GEN-028	01	ENVIRONMENTAL SUSTAINABILITY	16/6/2023
Suresh Akkena [1394]	EHS	SOP-U-2-EHS-GEN-023	01	ASPECTS/ HAZARDS IDENTIFICATION AND EVALUATION	17/6/2023
Suresh Akkena [1394]	EHS	SOP-U-2-EHS-GEN-001	8	Handling and usage of personnel protective equipment	23/5/2023
Suresh Akkena [1394]	EHS	SOP-U-2-EHS-GEN-026	03	EHS AUDITS & INSPECTIONS	4/6/2023
Suresh Akkena [1394]	EHS	SOP-U-2-EHS-OPR-001	06	STANDARD OPERATING PROCEDURE FOR EFFLUENT TREATMENT PLANT	17/6/2023
Suresh Akkena [1394]	EHS	SOP-U-2-EHS-OPR-012	05	Effluent/Treated Water analysis testing procedure.	23/5/2023
Suresh Akkena [1394]	EHS	SOP-U-2-PA-GEN-008	09	FACTORY ENTRY AND EXIT PROCEDURE FOR VISITORS, AUDITORS, EMPLOYEES, CONTRACT HELPERS, MATERIALS AND VEHICLES	4/6/2023
Suresh Akkena [1394]	EHS	SOP-U-2-EHS-GEN-015	06	Safe & At-Risk behaviors, EHS Incidents Reporting & Investigation	11/3/2024
Suresh Akkena [1394]	EHS	TM-001-24	00	Good Manufacturing practices (TM/001/24)	24/2/2024
Suresh Akkena [1394]	EHS	SOP-U-2-EHS-GEN-003	07	OPERATION AND MAINTENANCE OF FIRE HYDRANT SYSTEM	23/5/2023
Suresh Akkena [1394]	EHS	SOP-QA-GEN-030	11	IDENTIFICATION OF MATERIALS AT MANUFACTURING LOCATION	30/4/2023

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Suresh Akkena [1394]	EHS	SOP-U-2-PD-GEN-041	14	PLANNING OF PRODUCTION CAMPAIGN / STAGE WISE	24/3/2024
Suresh Akkena [1394]	EHS	SOP-QA-GEN-004	21	HANDLING AND INVESTIGATION OF DEVIATIONS	30/4/2023
Suresh Akkena [1394]	EHS	SOP-U-2-EHS-GEN-008	06	PROCEDURE FOR COLLECTION AND DISPOSAL OF SOLID & LIQUID WASTE (HAZARDOUS WASTE & NON HAZARDOUS WASTE)	29/4/2023
Suresh Akkena [1394]	EHS	SOP-U-2-EHS-GEN-027	00	EXPLOSIVE ATMOSPHERE & HAZARDOUS AREA CLASSIFICATION (SOP-U-2-EHS-GEN-027-00)	6/6/2023
Suresh Akkena [1394]	EHS	SOP-U-2-EHS-GEN-014	05	HANDLING OF HAZARDOUS CHEMICALS	16/5/2023
Suresh Akkena [1394]	EHS	SOP-QA-GEN-002	15	DOCUMENT CONTROL	26/2/2024
Suresh Akkena [1394]	EHS	SOP-U-2-EHS-GEN-035	00	PROCEDURE FOR OPERATION OF DRINKING WATER AND DRINKING WATER SAMPLE ANALYSIS (SOP-U-2-EHS-GEN-035-00)	17/6/2023
Suresh Akkena [1394]	EHS	SOP-U-2-EHS-GEN-019	05	MONITORING OF AMBIENT AIR, STACK, NOISE LEVELS, VOC, BOREWELL WATER, TREATED WATER AND SOIL	16/5/2023
Suresh Akkena [1394]	EHS	SOP-U-2-EHS-GEN-036	00	PREVENTIVE MAINTENANCE OF RCC PITS AND ABOVE GROUND TANKS (SOP-U-2-EHS-GEN-036-00)	17/6/2023
Suresh Akkena [1394]	EHS	SOP-U-2-EHS-GEN-026	04	EHS AUDITS & INSPECTIONS	24/2/2024
Suresh Akkena [1394]	EHS	SOP-U-2-EHS-GEN-016	05	Procedure for discharge of static Electricity	17/6/2023
Suresh Akkena [1394]	EHS	SOP-U-2-EHS-GEN-006	08	FIRST AID BOX	24/2/2024
Suresh Akkena [1394]	EHS	SOP-U-2-EHS-GEN-005	08	OPERATION AND MAINTENANCE OF EYE WASH/BODY SHOWER PORTABLE EYE WASH STATIONS & EYE WASH BOTTLES	23/5/2023
Suresh Akkena [1394]	EHS	SOP-U-2-EHS-GEN-030	00	PROCEDURE FOR PREVENTIVE MAINTENANCE OF ETP EQUIPMENTS. (SOP-U-2-EHS-GEN-030-00)	4/6/2023
Suresh Akkena [1394]	EHS	SOP-U-2-EHS-GEN-008	07	PROCEDURE FOR COLLECTION AND DISPOSAL OF SOLID & LIQUID WASTE (HAZARDOUS WASTE & NON HAZARDOUS WASTE)	6/6/2023
Suresh Akkena [1394]	EHS	SOP-U-2-EHS-GEN-028	00	ENVIRONMENTAL SUSTAINABILITY (SOP-U-2-EHS-GEN-028-00)	4/6/2023
Suresh Akkena [1394]	EHS	SOP-U-2-EHS-GEN-033	00	EHS CHANGE CONTROL MANAGEMENT(SOP-U-2-EHS-GEN-033-00)	23/5/2023
Suresh Akkena [1394]	EHS	SOP-U-2-EHS-GEN-029	01	CONTRACTOR SAFETY MANAGEMENT (SOP/U-2/EHS/GEN/029/01)	30/4/2023
Suresh Akkena [1394]	EHS	TM-005-24	00	Data integrity	27/4/2024
Suresh Akkena [1394]	EHS	SOP-QA-GEN-010	22	INTERNAL QUALITY AUDIT	24/2/2024

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UGGAM RAJA SHEKHAR . [6116]	EHS	Adhoc Training	NA	ENTRY AND EXIT PROCEDURE FOR NON-ONCOLOGY PRODUCTION BLOCKS (SOP-U-2-PD-GEN-014-15)	27/4/2023
UGGAM RAJA SHEKHAR . [6116]	EHS	Adhoc Training	NA	TRAINING OF EMPLOYEE (s) (SOP-U-2-PA-GEN-005-19)	12/4/2023
UGGAM RAJA SHEKHAR . [6116]	EHS	Adhoc Training	NA	ENTRY AND EXIT PROCEDURE FOR ONCOLOGYPRODUCTIONBLOCKS(SOP-U-2-PD-GEN-013-15)	27/4/2023
UGGAM RAJA SHEKHAR . [6116]	EHS	Adhoc Training	NA	CONTRACTOR SAFETY MANAGEMENT (SOP-U-2-EHS-GEN-029-01), EHS CHANGE CONTROL MANAGEMENT. (SOP-U-2-EHS-GEN-033-00)	11/4/2023
UGGAM RAJA SHEKHAR . [6116]	EHS	Adhoc Training	NA	PROCESS SAFETY MANAGEMENT (SOP-U-2-EHS-GEN-034-00)	12/5/2023
UGGAM RAJA SHEKHAR . [6116]	EHS	Adhoc Training	NA	Mass Mobilization For Mission Life and world Environment Day-2023	12/5/2023
UGGAM RAJA SHEKHAR . [6116]	EHS	Adhoc Training	NA	EHS AUDITS & INSPECTIONS (SOP-U-2-EHS-GEN-026-02)	13/5/2023
UGGAM RAJA SHEKHAR . [6116]	EHS	Adhoc Training	NA	SAFE& AT-RISK BEHAVIORS, EHS INCIDENTS REPORTING &INVESTIGATION (SOP-U-2-EHS-GEN-015-05)	20/5/2023
UGGAM RAJA SHEKHAR . [6116]	EHS	SOP-U-2-PA-GEN-008	09	FACTORY ENTRY AND EXIT PROCEDURE FOR VISITORS, AUDITORS, EMPLOYEES, CONTRACT HELPERS, MATERIALS AND VEHICLES	19/5/2023
UGGAM RAJA SHEKHAR . [6116]	EHS	SOP-U-2-EHS-GEN-008	07	PROCEDURE FOR COLLECTION AND DISPOSAL OF SOLID & LIQUID WASTE (HAZARDOUS WASTE & NON HAZARDOUS WASTE)	30/5/2023
UGGAM RAJA SHEKHAR . [6116]	EHS	SOP-U-2-EHS-GEN-001	8	Handling and usage of personnel protective equipment	17/5/2023
UGGAM RAJA SHEKHAR . [6116]	EHS	SOP-U-2-EHS-GEN-031	00	LINE BREAKING WORK PERMIT (SOP-U-2-EHS-GEN-031-00)	27/5/2023
UGGAM RAJA SHEKHAR . [6116]	EHS	TM-010-23	00	Good Documentation practices and ALCOA (TM-010-23)	2/6/2023
UGGAM RAJA SHEKHAR . [6116]	EHS	SOP-U-2-EHS-GEN-003	07	OPERATION AND MAINTENANCE OF FIRE HYDRANT SYSTEM	22/5/2023
UGGAM RAJA SHEKHAR . [6116]	EHS	SOP-U-2-EHS-GEN-028	01	ENVIRONMENTAL SUSTAINABILITY	6/6/2023
UGGAM RAJA SHEKHAR . [6116]	EHS	SOP-U-2-EHS-GEN-032	00	PROCEDURE FOR DO'S & DONT'S WORK IN PLACE (SOP-U-2-EHS-GEN-032-00)	19/5/2023
UGGAM RAJA SHEKHAR . [6116]	EHS	SOP-U-2-PD-OPR-029	05	OPERATING PROCEDURE FOR HYDROGENATOR	5/5/2023
UGGAM RAJA SHEKHAR . [6116]	EHS	SOP-U-2-EHS-GEN-017	06	EHS COMPLAIANCE EVALUTIONS	22/5/2023
UGGAM RAJA SHEKHAR . [6116]	EHS	SOP-U-2-EHS-GEN-030	00	PROCEDURE FOR PREVENTIVE MAINTENANCE OF ETP EQUIPMENTS. (SOP-U-2-EHS-GEN-030-00)	22/5/2023
UGGAM RAJA SHEKHAR . [6116]	EHS	SOP-QA-GEN-009	22	CHANGE CONTROL	27/5/2023
UGGAM RAJA SHEKHAR . [6116]	EHS	SOP-U-2-EHS-GEN-008	06	PROCEDURE FOR COLLECTION AND DISPOSAL OF SOLID & LIQUID WASTE (	29/4/2023

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				HAZARDOUS WASTE & NON HAZARDOUS WASTE)	
UGGAM RAJA SHEKHAR . [6116]	EHS	SOP-U-2-EHS-GEN-028	00	ENVIRONMENTAL SUSTAINABILITY (SOP-U-2-EHS-GEN-028-00)	19/5/2023
UGGAM RAJA SHEKHAR . [6116]	EHS	SOP-U-2-EHS-GEN-037	00	Procedure for Electrical Safety System & Operating of FLP Equipment and Gas Sensor Calibration Procedure (SOP-U-2-EHS-GEN-037-00)	9/6/2023
UGGAM RAJA SHEKHAR . [6116]	EHS	SOP-U-2-EHS-GEN-027	00	EXPLOSIVE ATMOSPHERE & HAZARDOUS AREA CLASSIFICATION (SOP-U-2-EHS-GEN-027-00)	19/5/2023
UGGAM RAJA SHEKHAR . [6116]	EHS	SOP-U-2-EHS-GEN-005	08	OPERATION AND MAINTENANCE OF EYE WASH/BODY SHOWER PORTABLE EYE WASH STATIONS & EYE WASH BOTTLES	22/5/2023
UGGAM RAJA SHEKHAR . [6116]	EHS	SOP-U-2-EHS-GEN-034	00	Process safety management	17/5/2023
UGGAM RAJA SHEKHAR . [6116]	EHS	SOP-QA-GEN-005	12	GOOD DOCUMENTATION PRACTICE AND HANDLING OF DOCUMENT ERRORS	8/5/2023
UGGAM RAJA SHEKHAR . [6116]	EHS	SOP-U-2-EHS-GEN-029	01	CONTRACTOR SAFETY MANAGEMENT (SOP/U-2/EHS/GEN/029/01)	29/4/2023
UGGAM RAJA SHEKHAR . [6116]	EHS	SOP-U-2-EHS-GEN-023	01	ASPECTS/ HAZARDS IDENTIFICATION AND EVALUATION	8/5/2023
UGGAM RAJA SHEKHAR . [6116]	EHS	EHS-U2-SM-001	00	SAFETY MANUAL (EHS-U2-SM-001-00)	9/6/2023
UGGAM RAJA SHEKHAR . [6116]	EHS	SOP-U-2-EHS-GEN-015	05	Safe & At-Risk behaviors, EHS Incidents Reporting & Investigation	2/6/2023
UGGAM RAJA SHEKHAR . [6116]	EHS	SOP-QA-GEN-004	21	HANDLING AND INVESTIGATION OF DEVIATIONS	29/4/2023
UGGAM RAJA SHEKHAR . [6116]	EHS	SOP-U-2-EHS-GEN-019	05	MONITORING OF AMBIENT AIR, STACK, NOISE LEVELS, VOC, BOREWELL WATER, TREATED WATER AND SOIL	8/5/2023
UGGAM RAJA SHEKHAR . [6116]	EHS	SOP-U-2-EHS-GEN-035	00	PROCEDURE FOR OPERATION OF DRINKING WATER AND DRINKING WATER SAMPLE ANALYSIS (SOP-U-2-EHS-GEN-035-00)	5/6/2023
UGGAM RAJA SHEKHAR . [6116]	EHS	TM-003-23	00	Data integrity (TM-003-23)	12/6/2023
UGGAM RAJA SHEKHAR . [6116]	EHS	SOP-U-2-EHS-GEN-016	05	Procedure for discharge of static Electricity	7/6/2023
UGGAM RAJA SHEKHAR . [6116]	EHS	SOP-U-2-EHS-GEN-036	00	PREVENTIVE MAINTENANCE OF RCC PITS AND ABOVE GROUND TANKS (SOP-U-2-EHS-GEN-036-00)	5/6/2023
UGGAM RAJA SHEKHAR . [6116]	EHS	SOP-U-2-EHS-GEN-014	05	HANDLING OF HAZARDOUS CHEMICALS	8/5/2023
UGGAM RAJA SHEKHAR . [6116]	EHS	SOP-U-2-EHS-GEN-033	00	EHS CHANGE CONTROL MANAGEMENT(SOP-U-2-EHS-GEN-033-00)	2/6/2023
UGGAM RAJA SHEKHAR . [6116]	EHS	SOP-U-2-EHS-GEN-026	03	EHS AUDITS & INSPECTIONS	22/5/2023

Employee Name	DEPT	Ref Doc No	revision	Sop Name	Completion Date
VIJAY KUMAR N . [5208]	EHS	Adhoc Training	NA	ENTRY AND EXIT PROCEDURE FOR NON-ONCOLOGY PRODUCTION BLOCKS (SOP-U-2-PD-GEN-014-15)	27/4/2023
VIJAY KUMAR N . [5208]	EHS	Adhoc Training	NA	ENTRY AND EXIT PROCEDURE FOR ONCOLOGYPRODUCTIONBLOCKS(SOP-U-2-PD-GEN-013-15)	27/4/2023
VIJAY KUMAR N . [5208]	EHS	Adhoc Training	NA	OPERATION AND MAINTENANCE OF EYE WASH/BODY SHOWER, PORTABLE EYE WASH STATIONS & EYE WASH BOTTLES (SOP-U-2-EHS-GEN-005-08)	27/4/2023
VIJAY KUMAR N . [5208]	EHS	Adhoc Training	NA	PROCEDURE FOR PREVENTIVE MAINTENANCE OF ETP EQUIPMENTS. (SOPU-2-EHS-GEN-030-00), LINE BREAKING WORK PERMIT (SOP-U-2-EHS-GEN-031-00), PROCEDURE FOR DO'S & DONT'S WORK IN PLACE (SOP-U-2-EHS-GEN-032-00)	10/4/2023
VIJAY KUMAR N . [5208]	EHS	Adhoc Training	NA	EHS CHANGE CONTROL MANAGEMENT. (SOP-U-2-EHS-GEN-033-00)	11/4/2023
VIJAY KUMAR N . [5208]	EHS	Adhoc Training	NA	PROCEDURE FOR CLEANING AND REPLACEMENT OF AHU FILTERS (SO-/U-2-ENG-CLE-001-12)	21/4/2023
VIJAY KUMAR N . [5208]	EHS	Adhoc Training	NA	PROCEDURE TO CHANGE ISOLATOR/GLOVE BOX GLOVES (SOP-U-2-ENG-GEN-051-05)	12/4/2023
VIJAY KUMAR N . [5208]	EHS	Adhoc Training	NA	PROCEDURE FOR STORAGE TANKS DYKE WALL/CONTAINMENT MAINTENANCE (SOP-U-2-ENG-GEN-072-00), PROCEDURE FOR ISOLATOR PERFORMANCE QUALIFICATION / RE-QUALIFICATION (SOP-U-2-ENG-GEN-042-13)	11/4/2023
VIJAY KUMAR N . [5208]	EHS	Adhoc Training	NA	PROCEDURE FOR FURNACE OIL AND DIESEL UNLOADING FROM TANKERS (SOP-U-2-ENG-GEN-071-00)	11/4/2023
VIJAY KUMAR N . [5208]	EHS	Adhoc Training	NA	ENTRY AND EXIT PROCEDURE FOR ONCOLOGY PRODUCTION BLOCKS (SOP-U-2-PD-GEN-013-16),ENTRY AND EXIT PROCEDURE FOR NON-ONCOLOGY PRODUCTION BLOCKS (SOP-U-2-PD-GEN-014-16)	25/1/2024
VIJAY KUMAR N . [5208]	EHS	Adhoc Training	NA	Procedure for Electrical Safety System & Operating of FLP Equipment and Gas Sensor Calibration Procedure (SOP-U-2-EHS-GEN-037-00)	6/2/2024
VIJAY KUMAR N . [5208]	EHS	Adhoc Training	NA	BASIC LIFE SUPPORT (BLS)	20/1/2024
VIJAY KUMAR N . [5208]	EHS	SOP-U-2-EHS-GEN-026	03	EHS AUDITS & INSPECTIONS	25/5/2023
VIJAY KUMAR N . [5208]	EHS	SOP-U-2-EHS-GEN-015	05	Safe & At-Risk behaviors, EHS Incidents Reporting & Investigation	7/6/2023
VIJAY KUMAR N . [5208]	EHS	TM-001-24	00	Good Manufacturing practices (TM/001/24)	12/2/2024

Employee Name	DEPT	Ref Doc No	revision	Sop Name	Completion Date
VIJAY KUMAR N . [5208]	EHS	SOP-U-2-PD-OPR-029	05	OPERATING PROCEDURE FOR HYDROGENATOR	27/5/2023
VIJAY KUMAR N . [5208]	EHS	SOP-U-2-EHS-GEN-036	00	PREVENTIVE MAINTENANCE OF RCC PITS AND ABOVE GROUND TANKS (SOP-U-2-EHS-GEN-036-00)	7/6/2023
VIJAY KUMAR N . [5208]	EHS	SOP-QA-GEN-002	15	DOCUMENT CONTROL	22/4/2024
VIJAY KUMAR N . [5208]	EHS	SOP-U-2-EHS-GEN-006	08	FIRST AID BOX	24/2/2024
VIJAY KUMAR N . [5208]	EHS	SOP-U-2-EHS-GEN-001	8	Handling and usage of personnel protective equipment	25/5/2023
VIJAY KUMAR N . [5208]	EHS	SOP-U-2-ENG-GEN-042	14	PROCEDURE FOR ISOLATOR PERFORMANCE QUALIFICATION / RE-QUALIFICATION	29/5/2023
VIJAY KUMAR N . [5208]	EHS	TM-002-24	00	Importance of Employee attentiveness and increase the workplace productivity (TM/002/24)	12/2/2024
VIJAY KUMAR N . [5208]	EHS	TM-007-23	00	Heating, Ventilation and Air-Conditioning (HVAC):Commissioning, Qualification, and maintenance (No: TM-007-23)	7/6/2023
VIJAY KUMAR N . [5208]	EHS	TM-010-23	00	Good Documentation practices and ALCOA (TM-010-23)	24/5/2023
VIJAY KUMAR N . [5208]	EHS	SOP-U-2-EHS-GEN-015	06	Safe & At-Risk behaviors, EHS Incidents Reporting & Investigation	12/3/2024
VIJAY KUMAR N . [5208]	EHS	SOP-U-2-PA-GEN-008	09	FACTORY ENTRY AND EXIT PROCEDURE FOR VISITORS, AUDITORS, EMPLOYEES, CONTRACT HELPERS, MATERIALS AND VEHICLES	29/5/2023
VIJAY KUMAR N . [5208]	EHS	SOP-QA-GEN-005	12	GOOD DOCUMENTATION PRACTICE AND HANDLING OF DOCUMENT ERRORS	29/5/2023
VIJAY KUMAR N . [5208]	EHS	SOP-U-2-EHS-GEN-033	00	EHS CHANGE CONTROL MANAGEMENT(SOP-U-2-EHS-GEN-033-00)	27/5/2023
VIJAY KUMAR N . [5208]	EHS	EMERGENCY PREPARDNESS PROCEDURE FOR HYDROGEN GAS RELEASE	00	EMERGENCY PREPARDNESS PROCEDURE FOR HYDROGEN GAS RELEASE	17/6/2023
VIJAY KUMAR N . [5208]	EHS	EMERGENCY PREPARDNESS PROCEDURE FOR AMMONIA GAS RELEASE	00	EMERGENCY PREPARDNESS PROCEDURE FOR AMMONIA GAS RELEASE	17/6/2023
VIJAY KUMAR N . [5208]	EHS	EHS-U2-SM-001	00	SAFETY MANUAL (EHS-U2-SM-001-00)	17/6/2023
VIJAY KUMAR N . [5208]	EHS	SOP-U-2-EHS-GEN-028	01	ENVIRONMENTAL SUSTAINABILITY	7/6/2023
VIJAY KUMAR N . [5208]	EHS	SOP-U-2-EHS-GEN-016	05	Procedure for discharge of static Electricity	8/6/2023

Employee Name	DEPT	Ref Doc No	revision	Sop Name	Completion Date
VIJAY KUMAR N . [5208]	EHS	SOP-U-2-ENG-GEN-071	01	PROCEDURE FOR FURNACE OIL AND DIESEL UNLOADING FROM TANKERS (SOP-U-2-ENG-GEN-071-00)	25/5/2023
VIJAY KUMAR N . [5208]	EHS	SOP-U-2-EHS-GEN-029	01	CONTRACTOR SAFETY MANAGEMENT (SOP/U-2/EHS/GEN/029/01)	27/5/2023
VIJAY KUMAR N . [5208]	EHS	SOP-U-2-ENG-GEN-052	10	PROCEDURE FOR LAMINAR AIR FLOW UNIT CEILING SUSPENDED LAMINAR AIR FLOW UNIT /BIO SAFETY CABINET QUALIFICATION /RE-QUALIFICATION	20/2/2024
VIJAY KUMAR N . [5208]	EHS	SOP-U-2-EHS-GEN-026	04	EHS AUDITS & INSPECTIONS	24/2/2024
VIJAY KUMAR N . [5208]	EHS	SOP-U-2-PA-GEN-023	00	PROCEDURE FOR HANDLING ABSCONDED AND RELIEVING EMPLOYEES (SOP-U-2-PA-GEN-023)	26/2/2024
VIJAY KUMAR N . [5208]	EHS	SOP-U-2-EHS-GEN-003	07	OPERATION AND MAINTENANCE OF FIRE HYDRANT SYSTEM	25/5/2023
VIJAY KUMAR N . [5208]	EHS	SOP-U-2-EHS-GEN-028	00	ENVIRONMENTAL SUSTAINABILITY (SOP-U-2-EHS-GEN-028-00)	27/5/2023
VIJAY KUMAR N . [5208]	EHS	SOP-U-2-PD-GEN-041	14	PLANNING OF PRODUCTION CAMPAIGN / STAGE WISE	22/4/2024
VIJAY KUMAR N . [5208]	EHS	SOP-U-2-EHS-GEN-008	07	PROCEDURE FOR COLLECTION AND DISPOSAL OF SOLID & LIQUID WASTE (HAZARDOUS WASTE & NON HAZARDOUS WASTE)	29/5/2023
VIJAY KUMAR N . [5208]	EHS	TM-005-24	00	Data integrity	22/4/2024
VIJAY KUMAR N . [5208]	EHS	SOP-U-2-EHS-GEN-030	00	PROCEDURE FOR PREVENTIVE MAINTENANCE OF ETP EQUIPMENTS. (SOP-U-2-EHS-GEN-030-00)	24/5/2023
VIJAY KUMAR N . [5208]	EHS	SOP-U-2-ENG-GEN-020	10	PROCEDURE FOR BUILDING MAINTENANCE	9/5/2023
VIJAY KUMAR N . [5208]	EHS	SOP-QA-GEN-004	21	HANDLING AND INVESTIGATION OF DEVIATIONS	24/5/2023
VIJAY KUMAR N . [5208]	EHS	SOP-U-2-PA-GEN-005	19	TRAINING OF EMPLOYEES	8/6/2023

SHILPA PHARMA LIFESCIENCES LIMITED (UNIT-2)
SUMMARY OF TRAINING MATRIX

Document No.: SOP/U-2/PA/GEN/005 Year: 2024
Form No: FM-PA-039-02
Department: EHS

NAME OF THE EMPLOYEES	GMP|Modules|												SOP Numbers											
	TM/001/24	TM/002/24	TM/005/24	TM/006/24	TM/007/24	TM/009/24	TM/011/24	TM/013/24	TM/014/24	TM/020/24	TM/021/24	TM/022/24	SOP/U-2/EHS/GEN/001	SOP/U-2/EHS/GEN/003	SOP/U-2/EHS/GEN/014	SOP/U-2/EHS/GEN/008	SOP/U-2/PD/GEN/013	SOP/U-2/PD/GEN/014	SOP/U-2/EHS/GEN/037	SOP/U-2/EHS/GEN/038	SOP/U-2/EHS/GEN/015	SOP/U-2/EHS/GEN/005	SOP/U-2/PA/GEN/005	SOP/U-2/EHS/GEN/029
BADESAB HUSEN SHAIKH (7188)	✓	✓	✓	✓	✓	✓	✓	✓					✓	✓	NA	✓	✓	✓	NA	NA	NA	✓	NA	NA
NAGARAJ GANGANNAVAR (7260)	✓	✓	✓	✓	✓	✓	✓	✓					NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	✓
Narasimhulu Jamjala (3784)	✓	✓	✓	✓	✓	✓	✓	✓					NA	NA	NA	NA	✓	✓	NA	NA	NA	NA	NA	NA
RELANGOVAN (6808)	✓	✓	✓	✓	✓	✓	✓	✓					NA	NA	✓	✓	NA	✓	NA	✓	✓	NA	✓	NA
Ramakrishna Kalipindi(1218)	✓	✓	✓	✓	✓	✓	✓	✓					NA	NA	✓	NA	✓	✓	NA	NA	NA	NA	NA	NA
S SUMAN(5503)	✓	✓	✓	✓	✓	✓	✓	✓					NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
Srinivasulu Reddy Konda(2789)	✓	✓	✓	✓	✓	✓	✓	✓					NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
Suresh Akkena(1394)	✓	✓	✓	✓	✓	✓	✓	✓					NA	NA	NA	NA	✓	NA	NA	NA	NA	NA	NA	NA
VIJAY KUMAR N (5208)	✓	✓	✓	✓	✓	✓	✓	✓					✓	NA	NA	NA	✓	✓	✓	NA	NA	NA	NA	NA

After completion of training put "√" in respective Column

NA: Not applicable

SHILPA PHARMA LIFESCIENCES LIMITED (UNIT-2)
SUMMARY OF TRAINING MATRIX

Document No.: SOP/U-2/PA/GEN/005
Form No: FM-PA-039-02
Department: EHS

Year: 2024

NAME OF THE EMPLOYEES	SOP Numbers																						
	SOP/U-2/PA/GEN/008	SOP/U-2/EHS/GEN/002	SOP/U-2/EHS/GEN/018	SOP/U-2/ENG/GEN/021	SOP/U-2/PD/CLE/015	SOP/U-2/PA/GEN/001	SOP/U-2/PA/GEN/007	SOP/U-2/ENG/GEN/056	SOP/U-2/PD/GEN/066	SOP/U-2/EHS/GEN/004	SOP/U-2/EHS/GEN/007	SOP/U-2/EHS/GEN/009	SOP/U-2/PD/GEN/054	SOP/U-2/WH/GEN/009	SOP/U-2/EHS/GEN/013	SOP/U-2/EHS/GEN/006	SOP/U-2/EHS/GEN/011	SOP/U-2/EHS/GEN/012	SOP/U-2/EHS/GEN/020	SOP/U-2/EHS/GEN/021	SOP/U-2/EHS/GEN/022	SOP/U-2/EHS/GEN/023	SOP/U-2/EHS/GEN/024	SOP/U-2/EHS/GEN/025
BADESAB HUSEN SHAIKH (7188)	✓	✓	✓	✓	NA	NA	✓	NA	✓		NA	NA		✓	✓	✓	NA	NA	NA	NA	NA	NA	NA	NA
NAGARAJ GANGANNAVAR (7260)	NA	✓	✓	✓	NA	NA	NA	NA	NA	NA	NA	NA	NA	✓	NA	NA	NA	NA	NA	NA	NA	NA		NA
Narasimhulu Jamjala (3784)	✓	NA	NA	✓	NA	✓	NA	✓	✓				NA	✓	✓	✓				NA		NA	NA	NA
RELANGOVAN (6808)	✓	NA	NA	NA	NA	NA	NA	NA	NA		NA		NA	✓	NA	NA					NA	NA	NA	NA
Ramakrishna Kalipindi(1218)	NA	NA	NA	✓	NA	✓	✓	NA	✓		NA		NA	✓	✓	✓				NA				NA
S SUMAN(5503)	✓	NA	NA	✓	NA	✓	NA	✓	NA				NA	NA	✓	✓				NA		NA		
Srinivasulu Reddy Konda(2789)	✓	NA	NA	✓	NA	✓	✓	NA	✓				NA	NA	✓	✓						NA		
Suresh Akkena(1394)	✓	NA	NA	✓	NA	NA	✓	NA	✓				NA	NA	✓	✓						NA		
VIJAY KUMAR N (5208)	✓	NA	NA	✓		✓	NA	NA	NA		NA	NA	NA	✓	✓	✓			NA	NA				NA

After completion of training put "√" in respective Column

NA: Not applicable

SHILPA PHARMA LIFESCIENCES LIMITED (UNIT-2)
SUMMARY OF TRAINING MATRIX

Document No.: SOP/U-2/PA/GEN/005
Form No: FM-PA-039-02
Department: EHS

Year: 2024

NAME OF THE EMPLOYEES	SOP Numbers															
	SOP/U-2/EHS/OPR/002	SOP/U-2/EHS/OPR/003	SOP/U-2/EHS/OPR/004	SOP/U-2/EHS/OPR/005	SOP/U-2/EHS/OPR/007	SOP/U-2/EHS/OPR/009	SOP/U-2/EHS/OPR/010	SOP/U-2/EHS/OPR/011	SOP/U-2/EHS/OPR/013	SOP/U-2/EHS/OPR/014	SOP/U-2/PD/CLE/011	SOP/U-2/PD/CLE/022	SOP/QA/GEN/039	SOP/QA/GEN/001	SOP/QA/GEN/006	SOP/U-2/EHS/GEN/010
BADESAB HUSEN SHAIKH (7188)	NA		NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	✓	NA	NA	NA
NAGARAJ GANGANNAVAR (7260)	NA		NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	✓	NA		NA
Narasimhulu Jamjala (3784)		NA		NA		NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
RELANGOVAN (6808)	NA	NA	NA	NA	NA						NA	NA	NA	NA	NA	
Ramakrishna Kalipindi(1218)	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA			✓	NA	NA	NA
S SUMAN(5503)		NA			NA	NA	NA	NA	NA	NA	NA	NA	✓		NA	NA
Srinivasulu Reddy Konda(2789)		NA	NA	NA		NA	NA	NA	NA	NA	NA	NA	NA		NA	NA
Suresh Akkena(1394)		NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	✓		NA	NA
VIJAY KUMAR N (5208)	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	✓	NA		NA

After completion of training put "√" in respective Column

NA: Not applicable

Prepared By:
Sig & Date: 29/12/23

Approved By:
Sig & Date: 29/12/23

SHILPA PHARMA LIFESCIENCES LIMITED (UNIT-2)
SUMMARY OF TRAINING MATRIX

Document No.: SOP/U-2/PA/GEN/005
Form No: FM-PA-039-02

Department: EHS

	NAME OF THE EMPLOYEES	GMP[Modules]											SOP Numbers												
		TM/001/23	TM/003/23	TM/004/23	TM/006/23	TM/010/23	TM/011/23	TM/012/23	TM/013/23	TM/015/23	TM/018/23	TM/020/23	SOP/U-2/EHS/GEN/001	SOP/U-2/PD/GEN/014	SOP/U-2/EHS/GEN/002	SOP/QA/GEN/002	SOP/U-2/EHS/GEN/003	SOP/U-2/ENG/GEN/056	SOP/QA/GEN/039	SOP/U-2/EHS/GEN/008	SOP/QA/GEN/004	SOP/U-2/EHS/GEN/023	SOP/U-2/PA/GEN/008	SOP/QA/GEN/005	SOP/U-2/PD/GEN/013
	Suresh Akkena (1394)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	Srinivasulu Reddy Konda (2789)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	Narasimhulu Jamjala (3784)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	NA	✓	✓	✓	✓
*	Sandeep Vuppala (4605)	-	-	–	–	-	-	-	-	-	-	-	✓	✓	-	-	-	-	-	-	NA	-	-	-	-
*	Dudekulachinna Jamalbasha (4633)	✓	✓	✓	✓	✓	–	–	–	-	–	–	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	S Suman (5503)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
*	Juluri Raghu (5909)	✓	✓	✓	✓	✓	–	–	-	–	-	–	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
*	Sanapala Shanmukha Rao (5957)	✓	✓	✓	✓	✓	✓	✓	✓	✓	–	-	✓	✓	✓	✓	✓	✓	NA	✓	NA	✓	NA	NA	✓
*	Uggam Raja Shekhar (6116)	✓	✓	✓	✓	✓	-	✓	-	-	-	-	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
*	Bhimareddy - (6512)	✓	✓	✓	✓	✓	✓	–	-	-	-	-	NA	NA	✓	NA	NA	NA	✓	✓	✓	✓	✓	✓	NA

* Dudekulachinna Jamalbasha (Emp ID: 4633) q/a relieved on organization from 24/06/23 fn 25/06/23

After completion of training put "√" in respective Column

NA: Not applicable

Prepared By: Raghu
Sig & Date: 29/12/22

Approved By:
Sig & Date:

* mr. Sandeep Vuppala (Emp ID: 4605) q/a not attending to the duty from 24/01/23 termination letter attached for reference fr 02/03/23
* mr. Juluri Raghu (Emp ID: 5909) q/a relieved on organization from 24/06/23 fn 25/06/23

Welcome to Shilpa Pharma Lifesciences Limited (SPL)

VISITORS SAFETY GUIDELINE

At SPL, good health, safety, well-being, environmental sustainability, satisfaction of our employees, support staff, and visitors including customers, suppliers and service providers are our highest priority.

Please spare a couple of minutes to read and familiarise yourself with our Visitors Safety Guidelines and kindly make it convenient to follow the guidelines mentioned below for your safety.

	Smoking strictly prohibited and request you not to carry cigarettes, matchboxes and tobacco and alcoholic items in the premises.		Photography, videography and use of personal mobile phone/laptop prohibited in the premises without authorization.
	Entry of intoxicated person strictly prohibited and cooperate in random breath analysis.		Wear the visitor badge at all times and return the visitor badge to your host / security before leaving the premises.
	Follow road safety signages, speed limit max. 15 kmph, pathways, crossings, walk slowly, be vigilant in blind turnings and on the road always.		Use mandatory and need based PPEs provided by your host and return them before leaving the premises.
	In case of an emergency, host will guide you to evacuate to Safe Assembly Point near entrance. Remain there until Safety Clearance is given. Do not use lift. Please turn on page for Evacuation layout.		Inform our security/host if you have any health issues.

- Factory Working Hours: 24x7 Rotating Shifts, G Shift: 9.00 to 17.30 Hrs, MON-SAT.
- The host will always escort the visitor.
- Do not carry pen drive, alcohol, tobacco, weapon, explosives inside the premises.
- Report any incident/near-miss during your visit to your host.
- Do not touch/operate any machine/equipment without authorization.
- Confine your visit to authorized person/location only.
- Use handrails while walking on stairs to prevent slip and fall.

Wish you a safe site visit. We would like to receive your valuable feedback!

Thanks, EHS Team

SHILPA PHARMA LIFESCIENCES LIMITED (UNIT-2)	
ANNEXURE – XVIII	
PLANT EHS INTERNAL AUDIT CHECKLIST AND OBSERVATIONS TRACKER	
Document Reference No.: SOP/U-2/EHS/GEN/026/03	Page 02

Audited Block / Dept.	AO, C, D, Gas Cylinder storage area, E, AJ, G, H WH, Solvent yard, AI, I, AM, R&D, ETP, Boiler and Utility
Audit Date	29/03/24
Audit Team Members	Shaikh B.H, Raisheker Gaikwad, Prasanna Dhanshetty K. Ramu

Sl. No	Description	Findings and Observations	Remarks
1. Housekeeping			
1	Conditions of all the passages, floors and the stairways Emergency exits are clear of obstructions	At AJ-Block Emergency exit path not clear at ground floor	Emergency path must be clear
2	Bins / Rodent traps / sticky pads conditions / pest o flash located at suitable points	Yes	NA
3	Tool to be kept dedicated places	All tools kept at their place	NA
2. Hazardous substances			
1	All containers (drums, carboys etc..,) labeled properly	All containers labeled	NA
2	Unwanted substances disposed or not	Yes	NA
3	PPE'S are using while handling hazardous material	Yes	NA
4	Workers trained while handling hazardous material	Yes	NA
5	Storage of Materials should be maintaining compatibility of chemicals	Yes	NA
3. Firefighting equipment's			
1	Fire extinguishers service labeled properly	Yes	NA
2	Fire extinguishers are good condition or not (hose pipe, clamps, clip lock, etc.)	Utility backside FE hose pipe damaged.	Need to change
3	Fire Alarm system functioning or not	functioning	NA
4	Fire Hydrant Box good condition (Hoses are available or not)	At D-Block PBD/FH/HB/04 Hose box rusted and damaged observed	Need to Replace Hose box
5	Fire hydrant system pressure maintained or not (it should be 7 kg)	7Kg maintained	NA
6	Training attendance on fire fighting equipment's are not	Training attendance record available	Record attached
7	Nitrogen facility to the centrifuges	Yes	NA
4. Static discharge facility			
1	Static earthing provided to all fixed equipment	At AJ-Block CF/01 Proper earthing connection not avaible	Proper connection Required.
2	Static earthing clips provided stand by for moving equipment's	At Dispensing solvent earthing clip rusted & Damaged	Need to Replace clip

SHILPA PHARMA LIFESCIENCES LIMITED (UNIT-2)	
ANNEXURE – XVIII	
PLANT EHS INTERNAL AUDIT CHECKLIST AND OBSERVATIONS TRACKER	
Document Reference No.: SOP/U-2/EHS/GEN/026/03	Page 42

Sl. No	Description	Findings and Observations	Remarks
3	Static earthing clips arranged to loading/unloading material	Yes	NA
4	Availability of static discharge pads	All block Available	NA
5. Electrical /lighting system			
1	Any broken plugs/sockets/open boards	No	NA
2	Temporary leads on floor and hanging	In ETP some Push button & cable hanging observed	need to evaluate.
3	Light fittings clean and good condition	Yes	NA
4	Emergency lighting facility	Good	NA
5	Lighting arrestors availability	Available	NA
6	Condition of electrical panels	Good Condition	NA
7	Glands provided to cable connections	Provided	NA
7. Machinery/Utility			
1	All moving equipment's are guarded or not	All Guarded	NA
2	Work permit system maintained or not	Maintained	NA
3	All lines are clearly marked	In E block ink area lines marking not available	Need to arrange
4	Updation of status boards	All block updated	NA
5	Hoist ropes, pulleys are good condition	Yes	NA
6	Working of AHU system and filters cleaning	Yes	NA
8. Miscellaneous			
1	Usage of ear muffs/plugs at Noise levels more than 85 db(A)	Yes	NA
2	Condition of ventilation	Good Condition all block	NA
3	VOC'S in process areas	Yes	NA
4	Condition of eyewash/body shower	H-Block eyewash/body Shower Properly not working	Need to Replace

SHILPA PHARMA LIFESCIENCES LIMITED (UNIT-2)	
ANNEXURE – XVIII	
PLANT EHS INTERNAL AUDIT CHECKLIST AND OBSERVATIONS TRACKER	
Document Reference No.: SOP/U-2/EHS/GEN/026/03	Page 02

Audit Findings:

Name of the Department:

Date of Internal audit:

S.No	Audit Findings and Observations	Category M/Min/C/R
1	At AJ-Block at Ground Floor emergency exit path not clear	Mn
2	Utility backside FF hose pipe damaged observed	Mn
3	AT D-Block PBDIFHHB104 hose box rusted and damaged observed.	Mn
4	AT AJ-Block CF101 proper earthing connection not available	M
5	AT Dispensing solvent yard earthing clip rusted and damaged observed	M
6	In ETP some push button & wire hanging observed.	M
7	In E-Block Intermediate are line marking not available.	Mn
8	H-Block eyewash body shower properly not working	M

Note: Depending on the nature and criticality w.r.t. EHS requirements, observations can classify as Critical, Major, Minor and Recommendation.

M : Major
Mn : Minor
C : Critical
R : Recommendation

Internal Auditors:

Name:	Signature:
Shaikh. B'H	
Rajshekhar Gaikwad	29/03/24
Dhanshetti P. R.	29/03/24
K. Ramakrishna	R – 29/03/24
NA	NA

Auditee:

Sign & Date: 29/03/24 29/03/24 29/03/24 29/03/24

SHILPA PHARMA LIFESCIENCES LIMITED (UNIT-2)	
ANNEXURE – XXI	
AUDIT FINDINGS WITH CAPA IMPLEMENTATION STATUS	
Document Reference No.: SOP/U-2/EHS/GEN/026/03	Page 02

Status of the Observations:

Name of the Department: AJ- Block

Date of Internal audit: 29/03/24

S. No	Audit Findings and Observations	Category of observation	Responsibility	Expected date of completion	CAPA	Status
01	At AJ-Block Ground Floor Emergency exit path not Cleared	Mn	D.Venugopal	Immediate	Immediate all the containers and drums shifted in dedicated Place	closed
			N/A			

29/03/24

Auditor

Name: Shaikh. B.H

Sign & Date: 29/03/24

Auditee

Name: D.VENUGOPAL

Sign & Date: 29/03/24

SHILPA PHARMA LIFESCIENCES LIMITED (UNIT-2)	
ANNEXURE – XXI	
AUDIT FINDINGS WITH CAPA IMPLEMENTATION STATUS	
Document Reference No.: SOP/U-2/EHS/GEN/026/03	Page 03

Status of the Observations:

Name of the Department: EHS

Date of Internal audit: 29/03/24

S. No	Audit Findings and Observations	Category of observation	Responsibility	Expected date of completion	CAPA	Status
02	Utility Back-side FE Hose pipe damaged observed	Mn	K. Ramakrishna	15/04/24	New Hose pipe arranged	Closed
			N/A			

Auditor

Name: Dhanshetti P.R.

Sign & Date: 29/03/24

Auditee

Name: K. Ramakrishna

Sign & Date: 29/03/24

SHILPA PHARMA LIFESCIENCES LIMITED (UNIT-2)	
ANNEXURE – XXI	
AUDIT FINDINGS WITH CAPA IMPLEMENTATION STATUS	
Document Reference No.: SOP/U-2/EHS/GEN/026/03	Page 04

Status of the Observations:

Name of the Department: D&B'EHS

Date of Internal audit: 29/03/24

S. No	Audit Findings and Observations	Category of observation	Responsibility	Expected date of completion	CAPA	Status
03	At-D-Block PB1/F-HHB104 hose Box rusted & damaged obs-erved.	Mn	K.Ramakrishna	15/04/24	New Hose-Box arranged	Closed
			N/A			

Auditor

Name: Rajshekhar Baikwad

Sign & Date: 29/03/24

Auditee

Name: K. Ramakrishna

Sign & Date: 29/03/24

SHILPA PHARMA LIFESCIENCES LIMITED (UNIT-2)	
ANNEXURE – XXI	
AUDIT FINDINGS WITH CAPA IMPLEMENTATION STATUS	
Document Reference No.: SOP/U-2/EHS/GEN/026/03	Page 05

Status of the Observations:

Name of the Department: AJ-Block

Date of Internal audit: 29/03/24

S. No	Audit Findings and Observations	Category of observation	Responsibility	Expected date of completion	CAPA	Status
04	AT AJ-Block cflol proper earthing connection not available.	M	P. Bharath Kumar	22/04/24	Earthing Connection arranged	Closed
			N/A			

Auditor

Name: K. Ramakrishna.

Sign & Date: 29/03/24

Auditee

Name: P. Bharath Kumar

Sign & Date: 29/03/24

SHILPA PHARMA LIFESCIENCES LIMITED (UNIT-2)	
ANNEXURE – XXI	
AUDIT FINDINGS WITH CAPA IMPLEMENTATION STATUS	
Document Reference No.: SOP/U-2/EHS/GEN/026/03	Page 06

Status of the Observations:

Name of the Department: Warehouse

Date of Internal audit: 29/03/24

S. No	Audit Findings and Observations	Category of observation	Responsibility	Expected date of completion	CAPA	Status
05	AT Dispensing Solvent Yard earthing CLIP rusted and damaged observed.	M	Chandrashekar Dudhani	10/04/24	New one earthing CLIP arranged	closed

N/A

Shaikh 29/03/24

Auditor

Name: Shaikh.B.H

Sign & Date: Shaikh 29/03/24

Auditee

Name: Chandrashekhar S. Dudhani

Sign & Date: 29/03/24

SHILPA PHARMA LIFESCIENCES LIMITED (UNIT-2)	
ANNEXURE – XXI	
AUDIT FINDINGS WITH CAPA IMPLEMENTATION STATUS	
Document Reference No.: SOP/U-2/EHS/GEN/026/03	Page 07

Status of the Observations:

Name of the Department: ETP

Date of Internal audit: 29/03/24

S. No	Audit Findings and Observations	Category of observation	Responsibility	Expected date of completion	CAPA	Status
06	In ETP Some area push button and wire hanging observed	M	P.Bharath kumar	29/04/24		

Auditor

Name: Dhanshetti P.R.

Sign & Date: 29/03/24

Auditee

Name: Prayatu Kumar

Sign & Date: 29/03/24

SHILPA PHARMA LIFESCIENCES LIMITED (UNIT-2)	
ANNEXURE – XXI	
AUDIT FINDINGS WITH CAPA IMPLEMENTATION STATUS	
Document Reference No.: SOP/U-2/EHS/GEN/026/03	Page 08

Status of the Observations:

Name of the Department: E-Block

Date of Internal audit: 29/03/24

S. No	Audit Findings and Observations	Category of observation	Responsibility	Expected date of completion	CAPA	Status
07	In E-Block Inter-	Mn	A.Sasidhar	16/04/24	All line	Closed
	-mideate are				marking	
	line marking				Completed	
	not available					
1						

Auditor

Name: K. Ramakrishna

Sign & Date: 29/03/24

Auditee

Name: A Sasidhar

Sign & Date: 29/03/24

SHILPA PHARMA LIFESCIENCES LIMITED (UNIT-2)	
ANNEXURE – XXI	
AUDIT FINDINGS WITH CAPA IMPLEMENTATION STATUS	
Document Reference No.: SOP/U-2/EHS/GEN/026/03	Page 07

Status of the Observations:

Name of the Department: EHS

Date of Internal audit: 29/04/24

S. No	Audit Findings and Observations	Category of observation	Responsibility	Expected date of completion	CAPA	Status
08	H-Block Eye-wash body Shower Properly hot working	M	R. Elangovan	29/04/24	New eyewash, Body shower arranged.	Closed

N/A

Auditor

Name: Rajshekhar Gaikwad

Sign & Date: 29/03/24

Auditee

Name: R. Elangovan

Sign & Date: 29/03/24

SHILPA PHARMA LIFESCIENCES LIMITED (UNIT-2)	
ANNEXURE – XX	
AUDIT FINDINGS WITH RESPONSIBILITY AND TARGET TIMELINES	
Document Reference No.: SOP/U-2/EHS/GEN/026/03	Page 02

Audit Findings with Responsibility and Target Date:

Name of the Department: AJ - Block

Date of Internal audit: 29/03/24.

S.No	Audit Findings and Observations	Category	Responsibility	Expected date of completion
01	AT AJ-Block ground floor emergency exit path not clear	MN	D.Venugopal	Immediate

Note: Responsible personnel from individual departments can sign under response provided by column

Response Provided By: (Auditee) 29/03/24

Reviewed & Accepted By (Auditor) Shaikh.B.H 29/03/24

SHILPA PHARMA LIFESCIENCES LIMITED (UNIT-2)	
ANNEXURE – XX	
AUDIT FINDINGS WITH RESPONSIBILITY AND TARGET TIMELINES	
Document Reference No.: SOP/U-2/EHS/GEN/026/03	Page 03

Audit Findings with Responsibility and Target Date:

Name of the Department: EHS

Date of Internal audit: 29/04/24

S.No	Audit Findings and Observations	Category	Responsibility	Expected date of completion
02	Utility Backside FE Hose pipe damaged Observed	Mn	K. Ramakrishna	15/04/24

Note: Responsible personnel from individual departments can sign under response provided by column

Response Provided By: (Auditee) 29/03/24

Reviewed & Accepted By (Auditor) 29/03/24

SHILPA PHARMA LIFESCIENCES LIMITED (UNIT-2)	
ANNEXURE – XX	
AUDIT FINDINGS WITH RESPONSIBILITY AND TARGET TIMELINES	
Document Reference No.: SOP/U-2/EHS/GEN/026/03	Page 04

Audit Findings with Responsibility and Target Date:

Name of the Department: D-Block

Date of Internal audit: 29/03/24

S.No	Audit Findings and Observations	Category	Responsibility	Expected date of completion
03	AT- D-BLOCK PBD/FH/HR/04 Hose box rusted and damaged observed.	MN	K.Ramakrishna	15/04/24
		NA		

Note: Responsible personnel from individual departments can sign under response provided by column

Response Provided By: (Auditee) 29/03/24

Reviewed & Accepted By (Auditor) 29/03/24

SHILPA PHARMA LIFESCIENCES LIMITED (UNIT-2)	
ANNEXURE – XX	
AUDIT FINDINGS WITH RESPONSIBILITY AND TARGET TIMELINES	
Document Reference No.: SOP/U-2/EHS/GEN/026/03	Page 05

Audit Findings with Responsibility and Target Date:

Name of the Department: AJ - Block

Date of Internal audit: 29/03/24

S.No	Audit Findings and Observations	Category	Responsibility	Expected date of completion
04	AT AJ-Block CF/01 Proper earthing connection not available	M	P.Bharath Kumar	22/04/24

Note: Responsible personnel from individual departments can sign under response provided by column

Response Provided By: (Auditee) P. Bharath 29/03/24

Reviewed & Accepted By (Auditor) 29/03/24

SHILPA PHARMA LIFESCIENCES LIMITED (UNIT-2)	
ANNEXURE – XX	
AUDIT FINDINGS WITH RESPONSIBILITY AND TARGET TIMELINES	
Document Reference No.: SOP/U-2/EHS/GEN/026/03	Page 06

Audit Findings with Responsibility and Target Date:

Name of the Department: Warehouse

Date of Internal audit: 29/03/24

S.No	Audit Findings and Observations	Category	Responsibility	Expected date of completion
05	AT Dispensing Solvent Yard earthing Clip rusted and damaged Obsered	M	Chandrashekar Dudhani	10/04/24
		NA		

Note: Responsible personnel from individual departments can sign under response provided by column

Response Provided By: (Auditee) Chandrashekhar S. Dudhani. 29/03/24

Reviewed & Accepted By (Auditor) Shaikh. B.H 29/03/24

SHILPA PHARMA LIFESCIENCES LIMITED (UNIT-2)	
ANNEXURE – XX	
AUDIT FINDINGS WITH RESPONSIBILITY AND TARGET TIMELINES	
Document Reference No.: SOP/U-2/EHS/GEN/026/03	Page 07

Audit Findings with Responsibility and Target Date:

Name of the Department: ETP

Date of Internal audit: 29/03/24

S.No	Audit Findings and Observations	Category	Responsibility	Expected date of completion
06	In ETP Some area Push button & wire hanging Observed	M	P. Bharath Kumar	29/04/24

Note: Responsible personnel from individual departments can sign under response provided by column

Response Provided By: (Auditee) 24/03/24

Reviewed & Accepted By (Auditor) 29/03/24

SHILPA PHARMA LIFESCIENCES LIMITED (UNIT-2)	
ANNEXURE – XX	
AUDIT FINDINGS WITH RESPONSIBILITY AND TARGET TIMELINES	
Document Reference No.: SOP/U-2/EHS/GEN/026/03	Page 08

Audit Findings with Responsibility and Target Date:

Name of the Department: E-Block

Date of Internal audit:

S.No	Audit Findings and Observations	Category	Responsibility	Expected date of completion
07	In E-Block Intermidiate area line marking not available.	Mn	A.Shashidhar	16/04/24
		NA		

Note: Responsible personnel from individual departments can sign under response provided by column

Response Provided By: (Auditee) 29/03/24

Reviewed & Accepted By (Auditor) 29/03/24

SHILPA PHARMA LIFESCIENCES LIMITED (UNIT-2)	
ANNEXURE – XX	
AUDIT FINDINGS WITH RESPONSIBILITY AND TARGET TIMELINES	
Document Reference No.: SOP/U-2/EHS/GEN/026/03	Page 09

Audit Findings with Responsibility and Target Date:

Name of the Department: EHS

Date of Internal audit: 29/03/24

S.No	Audit Findings and Observations	Category	Responsibility	Expected date of completion
08	H-Block eyewash - body shower supply not working	M	R. Ekingavan	29/04/24
1.		N.A.		

Note: Responsible personnel from individual departments can sign under response provided by column

Response Provided By: (Auditee) R. 29/03/24

Reviewed & Accepted By (Auditor) 29/03/24

o/c

Shilpa Pharma Lifesciences Limited

(Unit-2: 100% Export Oriented Unit)

Plot No: 33, 33A & 40-47, Raichur Industrial Growth Centre,
Chicksugur-584 134, Raichur District, Karnataka State, India.

CIN No. U24100KA2020PLC134081

Date: 30.03.2024

SPL/100%EOU/EHS/054/2023-24

To,
The Sub Inspector Police,
Rural Police Station
Gunj Circle, Raichur-584101.

Factory Lic. No: MY/RCR/898

Respected Sir,

Sub: Submission of Mock Drill Report –Reg

With reference of above subject, we are here with enclosing Mock Drill report Conducted at Shilpa Pharma Lifesciences Ltd Unit-2 Dated 27.03.2024 at 12:30 hrs

Enclosures:

1. Mock Drill Report.
2. Mock Drill invitation letter given to the assistant Director of factories, Raichur.
3. Mock Drill invitation letter given to the Fire Department, Raichur
4. Mock Drill invitation letter given to Rural Police Station Raichur.
4. Photographs of the mock Drill.
5. CAPA for Mock Drill on 27.03.2024
6. ERT Member List.

Kindly acknowledge the receipt of the same and do needful.

Thanking you,

Yours faithfully,

For Shilpa Pharma Lifesciences Limited, 100% EOU,

Authorized Signatory

SHILPA PHARMA LIFESCIENCES LIMITED (UNIT-2) Chicksugur Raichur karnataka

30/03/24

ಠಾಣೆ ಜಮೀದಾರರು
ಗ್ರಾಮೀಣ ಪೊಲೀಸ್ ಠಾಣೆ
ರಾಯಚೂರು

CC To,

1) Factories department Raichur. 2) Fire Station Raichur.

o/c

Shilpa Pharma Lifesciences Limited

(Unit-2: 100% Export Oriented Unit)

Plot No: 33, 33A & 40-47, Raichur Industrial Growth Centre,
Chicksugur-584 134, Raichur District, Karnataka State, India.

CIN No. U24100KA2020PLC134081

Date: 30.03.2024

SPL/100%EOU/EHS/053/2023-24

To,
The District Fire Officer,
Gunj Circle
Raichur-584101.

Factory Lic. No: MY/RCR/898

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Sub: Submission of Mock Drill Report –Reg

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6. ERT Member List.

ಜಿಲ್ಲಾ ಅಗ್ನಿಶಾಮಕ ಅಧಿಕಾರಿಯವರ ಕಛೇರಿ
ಕರ್ನಾಟಕ ಅಗ್ನಿಶಾಮಕ ಮತ್ತು ತುರ್ತು ಸೇವೆಗಳು
ಕ್ರ. ಸಂ. 30/03/2024
ದಿನಾಂಕ
ಅಗ್ನಿಶಾಮಕ ಠಾಣೆ, ರಾಯಚೂರು.

We express our sincerest gratitude for your presence and participation during the mock drill conducted on 27/03/2024. Your suggestion was truly invaluable and greatly contribute for better preparedness. Your presence & speech has motivated our workers.

Your commitment to ensuring the safety and preparedness of our factory is commendable. Your active engagement during the drill not only reassured our staff but also underscored the importance of such practices in maintaining a safe working environment.

Corporate & Admin Office : "Shilpa House", #12-6-214/A-1, Hyderabad Road, Raichur-584 135, Karnataka, India
Tel: +91-8532-238704, Fax: +91-8532-238876, Email: info@vbshilpa.com, Web: www.vbshilpa.com

Shilpa Pharma Lifesciences Limited
(Unit-2: 100% Export Oriented Unit)
Plot No: 33, 33A & 40-47, Raichur Industrial Growth Centre,
Chicksugur-584 134, Raichur District, Karnataka State, India.

CIN No. U24100KA2020PLC134081

The insights and feedback you provided following the drill are invaluable as we continue to refine and improve our emergency response procedures.

Kindly acknowledge the receipt of the same and do needful.

Thanking you,

Yours faithfully,

For Shilpa Pharma Lifesciences Limited, 100% EOU,

SHILPA PHARMA LIFESCIENCES LIMITED (UNIT-2) Chicksugur Raichur karnataka

Authorized Signatory

CC To,

1) Factories department Raichur.
2) Rural police Station Raichur.

Corporate & Admin Office : "Shilpa House", #12-6-214/A-1, Hyderabad Road, Raichur-584 135, Karnataka, India
Tel: +91-8532-238704, Fax: +91-8532-238876, Email: info@vbshilpa.com, Web: www.vbshilpa.com

o/c

Shilpa Pharma Lifesciences Limited
(Unit-2: 100% Export Oriented Unit)
Plot No: 33, 33A & 40-47, Raichur Industrial Growth Centre,
Chicksugur-584 134, Raichur District, Karnataka State, India.

CIN No. U24100KA2020PLC134081

Date: 30.03.2024

SPL/100%EOU/EHS/052/2023-24

To,
Assistant Directorate of Factories & Boilers,
Raichur Division, Udaya Nagar,
Station Road, Raichur-584101.

Factory Lic. No: MY/RCR/898

Respected Sir,

Sub: Submission of Mock Drill Report –Reg

With reference of above subject, we are here with enclosing Mock Drill report Conducted at Shilpa Pharma Lifesciences Ltd Unit-2 Dated 27.03.2024 at 12:30 hrs

Enclosures:

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4. Photographs of the mock Drill.

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6.ERT Member List.

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(Unit-2: 100% Export Oriented Unit)
Plot No: 33, 33A & 40-47, Raichur Industrial Growth Centre,
Chicksugur-584 134, Raichur District, Karnataka State, India.

CIN No. U24100KA2020PLC134081

Kindly acknowledge the receipt of the same and do needful.

Thanking you,

Yours faithfully,

For Shilpa Pharma Lifesciences Limited, 100% EOU,

SHILPA PHARMA LIFESCIENCES LIMITED (UNIT-2) Chicksugur Raichur karnataka

Authorized Signatory

CC To,

1) Fire Department Office Raichur.
2) Rural police Station Raichur.

30/3/2021

Corporate & Admin Office : "Shilpa House", #12-6-214/A-1, Hyderabad Road, Raichur-584 135, Karnataka, India
Tel: +91-8532-238704, Fax: +91-8532-238876, Email: info@vbshilpa.com, Web: www.vbshilpa.com

Mock Drill Report

Mock Drill Scenario Assumed	:	1) Fire at Solvent yard	
Date and Time	:	27/03/2024 @ 12.30 hrs	
Type of Mock Drill	:	Informed	
Government officials visited	:	Mr. Sukesha V	Asst. Director of Factories, Raichur
	:	Mr.MD Muzamil	District Fire Officer
Names of the observers	:	1)Jaya Kumar Kotwal	GM-ENG
		2) Kashinath	Safety officer Raichem Medicare
		3) Anirban Das	Sr Executive-Administration
Location of the Incident	:	**incident:** **Location**: Solvent Yard Methanol tank (20kl -01)	
Emergency Assembly Point	:	Opposite to Administration block (Assembly Point -1)	
Incident Controller	:	Chandra Shekar Dudani – Ware House In charge	
Site Controller	:	K.Sharath Reddy - Plant Head	

Description of the Mock drill Event :

Description Incident: An emergency mock drill was conducted at the Ware House Solvent Yard involving a scenario where a fire broke out in the Methanol Storage Tank during maintenance activities. The incident occurred at 12:45 hrs when Earth Jumpers were being fixed to the pump suction line due to a minor leakage in the Flange Joint, resulting in an unexpected fire outbreak.
Location: Ware House Solvent Yard (Methanol 20kl -01)

At **12:45** hrs, The incident took place during Fixing of Earth Jumpers to pump suction line due to Miner leakage in the Flange Joint Suddenly Fire Catches to Methanol Storage Tank.
Mr. Bika (Mechanicl Fitter) victim who performing the activity was caught by the fire with a shock he felt unconscious. **shift in-charge**, Hanumanthu who is just beside the victim and was alerted giving information over by Walkie-Talkie to **Incident controler** – Chandra Shekar Dudani Ware In-charge about the incident And Incident controller rushed to the spot assessed the situation and informed to EHS over phone to **EHS manager** R.Elangovan and also informed to ERT Members Resue Team, First Aider team & Fire Fighters about the incident. EHS Manager R.Elangovan immediately informed the situation to **Site controller** K Shrath Reddy (Plant Head), Evacuation Team and as per Plant Head orders to instructed for Emergency Declaration by blowing Siren 3 times

Mock Drill Report

on for 15 seconds and off by 5 seconds at **12:53** Hrs.and also he informed to **HR Manager** about the incident, and HR Manager alert and giving information to Suraksh Hospital, Fire Station, Factory Department, Gram Panchayath Member about the incindent happen in Shilpa Pharma Lifesciences Unit-2 and also Inform to Thermal Power corporation for Fire Assistance. up on hearing all safety squad rushed to the EHS office and rest of the employees started evacuation to reach Assembly point. Up on report of Emergency team, they were advised to rush to the Incident location and report to Incident controller. Arranged Ambulance to reach the location with First Aid Team. Emergency Rescue team members visited the spot, rescued victim, and sent for First Aid through Ambulance. As per instructions of the Incident controller, Fire Fighting team opened fire hydrant point and applied foam through Foam making branch pipe. In addition, the same time Fire VAN Came from Fire department Raichur, Fire was controlled by **13:02 hrs**. Emergency communication team continuously alerting and updating the happenings about the incident through mike. Incident controller and Site controller reviewed the situation by coordinating with the ERT Tem members and Head count team instructed to blow " ALL CLEAR SIREN" by blowing the siren continuously for one minute. All employees' departure from Assembly point to their routine works.

Mock Drill Activity Overall Response:		**Time taken**
Incident happened	12:45 hrs	-
Oral communication to Incident controller	12:48 hrs	3 minutes
Incident controller reached site	12:49 hrs	1 minutes
Telephonic Communication about incident to EHS office & ERT Team Members	12:51 hrs	2 minutes
Information given to Site Controller	12:52 hrs	2 minutes
Rescue Team Came at Incident Location	12:53 hrs	2 minutes
Emergency Siren blown at	12:53 hrs	1 minutes
Emergency Response team, First Aiders, Fire Fighting Team reported	12.58 Hrs	3 minutes
Injured shifted Ambulance	13:00 hrs	2 minutes
Total Situation Controlled at	13:02 hrs	17 minutes
Head count reported at	13:03 hrs	19 minutes
All clear siren given at	13:05 hrs	21 minutes

Mock Drill Report

Key People reported at Site

1. Honneshiah – Head Operation
2. K Sharath Reddy- Director
3. Jaya kumar Kotwal-GM-ENG
4. Kashinath,-Safety Officer Raichem Medicare
5. Anirban das - Administration
6. Mr. Arvind Kumar Sing - HR

Emergency Response Team members

Emergency Fire Fighters Team :

1. Mr.Ramkrishna
2. Mr.Ahmad Pasha
3. Mr.T Narasimlu
4. Mr.B Narasimlu
5. Mr.Mahaboob
6. Mr Rajesh
7. Mr Channabasava
8. Mr Veeresh

Emergency Rescue Team :

1. Mr.Devi Krishna
2. Mr. Bangarappa
3. Mr.Umesh
4. Mr.Majid

Emergency First Aiders Team :

1. Mr. Shaikh B H
2. Mr.P Dhanshetti
3. Mr.Shanker
4. Mr. Srikanth

Mock Drill Report

Emergency Evacuation Team :

1. Mr.Arun Chuhan
2. Mr.Rajshekar Gaikwad

Details of persons Assembled at Safe Assembly point:

Assembly Point 01	**Staff/Casuals**	**Visitors**	**Total**
	598	09	607
People on Emergency Service	First Aid Team-4 Fire Fighting Team-8 Evacuation & Rescue Team-6		**18**
Sub Total :			**625**

Observations are shared by Asst Director of factories, District Fire officer and Safety Officer of Raichem. They briefed the process and the importance of the Mock Drills to the gathering and review meeting arranged to assess the shortcomings. Then after given all clear siren, all employees resumed back to their work.

Observations:

Jaya Kumar Kotwal

- Security guard not allowed Husk truck & 2 No Visitors inside the plant when emergency alerted.
- Ambulance gone inside upon instruction of site controller and returned to Hospital with patient.
- Good response from security & Ambulance team

Mock Drill Report

Kashinath EHS Officer Raichem Medicare

- Appreciate the Employees who are actively Participated In Mock Drill.
- Victim shifted through Stretcher is to be improved.

Mr. Sukesha V – Asst Director of Factories, Raichur

- In, all the shifts Fire rescue & First Aiders must be present, with colour code/ PPE, as below,

  1) Fire Fight Team - Helmet & Jacket in "Red" colour
  2) First Aiders - Helmet & Jacket in "Blue" Colour
  3) Rescue Team - Helmet & jacket in "Green" Colour

- Injured person shifted through Medical stretcher.Better to use Hand Stretcher.
- Employees must look at the windsock and then move to assembly point.
- Mobiles are not correct medium for communication, better to use Walkie-Talkies and Incident controller & Site controller must use "mike" to communicate.
- Mock Drill must be conducted during remote hours and Public Holidays.
- Appreciated the employees, who actively participated.

Mr. MD Muzamil Distric Fire Officer Raichur

- Rescue Team wear the SCBA and alert the incident area as red zone.
- Appreciated the employees, who actively participated in Mock Drill.

Review Meeting:

Review meeting was organized subsequent to the mock drill immediately along with ERT & Observers. Observations, shortcomings and areas for improvement are discussed.

Yours faithfully,

For Shilpa Medicare Limited Unit-II,

30/03/21

Authorized Signatory

o/c

Shilpa Pharma Lifesciences Limited

(Unit-2: 100% Export Oriented Unit)

Plot No: 33, 33A & 40-47, Raichur Industrial Growth Centre,
Chicksugur-584 134, Raichur District, Karnataka State, India.

CIN No. U24100KA2020PLC134081

SPL/100%EOU/EHS/050/2023-24 Date: **26.03.2024**

To,

The Assistant Director of Factories,

Raichur Division Udaya Nagar,

Station Road, Raichur- 584 101.

Factory Lic.No: MY/RCR - 898

Sub: Invitation for witnessing & guiding the Mock Drill to be conducted **27.03.2024**-reg

Respected Sir,

We are planning to conduct Emergency Mock Drill at our Shilpa Pharma Lifesciences Ltd, Unit-II, **Plot Nos: 33, 33A&40 to 47**, Raichur Industrial Growth center, wadloor road, Chicksugur-584134 on **27.03.2024 at 12:30 Hrs**. So we are glad to invite you to the Emergency Mock Drill and to seek your valuable suggestions on drill.

Thanking you,

For Shilpa Pharma Lifesciences Ltd, 100% EOU

SHILPA PHARMA LIFESCIENCES LIMITED, (UNIT-2) Chicksugur Raichur Karnataka

Authorized Signatory

26.3.2024

9/c

Shilpa Pharma Lifesciences Limited

(Unit-2: 100% Export Oriented Unit)

Plot No: 33, 33A & 40-47, Raichur Industrial Growth Centre,
Chicksugur-584 134, Raichur District, Karnataka State, India.

CIN No. U24100KA2020PLC134081

SPL/100%EOU/EHS/050/2023-24 Date: **26.03.2024**

To,

The District Fire Officer,

Gunj Circle,

Raichur - 584101.

Factory Lic.No: MY/RCR - 898

Sub: Invitation for witnessing & guiding the Mock Drill to be conducted on **05-09-2023** -reg

Respected Sir,

We are planning to conduct Emergency Mock Drill at our Shilpa Pharma Lifesciences Ltd, Unit-II, **Plot Nos: 33, 33A&40 to 47**, Raichur Industrial Growth center, wadloor road, Chicksugur-584134 on **27.03.2024 at 12:30 Hrs**. So we are glad to invite you to the Emergency Mock Drill and to seek your valuable suggestions on drill.

Thanking you,

For Shilpa Pharma Lifesciences Ltd, 100% EOU

SHILPA PHARMA LIFESCIENCES LIMITED (UNIT-2) Chicksugur Raichur Karnataka

Authorized Signatory

ಕರ್ನಾಟಕ ಅಗ್ನಿಶಾಮಕ ಮತ್ತು ತುರ್ತು ಸೇವೆಗಳು ಕ್ರ. ಸಂ. ದಿನಾಂಕ 26/03/2024

O/C

Shilpa Pharma Lifesciences Limited

(Unit-2: 100% Export Oriented Unit)

Plot No: 33, 33A & 40-47, Raichur Industrial Growth Centre,
Chicksugur-584 134, Raichur District, Karnataka State, India.

CIN No. U24100KA2020PLC134081

SPL/100%EOU/EHS/050/2023-24 Date: **26.03.2024**

To,

The Sub Inspector of Police,

Rural Police Station,

Gunj Circle,

Raichur – 584 101.

Factory Lic. No: MY/RCR - 898

Sub: Invitation for witnessing & guiding the Mock Drill to be conducted **27.03.2024**-reg

Respected Sir,

We are planning to conduct Emergency Mock Drill at our Shilpa Pharma Lifesciences Ltd, Unit-II, **Plot Nos: 33, 33A&40 to 47**, Raichur Industrial Growth center, wadloor road, Chicksugur-584134 on **27.03.2024 at 12:30 Hrs**. So we are glad to invite you to the Emergency Mock Drill and to seek your valuable suggestions on drill.

Thanking you,

For Shilpa Pharma Lifesciences Ltd, 100% EOU

SHILPA PHARMA LIFESCIENCES LIMITED (UNIT-2) Chicksugur Raichur Karnataka

Authorized Signatory

Received and Take appropriate Safety measures

26/03/2024

Shilpa Pharma Lifesciences Ltd Unit-2
Mock Drill
Date 27-03-2024

	Head Count Data	
	Shift	**A+G**
S no	**Description**	**Total No**
1	Company Employees	422
2	Contractor Workers	188
3	Security	06
4	Visitors	09
	Total Head Count	**625**
	Prepared By Sign & Date	27/03/24

SHILPA PHARMA LIFE SCIENCES LIMTIED - UNIT-2

Title: CAPA for Mock Drill on 27.03.2024

S.No	Observer	Observations	Recommendation	CAPA	Responsibility	Target Date	Status
1	**Mr. Sukesha V – Asst Director of Factories.**Raichur	Incident controller and EHS Manager ,block in charges started rescue operations immediately	Mobiles are not correct medium for communication, better to use Walkie-Talkies and Incident controller & Site controller must use "mike" to communicate	Walkie-Talkies Procuring under process	EHS Team	20/06/2024	Open
2		Injured person shifted through Medical stretcher.	Instead of Medical Stretcher Better to use Hand Stretcher	Hand Stretcher Procuring under process	EHS Team	20/06/2024	Open
3		In, all the shifts Fire rescue & First Aiders must be present, with colour code/ PPE	1)Fire Fight Team - Helmet & Jacket in "Red" colour 2)FirstAiders - Helmet & Jacket in "Blue" Colour 3)RescueTeam - Helmet & jacket in "Green" Colour	Procuring Under Process	EHS Team	15/05/2024	Open
4	**Jaya Kumar Kotwal GM-ENG**	Security Head raised the RED FLAG upon hearing emergency siren	All daily workers also must assemble at Assembly point. Security should have walkie-talkie	Walkie-Talkies Procuring under process	EHS Team	20/06/2024	Open

5		Security guard not allowed Husk Truck inside company premises and also not allowed visitors entering inside for official work and not allowed company employees to go out even though valid pass	-------	-------	-------	-------	-------
6		Coordination between Incident controller and site controller found good	-------	-------	-------	-------	-------
7	**Mr. Kasinath In charge – Raichem Medicare private Limited.**	Emergency communication found good between emergency coordination team	--------	-------	-------	-------	-------
8		Employees stand at assembly point at dedicated place	-------	-------	-------	-------	-------
9		HR Done head count on time	-------	-------	-------	-------	-------
10		Ambulance shifted victim to OHC on time	-------	-------	-------	-------	-------

Shilpa Pharma Life Sciences Ltd Unit-2
Mock Drill 27/03/2024





Shilpa Pharma Life Sciences Ltd Unit-2
Mock Drill 27/03/2024





Shilpa Pharma Life Sciences Ltd Unit-2
Mock Drill 27/03/2024





Shilpa Pharma Life Sciences Ltd Unit-2
Mock Drill 27/03/2024





Shilpa Pharma Life Sciences Ltd Unit-2
Mock Drill 27/03/2024





Shilpa Pharma Life Sciences Ltd Unit-2
Mock Drill 27/03/2024





Shilpa Pharma Life Sciences Ltd Unit-2
Mock Drill 27/03/2024





Shilpa Pharma Life Sciences Ltd Unit-2
Mock Drill 27/03/2024





Shilpa Pharma Life Sciences Ltd Unit-2
Mock Drill 27/03/2024





Shilpa Pharma Life Sciences Ltd Unit-2
Mock Drill 27/03/2024





Shilpa Pharma Life Sciences Ltd Unit-2
Mock Drill 27/03/2024





Shilpa Pharma Life Sciences Ltd Unit-2
Mock Drill 27/03/2024





Shilpa Pharma Life Sciences Ltd Unit-2
Mock Drill 27/03/2024





Shilpa Pharma Life Sciences Ltd Unit-2
Mock Drill 27/03/2024





Shilpa Pharma Life Sciences Ltd Unit-2
Mock Drill 27/03/2024





Emergency Response Team (ERT)

Site Controller, Incident Controller & Emergency Controllers	
Name	**Phone**
Site Controller – (Occupier) – Mr. K. Sharath Reddy	9845745068
Incident Controller – C-Block AGM-Production - DP Singh	9739787879
Emergency Coordinator – EHS - R. Elangovan	9500084129
Emergency Controller – HR - Arvind Kumar Singh	9611168367

Rescue Team (responsible for helping escort injured persons to Safety in emergency)					
S. No.	**Name**	**Phone**	**S.**	**Name**	**Phone**
1.	Santhosh Kumar – AI Block	9960764782	13.	Venkat Rao. Saana – G Block	9989735038
2.	Deepak Natkare – AJ Block	9960115895	14.	Baswaraj Gundure – H Block	9049567041
3.	Maridayya – AM Block	9912698073	15.	U.Veerendra – I Block	6362532563
4.	Bala Chander – AO Block	8897547108	16.	Rama Krishna – I Block	9573151939
5.	Chaneshappa – AO Block	9035731231	17.	Prashanth Patil – I Block	9130295030
6.	Appa Rao – AO Block	9177977264	18.	Naresh Bhandariagal – ENG	9916430565
7.	Swapnil – AO Block	8329535251	19.	YG Venkaiah – ENG	9538477377
8.	Jakka Shivakrishna – C Block	8985293953	20.	Suresh Reddy – ENG	9916868131
9.	Vaibhav – C Block	9325765795	21.	Bangarappa – WH	9611271520
10.	L.Chandra Rao – D Block	7090116939	22.	Suresh – ETP	8179987988
11.	Umesh – E Block	8880803925	23.	Purna Kulkarni – QC	9591291710
12.	Ramesh – E Block	9542621394	24.	T.Srinivas – R&D	9705186243
Combat Team (responsible for firefighting with extinguishers)					
1	K Shankar – AI Block	8310322832	12.	Suresh Shivamurthy – G Block	9623414190
2	G Nageswarao – AI Block	9704192303	13.	Vishnukanth – H Block	8125832399
3	O Rajagopal – AJ Block	8142964184	14.	Challa Rambabu – I Block	9398021880
4	B K Sandeep – AM Block	9010862400	15.	Chandra Shekhar – ENG	9036655325
5	Santhosh K – AO Block	7204876466	16.	Santhosh Mirji – ENG	9902343315
6	Samraj – AO Block	9573573812	17.	Raju – WH	9844464102
7.	Zaber – AO Block	8121010104	18.	Suman – ETP	9591594915
8.	Shiva Prasad T – AO Block	9398670678	19.	B Basavaraj – QC Micro	7353444546
9.	Praveen C – C Block	9535287928	20.	Sreedhar U – R&D	9665058683
10.	Vishnu Manukondu – D Block	8125832399	21.	Naresh – R&D TT	9032514756
11.	A Srinivas – E Block	7760668570	22.	Shalum-ENG	9740260665
Medical Team (responsible for administering first aid to injured persons)					
1	Anil Kumar Gupta – I Block	9893805068	26.	M.Shankar- C-Block	8639410189
2	M.Nareshkumar- T.T	9059669781	27.	Govinda.P- PDQA	8147470291
3	B.Yuvateja-CR&D	8867475179	28.	B.Praveen Kumar- H-Block	9963851554
4	Y.A.Vankaiah-Engineering	7661806971	29.	Sudheer patange- Engineering	8550013958
5	Krushna kaduba palodkar- CR&D Polymer	7780396022	30.	Satish Babu-QA	7026727352
6	Anirban Das-Administration	8335892792	31.	Sandeep V.G- Engineering	9686062522
7.	Ashish Kumar singh-Purchase P&D	7709954123	32.	Chandrashekhar- Engineering	9036655325
8.	Deepak Natkare-AJ Block	9960115895	33.	Sharan Basava .R- Engineering	9845233602
9.	Navnath Wasle- AI-Block	9359877088	34.	K.Srinivas- Engineering	8147656576
10.	Ajit.C.Borete-C-Block	9823464632	35.	Narshimhalu- Engineering	9739184544
11.	P.Anilkumar-C-Block	9391910422	36.	Shankarapaa.B- Engineering	8861234184
12.	Dhanshetti .P.R-C-Block	9611708836	37.	Yallappa- Engineering	9902168081
13.	Amare Gouda-PDQA	9036552256	38.	Ahmad pasha- Warehouse	9591879840
14.	G.Madhu-PA	9948775227	39.	G.Thimmareddy- G-Block	9972163303
15.	S.Mahesh-C-Block	9019178448	40.	Govindas- Civil	9880005617
16.	Raghvendrarao.k-Warehouse	7892343289	41.	G.bageswara rao- PDQA	7673939302
17.	Yuvaraj-PDQA	9036414697	42.	A.saikumar- D-Block	9949854066
18.	Kotrappa.D -QA	9550872490	43.	Brijesh patil- AR&D	9343234402
19.	Sudarshan mali-Peptide R&D	8329636444	44.	Y.Ramesh Babu-E-Block	9901263505
20.	Gajanan Mohite- Peptide R&D	7447859499	45.	Santosh .A. Jadhav- AR&D	9145026415
21.	T.Vankateshwarlu-QA	6303868980	46.	Shivkumar L R- CR&D Polymer	8310915306
22.	V.V Chinna bhimaraju-QA	7795114633	47.	Badesab Husen Shaikh-EHS	9021516823
23.	G.Venkata Subba Rao-QA	9492464641	48.	Vijay kumar N-EHS	8884683004
24.	B Ramachandrudu-QA	9985804484	49.	T.Krishna- Boiler	9741681950
25.	D.venkataramana- I-Block	8618690969	50.	K.Rakesh Kumar- Engineering	9880816499
Auxiliary Team (responsible for coordinating with other teams as required)					
1	Nagababu-E Block	8722986860	4	Badesab Husen Shaikh-EHS	9021516823
2	K. Ramakrishna- EHS	8310876490	5	Vijay kumar N-EHS	8884683004
3	Prasanna R. Dhanshetti-C Block	9611708836	6	Rajashekhar Gaikwad-H Block	7517283944

	Prepared by	Reviewed by	Approved by
Name & Designation	Vijay kimar N (Engineer-EHS)	R Elangovan (DGM-EHS)	K Sharath Reddy (Technical Director)
Sign.& Date	12/02/24	12/02/24	12/02/24

FW: Supplier assessment questionnaire for environment, Health & Safety & Social assessments

Raghavendra <raghavendra@vbshilpa.com>
Sat 7/29/2023 4:52 PM
To:'SATYA KUMAR' <sraaccsd@tgvmail.net>
Cc:Amrut Lahoti <amrut@vbshilpa.com>;K.Sharath Reddy <sharath@shilpapharma.com>

1 attachments (500 KB)
SAQ.PDF;

Dear Sir

Kindly find attached here with Supplier assessment questionnaire for environment, Health & Safety & Social assessments we request you please fill and send us the same .

Best Regards,
Raghavendra Kumar
SCM
SHILPA PHARMA LIFESCIENCES LIMITED
(A subsidiary of Shilpa Medicare Limited Formerly Shilpa Corporate Holdings Private Limited)
H. No. 12 – 6 – 214 / A – 1|
Beside new cotton market, opp to IB cross
Hyderabad Road,Raichur 584 101| India
Ph: +91 9008081984. **(Office) :** +91 8532-238704 / Extn: 48 **(Fax) :** +91 8532-238876
e-Mail: **raghavendra@vbshilpa.com**, Web:**www.vbshilpa.com**

RE: Supplier assessment questionnaire for environment, Health & Safety & Social assessments

Raghavendra <raghavendra@vbshilpa.com>
Sat 7/29/2023 4:51 PM

To:sales chem <sales@svplastochem.com>
Cc:Amrut Lahoti <amrut@vbshilpa.com>;K.Sharath Reddy <sharath@shilpapharma.com>

1 attachments (500 KB)
SAQ.PDF;

Dear Mam,

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e-Mail: **raghavendra@vbshilpa.com**, Web:**www.vbshilpa.com**

Supplier assessment questionnaire for environment, Health & Safety & Social assessments

Raghavendra <raghavendra@vbshilpa.com>
Sat 7/29/2023 11:22 AM
To:N N PATEL RIDDHI PHARMA <nnp@riddhipharma.in>
Cc:Amrut Lahoti <amrut@vbshilpa.com>;K.Sharath Reddy <sharath@shilpapharma.com>

1 attachments (497 KB)
SAQ.pdf;

Dear Mam,

Kindly find attached here with Supplier assessment questionnaire for environment, Health & Safety & Social assessments we request you please fill and send us the same .

Best Regards,
Raghavendra Kumar
SCM
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e-Mail: **raghavendra@vbshilpa.com**, Web:**www.vbshilpa.com**

Supplier assessment questionnaire for environment, Health & Safety & Social assessments

Raghavendra <raghavendra@vbshilpa.com>
Sat 7/29/2023 4:51 PM
To:Venkateshwarlu <Venkateshwarlu@avralab.com>

1 attachments (497 KB)
SAQ.pdf;

Dear Mam,

Kindly find attached here with Supplier assessment questionnaire for environment, Health & Safety & Social assessments we request you please fill and send us the same .

Best Regards,
Raghavendra Kumar
SCM
SHILPA PHARMA LIFESCIENCES LIMITED
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e-Mail: **raghavendra@vbshilpa.com**, Web:**www.vbshilpa.com**

Self-Assessment Questionnaire (SAQ) for Suppliers Environmental & Social Assessments

The questions in this SAQ pertain to supplier's commitment, policies and management systems related to Corporate Social Responsibility (CSR) concerns. The objective is to evaluate the CSR management systems put in place by the suppliers in their workplaces.

Please note the following points before filling the SAQ with the responses along with relevant supporting documents:

a) Sections marked in yellow need to be filled in by the supplier before the assessment/audit.

b) Sections marked in light blue will be filled by the buyer as part of the assessment/audit.

c) Supplier and auditor are required to complete all questions that apply.

d) If a question does not apply, please mark it NA (Not Applicable).

e) Our dealings with all stakeholders is guided by our "Code of Conduct" and the same is attached for your reference.

If you need further information or explanations, please contact the following officials:

Level 1: Mr. Raghavendra <raghavendra@vbshilpa.com>

Level 2: Mr. Amrut Lahoti <amrut@vbshilpa.com>

Level 3: Mr. K. Sharath Reddy <sharath@shilpapharma.com>

1. FACILITY INFORMATION

a) Company Name & Address:

b) Site Name & Address:

c) Respondent's Name:

d) Respondent's Role:

e) Respondent's Email:

f) Respondent's Tel:

2. ASSESSMENT / AUDIT REPORT INFORMATION

a) Assessment/Audit Report Number:

b) Assessment/Audit Report Owner:

c) Date of Assessment/Audit:

d) Type of Assessment/Audit: Initial / Follow up / Other (please specify)

e) Date and Type of Previous Assessment/Audit (if applicable):

f) Type of Assessment/Audit: Initial / Follow up / Other (please specify)

g) Lead Assessor/Auditor (Name, Title, Phone Number & Email Address):
h) Co-Assessor/Co-Auditor (Name, Title, Phone Number & Email Address):

S.No	Self-Assessment Questions	Self-Assessment Response	Please provide relevant additional information	Auditor review comments
3. Management System - General				
3.1Has your facility been audited on-site by a third party auditor with regard to CSR issues during last three years?				
a)	Occupational health & safety	Yes/No	**If yes, you may attach the on-site audit report.**	
b)	Environment	Yes/No		
c)	Labor & human rights	Yes/No		
d)	Business ethics	Yes/No		
e)	Sustainable procurement	Yes/No		
4. Management System - Commitment				
4.1 Does the facility have a policy endorsed by the top management pertaining to occupational health & safety, environment, labor, human rights, ethics and sustainable procurement?				
a)	Occupational health & safety	Yes/No	**If yes, please attach a copy of the policy.**	
b)	Environment	Yes/No		
c)	Labor & human rights	Yes/No		
d)	Business ethics	Yes/No		
e)	Sustainable procurement	Yes/No		
4.2 Does the facility have any occupational health & safety, environment, labor, human rights, ethics and sustainable procurement related management system implemented, certified or received any award?				
f)	Occupational health & safety	Yes/No	If yes, please attach the list of procedures related to the management system, a copy of the	
g)	Environment	Yes/No		
h)	Labor & human rights	Yes/No		
i)	Business ethics	Yes/No		

S.No	Self-Assessment Questions	Self-Assessment Response	Please provide relevant additional information	Auditor review comments
j)	Sustainable procurement	Yes/No	certificate and award	
4.3Has your company appointed one or more persons at managerial level to be responsible for compliance with the policy commitment?				
a)	Occupational health & safety	Yes/No	If Yes, please provide name, title, contact details and scope of responsibility	
b)	Environment	Yes/No		
c)	Labor & human rights	Yes/No		
d)	Business ethics	Yes/No		
e)	Sustainable procurement	Yes/No		
5. Management System - Compliance				
5.1 Has your facility currently having any regulatory compliance issues with regards to occupational health & safety, environment, labor, human rights, ethics and sustainable procurement regulations?				
a)	Does your facility evaluate compliance with occupational health & safety, environment, labor, human rights, ethics and sustainable procurement issues on an on-going basis?	Yes/No	If Yes, please elaborate	
b)	Does your facility have processes in place to communicate and enforce your policy commitments with your suppliers?	Yes/No	If Yes, please provide details	
c)	Does the facility have the required environmental permits or authorizations?	Yes/No	If yes, please list the name of the permit, the issuing authority and the validity date.	
d)	Does the facility have an	Yes/No	If Yes, please provide	

S.No	Self-Assessment Questions	Self-Assessment Response	Please provide relevant additional information	Auditor review comments
	authorization/permit for water intake from groundwater, river or a public system?		details	
6. Management System - Risk Management				
a)	Has your facility identified risks within own organization/facility and in supply chain with regards to occupational health & safety, environment, labor, human rights, ethics and sustainable procurement regulation?	Yes/No	If Yes, please elaborate	
b)	Is there a formal process in place for assessing the business risks for the facility routinely for occupational health & safety, environment, labor, human rights, ethics and sustainable procurement? Do the assessments include:	Yes/No	If Yes, please provide details	
c)	Identified risks in own operations	Yes/No	If Yes, please elaborate	
d)	Identified risks in the supply chain - first tier	Yes/No	If Yes, please elaborate	
e)	Identified risks in the supply chain - beyond first tiers	Yes/No	If Yes, please elaborate	
f)	Is there a formal public report where overview of the risks management process is published (like sustainability report, BRSR Report, etc)	Yes/No	If Yes, please elaborate	
g)	If any potential or actual risks have been identified, which steps have been taken to	Yes/No	Please describe steps taken	

S.No	Self-Assessment Questions	Self-Assessment Response	Please provide relevant additional information	Auditor review comments
	mitigate and/or prevent identified risks related to occupational health & safety, environment, labor, human rights, ethics and sustainable procurement?			
h)	Does the facility have a process to manage all HSE critical changes (e.g. raw materials, processes, equipment, personnel, facilities, etc.) for Occupational health & safety?	Yes/No	If Yes, please elaborate	
i)	Does the facility have a process to manage all HSE critical changes (e.g. raw materials, processes, equipment, personnel, facilities, etc.) for Environment?	Yes/No	If Yes, please elaborate	
j)	Does the facility have Business Continuity Plan in place to minimize the impact of potential business disruptions due to emergencies and natural disaster for the following areas?	Yes/No	If Yes, please elaborate	
7. Management System - Documented Information				
7.1 Does the facility maintain following documented information?				
a)	Injury and Illness Logs	Yes/No	If Yes, pls provide last two years summary data.	
b)	Environmental sustainability data	Yes/No	If Yes, pls provide last two years summary data.	
c)	Worker Benefits and Pay Information	Yes/No	If Yes, pls provide last	

S.No	Self-Assessment Questions	Self-Assessment Response	Please provide relevant additional information	Auditor review comments
			two years summary data.	
d)	Inspections by Regulatory Agencies	Yes/No	If Yes, pls provide last two years summary data.	
e)	Grievances/Suggestions Summary	Yes/No	If Yes, pls provide last two years summary data.	
f)	Training Records	Yes/No	If Yes, pls provide last two years summary data.	
g)	Minutes of CSR Committee Meetings	Yes/No	If Yes, pls provide last two years summary data.	
h)	Emergency Drill Records	Yes/No	If Yes, pls provide last two years summary data.	
i)	Audit findings	Yes/No	If Yes, pls provide last two years summary data.	
j)	Management reviews	Yes/No	If Yes, pls provide last two years summary data.	
8. Management System - Competence and Awareness				
8.1 Are employees including contractors made aware of relevant policies and procedures including emergency procedure and are they trained accordingly in the following areas?				
a)	Occupational health & safety	Yes/No	If Yes, please attach relevant training summary record.	
b)	Environment	Yes/No	If Yes, please attach relevant training summary record.	

S.No	Self-Assessment Questions	Self-Assessment Response	Please provide relevant additional information	Auditor review comments
c)	Labor & human rights	Yes/No	If Yes, please attach relevant training summary record.	
d)	Business ethics	Yes/No	If Yes, please attach relevant training summary record.	
e)	Sustainable procurement	Yes/No	If Yes, please attach relevant training summary record.	
f)	Are visitors made aware of relevant policies and procedures including emergency procedure?	Yes/No	If Yes, please attach relevant training summary record.	
9. Management System - Continual Improvement				
a)	Does the facility have a formal process to assess the effectiveness of its occupational health & safety, environment, labor, human rights, ethics and sustainable procurement practices through periodic internal audits/management reviews to identify/implement corrective actions/recommendations/track corrective actions for continual improvement?	Yes/No	Please describe steps taken.	

S.No	Self-Assessment Questions	Self-Assessment Response	Please provide relevant additional information	Auditor review comments
b)	At what frequency is the effectiveness of occupational health & safety, environment, labor, human rights, ethics and sustainable procurement practices assessed through periodic internal audits and management reviews ?	Yes/No	Please mention frequency of reviews.	
10. Labor & Human Rights				
10.1Does the facility have policy(ies) or statement of commitment regarding the following labor practices?				
a)	Prohibition of child labor/forced labour	Yes/No	Please provide a web link to the policy on your web site, or alternatively attach a copy of the policy to this questionnaire	
b)	Freedom of Association	Yes/No	Please provide a web link to the policy on your web site, or alternatively attach a copy of the policy to this questionnaire	
c)	Non-discrimination	Yes/No	Please provide a web link to the policy on your web site, or alternatively attach a copy of the policy to this	

S.No	Self-Assessment Questions	Self-Assessment Response	Please provide relevant additional information	Auditor review comments
			questionnaire	
d)	Non-harassment	Yes/No	Please provide a web link to the policy on your web site, or alternatively attach a copy of the policy to this questionnaire	
e)	Grievance redressal mechanism	Yes/No	Please provide a web link to the policy on your web site, or alternatively attach a copy of the policy to this questionnaire	
f)	Whistle blower	Yes/No	Please provide a web link to the policy on your web site, or alternatively attach a copy of the policy to this questionnaire	
g)	Recruiting and termination	Yes/No	Please provide a web link to the policy on your web site, or alternatively attach a copy of the policy to this questionnaire	

S.No	Self-Assessment Questions	Self-Assessment Response	Please provide relevant additional information	Auditor review comments
h)	Wages and benefits	Yes/No	Please provide a web link to the policy on your web site, or alternatively attach a copy of the policy to this questionnaire	
i)	Working hours and leave	Yes/No	Please provide a web link to the policy on your web site, or alternatively attach a copy of the policy to this questionnaire	
j)	Employees and visitors safety	Yes/No	Please provide a web link to the policy on your web site, or alternatively attach a copy of the policy to this questionnaire	
k)	Does the facility ensure that no child labor is employed in their operations?	Yes/No	Please provide a web link to the policy on your web site, or alternatively attach a copy of the policy to this questionnaire	
l)	Mention the age of the youngest worker			

S.No	Self-Assessment Questions	Self-Assessment Response	Please provide relevant additional information	Auditor review comments
	employed.			
m)	Does the facility have implemented a process with an objective of preventing employment of child labour covering remediation measures in case any child labor is detected?	Yes/No	Please elaborate.	
n)	Do policies of the facility align with relevant local legislation and/or ILO guideline?	Yes/No	Please elaborate.	
o)	Does the facility ensures that persons under the age of 18 years are not engaged in hazardous or physically demanding work?	Yes/No	Please elaborate.	
11. Business Ethics				
11.1 Does the facility have formal Policies or Codes of Conduct that govern ethical business practices? If yes, please indicate if the following are included:				
a)	Business integrity and fair competition	Yes/No	If Yes, please provide relevant web of your company's website or attach copy of the policy.	
b)	Anti-corruption	Yes/No	If Yes, please provide relevant web of your company's website or attach copy of the policy.	
c)	Investigation of employee concerns	Yes/No	If Yes, please provide relevant web of your company's website or	

S.No	Self-Assessment Questions	Self-Assessment Response	Please provide relevant additional information	Auditor review comments
			attach copy of the policy.	
d)	Prevent corruption and facilitation payments?	Yes/No	If Yes, please provide relevant web of your company's website or attach copy of the policy.	
e)	Data Privacy	Yes/No	If Yes, please provide relevant web of your company's website or attach copy of the policy.	
f)	General Data Protection Regulation (GDPR)	Yes/No	If Yes, please provide relevant web of your company's website or attach copy of the policy.	
g)	Does the facility work with animals as a part of its business?	Yes/No		
h)	If yes, do you follow an industry standard like Association for Assessment and Accreditation of Laboratory Animal Care International (AAALAC).	Yes/No	If yes, please indicate the standard in use.	
12. Occupational Health & Safety				
12.1 Does the facility have documented written safe operating procedures for the following?				
a)	General safety	Yes/No	If yes, provide a list of the	

S.No	Self-Assessment Questions	Self-Assessment Response	Please provide relevant additional information	Auditor review comments
			procedure.	
b)	Process safety	Yes/No	If yes, provide a list of the procedure.	
c)	Biological safety	Yes/No	If yes, provide a list of the procedure.	
d)	Industrial hygiene	Yes/No	If yes, provide a list of the procedure.	
e)	Emergency preparedness and response	Yes/No	If yes, provide a list of the procedure.	
f)	Does the facility have provided adequate fire safety systems like fire hydrant, fire alarm, fire suppression, etc.	Yes/No	Please elaborate	
g)	Does the facility have documented OH&S objectives and targets and metrics?	Yes/No	If yes, provide a list of the objectives and metrices.	
12.2 Indicate the number of significant OH&S incidents that occurred at this facility over the past three years?				
a)	Fatalities	Mention number of incidents		
b)	High severity injuries	Mention number of incidents		
c)	Major fire	Mention number of incidents		
d)	Explosion	Mention number of incidents		
e)	Fines or major violations	Mention number of		

S.No	Self-Assessment Questions	Self-Assessment Response	Please provide relevant additional information	Auditor review comments
		incidents		
13. Environmental Sustainability				
a)	Does the facility have documented written environmental procedures for significant environmental aspects?	Yes/No	Please elaborate	
b)	Does the facility have documented environmental objectives and metrics?	Yes/No	If yes, provide a list of the objectives and metrices.	
c)	Has the facility developed a strategy for water sourcing and management?	Yes/No	Please elaborate	
d)	Does the facility have provided adequate waste water treatment facility as per the prescribed norms?	Yes/No	Please elaborate	
e)	Does the facility have provided adequate storage facilities for Hazardous and Non-Hazardous wastes as per the prescribed norms?	Yes/No	Please elaborate	
14.Does the facility have taken reduction program for the following environmental sustainability aspects:				
I.	Water consumption:	Yes/No	If Yes, please mentions reduction target.	
II.	Energy consumption:	Yes/No	If Yes, please mentions reduction target.	
III.	Greenhouse gas emissions:	Yes/No	If Yes, please mentions reduction target.	
IV.	Hazardous waste:	Yes/No	If Yes, please mentions	

S.No	Self-Assessment Questions	Self-Assessment Response	Please provide relevant additional information	Auditor review comments
			reduction target.	
V.	Non-Hazardous waste:	Yes/No	If Yes, please mentions reduction target.	

Declaration by the Supplier:

I hereby declare that all the information shared above are true and supported with verified documents available with the company.
We acknowledge the receipt of your company's "Code of Business Conduct & Ethics".
Signature of Authorized Respondent:

Date:
Place:

O/C

Innovating for affordable healthcare

Shilpa Medicare Limited

(Unit-2: 100% Export Oriented Unit)

Plot No: 33, 33A & 40-47, Raichur Industrial Growth Centre, Chicksugur-584 134, Raichur District, Karnataka State, India.

CIN No. L85110KA1987PLC008739

Date: 9/03/2022

SML/100%/EOU/EHS/61/2021-22.

To,
Assistant Director of Factories & Boilers,
Uday Nagar,
Raichur-584101

Sub: Reporting of the incident – Medically treatable injury

Dear Sir,

We hereby inform your kind office that Mr. P. Harish, S/O P. Panchanadam aged about 29 years, a contract employee working under the Venkateswara enterprises has been injured by burn, on his right forearm, small patches on right side neck, left arm on 7th March 2022, while working at Thermic fluid heating system on 7th March 2022 at about 7.30 AM.

Immediately shifted to Suraksha hospital, Raichur for further treatment

Yours faith fully

For Shilpa Medicare Limited Unit-02

RAICHUR

Authorized Signatory

ಸಹಾಯಕ ನಿರ್ದೇಶಕರ ಕಛೇರಿ ರಾಯಚೂರು

10 MAR 2022

Form No .17

NOTICE OF ACCIDENT OR DANGEROUS OCCURRENCE

(RESULTING IN DEATH OR BODILY INJURY)

Factory Raichur TPS

Factory License Number : MYRCR898

1	Name of the Factory	Shilpa Medicare Limited Unit -02 100%EOU
2	Address of works where accident or dangerous occurrence happened	PlotNo:33,33A&40-47, Raichur Industrial growth center ,Chiksugur-584134,Raichur District, Karnataka state ,India .
3	Nature of Industry	Bulk drug
4	Branch or Department and exact place where the accident or dangerous occurrence happened	Engineering ,Utility, Thermic Fluid heating system
5	Injured person's name and address	Mr. P. Harish, S/O P. Panchanadam; peeleru madalam , chittor district
6	a) Sex	Male
	b) Age(Last birth day)	29 Years
	c) Occupation of Injured person	Operator (Contract role from Venkateswara enterprises)
7	Date and hour of accident or dangerous occurrence	07/03/2022 , 7.30 AM.
8	Hour at which he started work on the day of accident	06.00 A.M
9	a) Facts leading to accident or dangerous occurrence	a) Opening of the burner port door b) (i)Hot oil system burner cover door near burner rod (ii)Accident due to hot air flashed when the door was opened for a fraction of a second , The equipment is stationery (C) Person operating Hot oil system
	b) If Caused by machinery	
	(i)Give name of machine and part causing the accident ,and	
	(ii)State whether it was moved by (b) (ii) mechanical power or other otherwise	
	C) State exactly what injured person (C) was doing just before and at the time of occurrence (Give details of operation)	
	d) The name of names of person or (d) persons who witnessed the accident and who can explain the cause of accident	B .Suresh , S/O Bhemappa
10	Nature and extent of injuries(e.g., fatal, fracture scald or any disablement or otherwise)	Hot air burns on left fore arm , right wrist , some patches on neck behind the ears , some patches on chest
11	Location of injury (e.g., right leg, left hand or left eye etc.)	Burn, on his left forearm, small patches on right side neck, left arm at wrist & on some patches on chest
12	If accident is not fatal or is not accompanied by any serious injury state whether injured person was disabled for 48 hours or more ,if so date and time when known.	Injured person was not disabled ,
13	Name of medical officer in attendance on injured person	Dr, Raghavendra –Plastic surgeon , Suraksha Hospital Raichur

I certify that to the best of my knowledge and belief the above particulars are correct in every respect

Signature of occupier or Manager

Date of dispatch or report

Note: To be completed in legible handwriting or preferably type written.
(This space to be completed by inspector)

District :

Date of receipt :

Accident No :

Industry No :

Causation No :

Sex (M.W.B or G.) :

Other particulars
(e.g. Fatal, leg injury ,arminjury,etc) :

Date of Investigation :

Result of investigation :

0|c

Form No .17

NOTICE OF ACCIDENT OR DANGEROUS OCCURRENCE

(RESULTING IN DEATH OR BODILY INJURY)

Shilpa medicare-U

Factory Raichur ~~IPS~~

Factory License Number : MYRCR898

1	Name of the Factory	Shilpa Medicare Limited Unit -02 100%EOU
2	Address of works where accident or dangerous occurrence happened	PlotNo:33,33A&40-47, Raichur Industrial growth center ,Chiksugur-584134,Raichur District, Karnataka state ,India .
3	Nature of Industry	Bulk drug
4	Branch or Department and exact place where the accident or dangerous occurrence happened	Engineering ,Utility, Thermic Fluid heating system
5	Injured person's name and address	Mr. P. Harish, S/O P. Panchanadam; peeleru madalam , chittor district
6	a) Sex	Male
	b) Age(Last birth day)	29 Years
	c) Occupation of Injured person	Operator (Contract role from Venkateswara enterprises)
7	Date and hour of accident or dangerous occurrence	07/03/2022 , 7.30 AM.
8	Hour at which he started work on the day of accident	06.00 A.M
9	a)Facts leading to accident or dangerous occurrence	a) Opening of the burner port door b) (i)Hot oil system burner cover door near burner rod (ii)Accident due to hot air flashed when the door was opened for a fraction of a second , The equipment is stationery (C) Person operating Hot oil system
	b)If Caused by machinery	
	(i)Give name of machine and part causing the accident ,and	
	(ii)State whether it was moved by (b) (il) mechanical power or other otherwise	
	C) State exactly what injured person (C) was doing just before and at the time of occurrence (Give details of operation)	
	d) The name of names of person or (d) persons who witnessed the accident and who can explain the cause of accident	B .Suresh , S/O Bhemappa
10	Nature and extent of injuries(e.g., fatal, fracture scald or any disablement or otherwise)	Hot air burns on left fore arm , right wrist , some patches on neck behind the ears , some patches on chest
11	Location of injury (e.g., right leg, left hand or left eye etc.)	Burn, on his left forearm, small patches on right side neck, left arm at wrist & on some patches on chest
12	If accident is not fatal or is not accompanied by any serious injury state whether injured person was disabled for 48 hours or more ,If so date and time when known.	Injured person was not disabled ,
13	Name of medical officer In attendance on injured person	Dr, Raghavendra –Plastic surgeon , Suraksha Hospital Raichur

I certify that to the best of my knowledge and belief the above particulars are correct in every respect

Signature of occupier or Manager

SHILPA MEDICARE LTD. 100% EOU RAICHUR

Date of dispatch of report

SHILPA PHARMA LIFESCIENCES LIMITED,UNIT-2

EHS CHANGE CONTROL IMPACT EVALUATION FORM

Document No.: SOP/U-2/EHS/GEN/033-00

Format No: FM-EHS-039-00 Page No.: 44

IMPACT EVALUATION

CRAF No.:	CRAF/PD/189/23/U-2

Environment

Impact on Water environment- ~~Adverse~~/~~Beneficial~~/~~Unchanged~~/Not applicable

Impact on Air environment- ~~Adverse~~/~~Beneficial~~/~~Unchanged~~/ Not applicable

Impact on Land environment- ~~Adverse~~/~~Beneficial~~/~~Unchanged~~/ Not applicable

Legal & Other requirements: - NA -

Pollution control system performance: ~~Reduced~~ / ~~increased~~ / no change

Any additional Pollution Control System required: ~~Yes~~ / ~~No~~ / Not applicable

If yes, Specify; - NA -

Occupational, Health & Safety

Any HAZOP studies / Risk Assessment/PSSR : Yes / ~~No~~ / ~~Not applicable~~

PPE requirement : Yes / ~~No~~ / ~~Not applicable~~

Special Safety Instruction if any : Yes / ~~No~~ / ~~Not applicable~~

Training needs : Yes / ~~No~~ / ~~Not applicable~~

Regulatory requirement : ~~Yes~~ / ~~No~~ / Not applicable

Remarks: - NA -

EHS Checklist for Change Control Approval (FM-EHS-056) Required : Yes/~~No~~

Checked by
HOD – EHS/Designee 04/11/23

Checked by
Initiating Department: M. Ramu 04/11/23

SHILPA PHARMA LIFESCIENCES LIMITED - UNIT 2 - OHS INCIDENT SUMMARY - FY23-24

Date	Month /Year	FY	Dept	Time	Area/Block	Location/Equipment	Description of Incident	Name of Injured	Emp ID/Contractor	Name of Witnesses	Incident Type	Incident Potential (Credible Worst Case)	Date of reporting duty for LWC	Root Causes	CAPAs	CAPAs Implementation Status (Open/Close)	lost of workdays	Remarks, if any
2023-06-13	Jun-23	FY23-24	Ware house	10.15	Sulphuric Acid Tank	Ware house	At 10:15am during morning rounding mr.pasha observed sulphuric acid leakage	NA	NA	Mr.Pasha	ENI	Medium	NA	Gas cut damaged and human error in tightning	impact of Un equal tightining	Close	0	NA
2023-06-19	Jun-23	FY23-24	AO block	7.30	Sulphuric Acid storage Tank	AO block	while removing 2 inch MSPTFE line from Sulphuric acid storage tank area the pipe got slipped and the right hand middle finger nail injury	Mr.Tarun kumar	300080	Mr.Shankarappa	FAC	Medium	NA	Not properly hold the pipe	The pipe was safely removed by holding two persons	Close	0	Contractor
2023-06-20	Jun-23	FY23-24	AJ block	14.20	AJ block ground floor	AJ block Ground floor	the injured person was performing in the Centrifugation acivity by transfering the reaction from RE-01 to CF-03	Mr.Deepak natkare	4799	Mr.Srinivasa rao	FAC	Low	NA	The wheel locking system of the ladde not functional	Check and repair the locking system functioning	Close	0	Own
2023-07-04	Jul-23	FY23-24	Security office	16.00	Inside of the security office	Inside of the security office	Security supervisior recevied the courier parcel and kept in security office suddenly explode with high noise	NA	NA	Mr.Srinivas	ENI	Medium	NA	MSDS not clearly told to vendor are vendor not followed	Training and awareness of handling of hazardous chemicals	Close	0	NA
2023-07-19	Jul-23	FY23-24	QC Microbilogy lab	9.50	Media preparation room	Media preparation room	while attednng the vaccume leakage autoclave of microbilogy lab autoclave door fallen on his hand	Mahesh bandari	2059	Mr.Mallikarjuna rao	FAC	Low	NA	Additional machincal lock to door not available irrespective of cylinder locking pin	Understanding the interlock of autoclace while attending the issues	Close	0	Own
2023-07-20	Jul-23	FY23-24	AM block	10.30	AM block	AM-Block Intermidiate	At Am block Mr. Basavarj while entering to the block at about 10:30 AM. His leg got slipped, and loss the balance and took the support of the wall, when his left leg thigh portion got scratch by rubbing on the steps	Mr. Nagarju	100229	Mr. Nagaraju	FAC	Low	NA	Before enterinh intermideate area PPE Must use	PPE not wering	Close	0	Contractor
2023-07-27	Jul-23	FY23-24	AM block	11.3	AM block out side	AM block out side	Mr.Basavaraju entering into the block his leg got slipped and loss the balance	Mr.Basavaraju	100229	Mr.Nagaraju	FAC	Low	NA	Do not walk on wet floor	display caution board at wet floor	Close	0	Contractor
2023-09-29	Sep-23	FY23-24	CDMO Lab	16.5	CDMO outside	CDMO outside	Mr. MD.Rafi while transferring chemicals from CDMO lab to chemical storage area at 16:50 PM, at that time Phosphoric acid spillage happen at right shoulder of Mr. MD Rafi at CDMO outside of the lab. Supervisor Mr. Somshekar immediately informed to EHS dept for first aid	Mohammed Rafi Shaikh	100119	.Mr. Venugopal Takala. Mr. Bharath.N	FAC	Medium	NA	Before handling of chemical PPEs must be used.	Training to be given to all the personal and create awareness in all peoples	Close	1	Contractor
2023-10-26	OCT--23	FY23-24	AO-Block	23.05	AO-Block	Hot Oil System	At AO Block Hot oil system Operator Bolbandi And Raju is an Duty C Shift on 26/10/23 that time fire observed on at hot oil circulation pump line at a 23.00.	No any Injury happened	Not aplicable	Mr.Bolbandi Mr.Raju	FAC	Medium	NA	Leaked Circulation Hot oil Line Rectify.	Training to be given to all the personal and create awareness in all peoples	Close	0	NA
2023-10-28	OCT--23	FY23-24	I-Block	10	I-Block	I-Block intermidate area	On 28/10/23 in I-Block B Shift Mr.Karu Marandi helper was working that time wear acetic acid contaminated hand Gloves due to Acetic Acid Contamination in that Hand finger irritation observed.	Karu Marandi	9001064	Deepak Vijay	FAC	Low	NA	Proper Awareness Of before Handling of personal protective equipment	Practical training to team personal protective equipment. Whenever possible to avoid such incident in future	Close	0	Contractor
2023-11-09	Nov-23	FY23-24	UTILITY	17.05	UTILITY	I-BLOCK COOLING TOWER	At 09/11/23 G –Shift CT/01 of Cooling Tower Motor Fixing going on, while tight the bolt the spanner along with hole bar was slipped and hit on the middle finger of the right handed got swollen of the Middle finger of the right hand.	Basavaraj.G	1896	Sitaram Mahesh.S	MTC	Low	NA	insure that Proper tool box (spanner) use before working.	Training to be given to all the personal and create awareness in all peoples	Close	2	Own
2023-11-21	Nov-23	FY23-24	AO-BLOCK	12.15	AO-BLOCK	AO-BLOCK BIPOLAR	At 21/11/23 G –Shift AO-Block bipolar plant membrane cleaning going on, while to moving on membrane table was leg slipped and hence load on hand finger skin cut injury occurred.	Devendra	500004	Srinivas Mallikarjun	FAC	Medium	NA	Before handling of Equipment PPEs must be used.	Practical training to team personal protective equipment. Whenever possible to avoid such incident in future	Close	0	Contractor
2023-11-24	Nov-23	FY23-24	ETP	11.45	ETP	MEE PLANT	At 24/11/23 G –Shift Mr kavi Prakash working in MEE plant on calendria 1st jet cleaning . on that jet cleaning time jet pump high pressure pipe was blast then pressure hit on right hand palm cut injury occurred	Kavi Prakash	71001	Rajappa Narsappa	MTC	Medium	NA	Proper Awareness Of before Handling of personal protective equipment	Training to be given to all the personal and create awareness in all peoples	Close	0	Own
2023-12-15	Dec-23	FY23-24	ELECTRICAL	15:30	ELECTRICAL	ETP	At 15/12/23 at 15:30 in ETP area Grinding machine was using for cutting of FLP light structure ,which was working time grinding machine Fall in left chin and slash cut injury occur in left chin	Laxman	100410	Venkatesh	MTC	Medium	NA	Proper Awareness Of before Handling of personal protective equipment	Practical training to team personal protective equipment. Whenever possible to avoid such incident in future	Close	2	Contractor
2023-12-21	Dec-23	FY23-24	E-BLOCK	10:00	NOPB	Non oncology production block	Mr. D.V Subba Reddy (Employee Id.no-1262) working as Sr. Executive in E-Block- As per customer requirement Di Methyl Fumarate Micronization Initiated in Unit-1 at non-oncology packing block on 17/12/23 Mr. D.V Subba Reddy (Employee Id.no-1262) conduct to the duty in to B-Shift at 14:30 in 21/12/23 for Micronization area to monitor the micronization activity and he weared the Full air pressure suit with attached gloves and booties - At 18:00 stopped the micronization and unloaded the micronized material from material collection chamber and he could not continue further, due to eye irritation - As per precautionary measure, we provided the eye drops at work place and used the same in duty hrs. - On 22/12/23 at 07:30, Mr.Subba Reddy informed the severity of eye irritation and pain, immediately two types of eye drop sent to Mr. Subba Reddy and explained the usage procedure - He used these two eye drops up to afternoon of the same day, But he did not get any relief.	Mr. D.V. Subba Reddy	1262	Umesh	LWC	Medium	1/9/2024	i) Di Methyl Fumarate drug is a moderately toxic by ingestion, skin contact and eye irritant ii) The pressure suit was checked by giving air, found no leakages, Hence the probable reason could be the PPE (Full Pressure suit) may have been in side contaminated with the Di Methyl Fumarate material during the earlier usage.	Corrective Action: i) Cleaned these cloths and washed the complete body with plenty water & applied ciprofloxacin eye drops for better treatment sent to be hospital. ii) Cleaned the used full suit & PPEs with methanol followed by water thoroughly to wash out the product. iii) Training given to E-Block employees and workers about Di Methyl Fumarate and appropriate PPE usage while handling this product Preventive Action: i) SOP shall be prepared for safe handling procedure (Wet and Dry material handling, Powder processing like Milling, Sieving, Micronization and packing to Di Methyl Fumarate. ii) Procedure will be made to clean the, before de gowning, clean the used full suits and PPE with methanol followed by water and dried for further usage. iii) Minimize the product exposure lead time to personnel (4-6) iv) Training Shall be provided to the concerned personal about full suit (contaminated) de gowning procedure after micronization. v) PPE's Full Suit and breathing air mask to be worned	Close	2	Own
2024-01-09	Jan-24	FY23-24	AM-BLOCK	12:00	AM-BLOCK	INTERMEDIATE AREA	Mr. B.K. Sandeep (Emp ID: 3017) is working as a shift in charge in AM-Block. On 07/01/24 he attended duty in B-Shift and he supervised unit operations of Prucalopride Succinate Intermediate (PSM-I) batches. He performed batch # PSM1240002 centrifuge operation and handed over relieving shift charges to C-Shift in charge at 22:00 Hrs. On 07/01/24 night he got severe headache and vomits. Later, he admitted in Balanku hospital on 09/01/24 under the supervision of senior employees and medical experts	B.K.Sandeep	3017	Kautik Jadhav (E.ID-5910)	LWC	Medium	1/17/2024	As per the investigation and interaction with witness person (Mr. Kautik Jadhav and Mr. Devi), he was inhaled Acetonitrile vapors while filtration operations due to improper PPE usage As per witness it is identified he was not wear appropriate protective nose mask.	Corrective action : - Training given to AM-Block employees and workers about hazardous of Acetonitrile and appropriate PPE usage while handling solvents. - Instruction given to all staff and workers about whenever doing Acetonitrile Centrifuge must be sure centrifuge lead closed condition. - Strictly instruction given to all employee centrifuge time compulsory using air breathing nose mask. Preventive action: - Whenever doing Acetonitrile Centrifuge must be sure centrifuge Lid in closed condition and no Safety interlocks bypass mode - Recommended to use PNF instead of centrifuge for filtration operation, with due trails & approvals - All centrifuge vents to be connect to Scrubber line to exhaust the vapors. - While Acetonitrile handling must be used breathing air nose mask.	Close	2	Own
2024-01-22	Jan-24	FY23-24	AO-Block	15.3	MS Structure area	AO-Block	During welding of AO-Block RE-13 cooling tower flash water controlling purpose during structure and supported frame welding work at 3rd floor that time welding flux fall down on AO AHU-03 ducting top side of insulation and after insulation catch the fire. 22/01/24 at around 15:30 hours, Ranjeet and Dattatray noticed fire on the AO AHU-03.	Not Applicable (No person injured)	NA	Mr. Ranjeet & Mr. Dattatray	FIRE	Medium	NA	Before start the work EHS officer permission not given. Welder and fitter no any awareness given during work time. Gap between the cooling tower sump and M S structure during welding, welding fluxes are fall down on surface of AHU duct due to wind (air flow)	Corrective Actions: - Stopped the AO-Block welding work by informing to Block in-charge - Immediately the fire extinguished with right type Fire Extinguishers. - Burned insulation removed and that Area Cleaned Preventive Actions: - Immediately about Hot work permit and Class of fire related training given to all staff and worker. - Strictly instruction given to all Block employee before start the work safety officer permission compulsory required. - Used empty Cylinder refill and kept in AO-Block area.	Close	2	NA
2024-02-03	Feb-24	FY23-24	AI-BLOCK	17:30	AI-BLOCK	Pharma entrance area	At AI-Block on 03/02/24 at 17:30 while cleaning wall surface near by flycatcher with lint free cloth moisture with methanol, fire catch to the lint free cloth, immediately helper satyindra come outside & called to siddeshwar & Girish Bhandare after reaching the spot observed that lint free cloth catched fire.	Not Applicable (No person injured)	NA	Mr. Siddeshwar kumbhar (shift in charge) Mr. Satyindra (Helper)	FIRE	Low	NA	Methanol is flammable solvent, due to cleaning time Methanol solvent is used The wall surface cleaning time flycatcher is there that time create of static electricity and lint free cloth catch the fire.	Corrective Actions: - Immediately the fire extinguished with right type (By using Sand) Fire Extinguishers and control the fire. - Immediately all block strictly instruction given ,cleaning time don't be used of any solvent only use liquid soap and cleaner. Preventive Actions: - All block Training given about handling of chemicals, - All Block Training given about cleaning procedure. - All Block provide liquid soap and surf for cleaning	Close	0	NA
2024-02-21	Feb-24	FY23-24	AO-Block	0:30	AO-Block	M S structure area	Dated on 21/02/24 at 00:30 hr., Mr. Lalan Thakur Came on unnecessary below RE-14 reactor at that time MDC unloading under process, 200 liter MDC drum full at a time he remove unloading pipe from drum then MDC drop spill in his left eye.	Mr. Lalan Thakur	9001057	1)Kalshetty 2) Ramesh	MTC	Low	NA	Probable Root cause: - As per the investigation and interaction with witness person (Kalshetty & Ramesh and Bambase) Mr. Lalan Thakur was unnecessary came on without wearing PPE (without Helmet and without safety goggle) MDC unloading area and remove the pipe from the MDC drum then MDC spill his eye. - As per witness it is identified he was not wearing appropriate protective Safety goggles, Face Shield, and Safety Helmet	Corrective action : - Immediate taken to Lalan Thakur to eye wash body shower and wash that eye 15 minute with eye wash shower then the eye drops inject inside his Eyes. - Lalan Thakur shifted to OHC for further first aid treatment. - In OHC injured person wash the eye with plenty water, then 15 minute wash RL water then applied to Ciprofloxacin eye drop after that he was relief eye irritation, then injured person sent hospital for further check & treatment by expert doctors. Preventive action: - Training given to AO-Block employees and workers about Handling of chemical and appropriate PPE usage while handling solvents. - Instruction given to all staff and worker about whenever doing Loading & unloading of Hazardous chemical appropriate PPE must be use. - Strictly instruction given to all employee Solvent unloading & loading time compulsory using the face shield and safety goggle. - Safety Goggle provided to AO-Block	Close	0	Contractor

SHILPA PHARMA LIFESCIENCES LIMITED - UNIT 2 - OHS INCIDENT SUMMARY - FY23-24

Date	Month /Year	FY	Dept	Time	Area/Block	Location/Equipment	Description of Incident	Name of Injured	Emp ID/Contractor	Name of Witnesses	Incident Type	Incident Potential (Credible Worst Case)	Date of reporting duty for LWC	Root Causes	CAPAs	CAPAs Implementation Status (Open/Close)	lost of workdays	Remarks, if any
2024-02-24	Feb-24	FY23-24	R1-BLOCK	15:30	R1-BLOCK	PRODUCTION AREA	On dated 24/02/24 at 15:30 hrs. Mr. Sivakumar working in R1 Block for Experimental purpose of nor-ursodeoxy Cholic acid, stage-II Batch, at that time collecting the sample of tri fluro acetic anhydride (TFAA) from HDPE container ,he observed that right hand swelling due to affected to tri fluro acetic anhydride (TFAA) vapours, he was immediately inform to Mr. Subbareddy, he was taken to OHC for first aid treatment	Mr. B. Sivakumar	2636	1) Mr. D V Subbareddy . 2) Mr. Sidhartha Reddy. 3) Mr. Krishna Reddy.	LWC	Medium	3/18/2024	Probable Root cause As per the investigation and interaction with witness person (Mr. D V Subbareddy and Mr. Sidhartha Reddy & Mr. Krishna Reddy) Mr. B.Sivakumar was collecting the sample of tri fluro acetic anhydride (TFAA) from the HDPE container, at that time affected to tri fluro acetic anhydride (TFAA) vapours in right hand. he was handling of hazardous chemical operations due to improper PPE usage. As per the witness it is identified Mr. B. Sivakumar (Emp ID: 2636) handling of hazardous chemical he was used surgical hand gloves, this is an improper PPE usage. handling of tri fluro acetic anhydride (TFAA) he was used wrong type of protection hand gloves.	Corrective action : - Immediately Upon intimation to senior staff of company, immediately swelled hand dipped washed with sodium bicarbonate solution with 2 hrs. - After first aid he was immediately sent to Naveen Hospital to give for further better treatment. - Stock of PPE checked to all block and also PPE provided in all block. Preventive action: - Training given to E-Block, R1-Block employees and workers about handling hazardous of tri fluro acetic anhydride (TFAA) appropriate PPE usage while handling solvents. - Strictly instruction given to all employee handling of hazardous chemical don't use of surgical hand gloves. - Inform this incident to all block and also inform Whenever handling of hazardous chemical must be use appropriate PPE.	Close	2	Own
2024-02-28	Feb-24	FY23-24	AO7-Block	11:00	AO7-Block	Intermediate 1st floor	On February 28, 2024, at 11:00 AM, Mr. Rajendra Singh (ID no-900064), working as a helper in AO7 Block, AO/HY-02 Reactor, was exposed to hazardous Hydrochloric Acid (HCL) vapors while deactivating catalysts within the reactor. He flushed HCL without using a cartridge mask, resulting in respiratory distress due to inhalation of the vapors.	Mr. Rajendra singh	900064	1) P. Saifulla 2) Jindoba Waghmode	MTC	low	NA	Probable Root cause Failure to Adhere to Safety Protocols: Mr. Rajendra Singh flushed HCL without using a cartridge mask, indicating a lapse in adherence to established safety procedures. 2) Lack of proper training or awareness regarding the necessity of personal protective equipment (PPE) such as a cartridge mask may have contributed to this oversight. Lack of Supervision and Oversight: 1) There may have been a lack of adequate supervision and oversight during the execution of the task.	Corrective action & Preventive action: 1) Implemented comprehensive training programs for all AO-Block personnel involved in chemical handling tasks, emphasized the importance of safety protocols and the proper use of personal protective equipment (PPE), including cartridge masks. 2) Conducted regular refresher courses to reinforce safe practices and ensure that employees are aware of the risks associated with hazardous substances like Hydrochloric Acid (HCL). 3) Enforced strict adherence to safety procedures, including the mandatory use of cartridge masks and other appropriate PPE during tasks involving hazardous chemicals. 4) Implemented routine checks and audits to verify compliance with safety protocols, with consequences for non-compliance.	Close	0	Contractor
3/12/2024	Mar-24	FY23-24	Ware house	15:00	Ware house	Sampling area	On 12/03/24 Mr Prabhu was working in G-shift in Warehouse sampling area, at that working time during PLBKSM-1 sample bag cutting going on with small blade, that time he hand was slipped and left hand thumb cut injury occurred.	Mr Prabhu	100024	1) Chinmayya	FAC	Low	NA	As per the investigation Mr. Prabhu was collecting the sample of PLBKSM-1 sample bag cutting at that time sharp blade is hit on left hand thumb finger he was handling bag cutting sharp blade operations without using of protection of hand gloves. As per the investigation it is identified Mr. Prabhu bag cutting time used personnel sharp blade and also not wearing proper protective hand gloves.	Corrective action & Preventive action: i) Immediately injured person first aid treatment given in OHC. ii) Immediately injured person sent to surkasha hospital for further treatment. iii) Training to be given to employee and worker about Handling & Usage of PPE iv) Information given to all worker personal blade any other tool don't be used in company premises and proper cutting tool we can use.	open	0	Contractor

SHILPA PHARMA LIFESCIENCES LIMITED (UNIT-2)	
ANNEXURE-I	
EHS INCIDENT - FIRST INFORMATION REPORT	
Document Reference No.: SOP/U-2/EHS/GEN/015/05	Page 1 of 1

EHS INCIDENT - FIRST INFORMATION REPORT

Definition of EHS Incident: Occurrence arising out of, or in the course of, work that could or does result in injury and ill health. An incident where injury and ill health occurs is sometimes referred to as an "**accident**". An incident where no injury and ill health occurs but has the potential to do so may be referred to as a "**near-miss**".

To be filled by the person responsible for the location of the incident and submitted to in-charge safety.

Date	Time	Area/Block	Location	Incident No (to be filled by EHS)
12/03/24	15:00	Warehouse	Sampling area	23

INJURED PERSON (If more than one person involved, use back side of this paper with below particulars)	
Name: Mr. Prabhu	Employee Type: Contractor
Gender: Male	Contractor Name: Global Enterprises
Age: 54	Name of the immediate supervisor : NA
Identity No: 100024	Name of the shift in charge: NA
Designation: Tr.Fitter	Name of the block in charge: Chandrashekhar Dudhani
Names of the Witnesses: 1) Mr. Chinmaya (QC Department)	
Nature of Injury if any:	**Damaged Property if any**
Finger cut injury from sharp blade	No any property damaged.
Treatment	
First Aid Treatment given OHC	Yes
Hospitalization	Yes

DETAILS OF INCIDENT:

On 12/03/24, Mr. Prabhu, an employee working in the G-shift at the Warehouse sampling area, encountered an unfortunate incident while performing his duties. Mr. Prabhu was in the process of removing the seal from the PLBKSM-1HDPE container using a small blade when his hand slipped, resulting in a left-hand thumb cut injury.

Immediate Measures taken to control the incident:

Upon observing Mr. Prabhu injury, Mr. Chinmaya promptly informed the warehouse in charge, Chandrasekhar Dudhani. Upon receiving the notification, the warehouse in charge, Mr. Dudhani, promptly stopped the ongoing work. Mr. Prabhu was immediately shifted to the Occupational Health Center (OHC) to receive first aid treatment. Following the initial first aid treatment at the OHC, Mr. Prabhu was sent to the hospital for further treatment.

SHILPA PHARMA LIFESCIENCES LIMITED (UNIT-2)	
ANNEXURE-I	
EHS INCIDENT - FIRST INFORMATION REPORT	
Document Reference No.: SOP/U-2/EHS/GEN/015/05	Page 2 of 1

Signature of In charge	Signature of HOD/Designee
12/03/24	12/03/24

EHS INCIDENT - INVESTIGATION REPORT

Date & Time of the Incident: 12/03/24 15:00 **Shift:** G

Incident No: 23

Description of the Event:

On 12/03/24, Mr. Prabhu, an employee working in the G-shift at the Warehouse sampling area, encountere an unfortunate incident while performing his duties. Mr. Prabhu was in the process of removing the seal from the PLBKSM-1HDPE container using a small blade when his hand slipped, resulting in a left-hand thumb cut injury.

Immediate Action:

Upon observing Mr. Prabhu injury, Mr. Chinmaya promptly informed the warehouse in charge, Mr.Chandrasekhar Dudhani. Upon receiving the notification, the warehouse in charge, Mr. Dudhani, promptly stopped the ongoing work. Mr. Prabhu was immediately shifted to the Occupational Health Cen (OHC) to receive first aid treatment. Following the initial first aid treatment at the OHC, Mr. Prabhu was sent to the hospital for further treatment.

Nature of incident	Left hand thumb finger cut injury from sharp blade					
Classification	FATAL / HCI / LWC / RWC / MTC / FAC / NM / PSI / FIRE / TOXIC RELEASE / ENVIRONMENTAL INCIDENT (Refer Section 3 for definitions of these terms)					
	FAC- First Aid Case					
Incident Potential	Worst Case Severity	**Major**	Likelihood	**Frequently**	Worst Case Risk	**High**
Details of the Person	Mr. Prabhu 54 years, ID:100024					

IICFT Members (Investigation Team):

i) Mr. Chandrashekhar Dudhani

ii) Mr. Jaykumar Kotwal

iii) Mr. R. Elangovan

iv) Mr. Shaikh B.H

Chronological Actions:

i) Mr. Chinmaya promptly provides first aid assistance to Mr. Prabhu upon observing the injury.

ii) Mr. Chinmaya notifies the warehouse in charge, Mr. Chandrasekhar Dudhani, about the incident.

iii) Mr. Chinmaya informs Mr. Dudhani, the warehouse in charge, immediately after noticing Mr. Prabhu's injury.

iv) Mr. Dudhani receives the notification and promptly halts the ongoing work in response to the incident.

v) Following the halt in work, Mr. Prabhu is immediately shifted to the Occupational Health Center (OHC) to receive initial first aid treatment. The injured area was washed with tap water, cleaned with Dettol, and treated with povidone ointment and cotton dressing.

vi) After receiving initial treatment at the OHC, Mr. Prabhu is transferred to the Suraksha hospital for further medical attention and treatment of his thumb cut injury.

Root Cause Analysis: Document attached for reference.

Root Causes:

i) Mr. Prabhu hand slipped while he was using a small personal blade to remove the seal from the PLBKSM-1HDPE container.

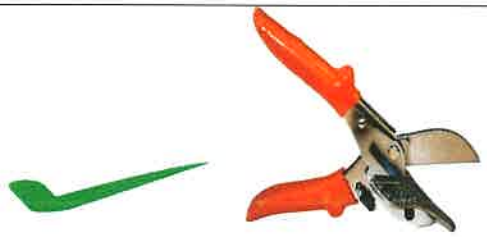
ii) As per the investigation it is identified Mr. Prabhu bag cutting time used personnel sharp blade and also not wearing proper protective leather hand gloves.

Corrective Action and Preventive Action:

i) Immediate medical attention is provided to injured employees. In this case, Mr. Prabhu received first aid treatment at the Occupational Health Center (OHC) and was subsequently sent to the Suraksha hospital for further treatment.

ii) Training to be given to employee and worker about Handling & Usage of PPE

iii) Information given to all worker personal blade any other tool Should not be used in company premises.

 **This is Right Tool**	  **This is Wrong Tool**

IICFT Leader comment:

- Hence forth all containers seal cutting shall be done with correct scissor and leather protective hand gloves.

Approver comment:

- While working with sharp tools, focus on the job is must.
- Procure the correct tool (Seal cutter) immediately

CAPA closure status: Open and Target Date: 30.04.2024

Learnings from past EHS Incidents shared with concerned.

Investigation Team	Department	Signature	Date
IICFT-Member	Mr. Channa Reddy		18/04/24
IICFT-Member	Mr. Shaikh B.H		18/04/24
IICFT-Leader	Mr.Chandrasekhar Dudhani		18/04/24
EHS Head	Mr.R. Elangovan		18/04/24
IICFT-Approver	Mr. Jaykumar Kotwal		18/04/24

SHILPA PHARMA LIFESCIENCE LIMTIED - UNIT-2+A1:C13

ANNEXURE-1

WHY-WHY ANALYSIS FOR INCIDENT HAVING POTENTIAL HIGH RISK

Incident:	On 12/03/24, Mr. Prabhu, an employee working in the G-shift at the Warehouse sampling area, encountered an unfortunate incident while performing his duties. Mr. Prabhu was in the process of removing the seal from the PLBKSM-1HDPE container using a small blade when his hand slipped,resulting in a left hand thumb cut injury.

WHY	DUE TO
1. Why hand Slipped ?	Mr. Prabhu's hand slipped while he was using a small personal blade to remove the seal from the PLBKSM-1HDPE container.
2. Why Cut skin ?	At work time Mr.Prabhu was used presonal sharp blade, instead of seal cutting scissor.

Root Cause/Most Probable Causes:

i) Mr. Prabhu hand slipped while he was using a small personal blade to remove the seal from the PLBKSM-1HDPE container.
ii) As per the investigation it is identified Mr. Prabhu bag cutting time used personnel sharp blade instead of seal cutting scissor.

Corrective Action(s):

i) immediate medical attention is provided to injured employees. In this case, Mr. Prabhu received first aid treatment at the Occupational Health Center (OHC) and was subsequently sent to the Suraksha hospital for further treatment.
ii) Training to be given to employee and worker about Handling & Usage of PPE
iii) Information given to all worker personal blade any other tool Should not be used in company premises.
iv) Seal cutting tool shall be procured.

Responsibility: EHS Dept.
Target: 30-04-2024

18/04/24	18/04/24	18/04/24	18/04/24
Shaikh B.H	Mr. Chandrashekar Dudhani	Mr. R. Elangovan	Mr. Jaykumar Kotwal
Jr Executive - EHS	Sr. Manejar-Production	DGM- EHS	GM- Engineering

SHILPA PHARMA LIFESCIENCES LIMITED UNIT-2

Sop Training Log

RefdocNo.:SOP-U-2-EHS-GEN-010

Completed Training

#	Employee Name	Department	Revision No.	Assign Date	Completion Date	Trainer Name	Score(in %)	Training Mode	Status	Comment	Training Due Date
1	A Ranganath . [3085]	Electrical	08	13-Jan-2023	14-Feb-2023	Self	100.0	Online	Pass	Employee has cleared the test	21-Jan-2023
2	Abdul Azeem [1178]	Engineering	08	13-Jan-2023	05-Feb-2023	Self	100.0	Online	Pass	Employee has cleared the test	21-Jan-2023
3	Abhishek Anandrao Umale [3685]	Production	08	13-Jan-2023	16-Jan-2023	Self	100.0	Online	Pass	Employee has cleared the test	21-Jan-2023
4	ABHISHEK SINGH . [5321]	Production	08	13-Jan-2023	18-Jan-2023	Self	100.0	Online	Pass	Employee has cleared the test	21-Jan-2023
5	AJIT CHANDRAKANT BORUTE . [6040]	Production	08	13-Jan-2023	16-Jan-2023	Self	100.0	Online	Pass	Employee has cleared the test	21-Jan-2023
6	AKASH DAYANAND AWALE - [6190]	Production	08	13-Jan-2023	18-Jan-2023	Self	100.0	Online	Pass	Employee has cleared the test	21-Jan-2023
7	AKASH RAJENDRA NALAWADE . [5704]	Production	08	13-Jan-2023	14-Jan-2023	Self	100.0	Online	Pass	Employee has cleared the test	21-Jan-2023
8	Alure Vasant [2025]	Production	08	13-Jan-2023	14-Jan-2023	Self	100.0	Online	Pass	Employee has cleared the test	21-Jan-2023
9	Amar Sarode [2142]	Engineering	08	13-Jan-2023	25-Jan-2023	Self	100.0	Online	Pass	Employee has cleared the test	21-Jan-2023

SHILPA PHARMA LIFESCIENCES LIMITED UNIT-2

Sop Training Log

RefdocNo.:SOP-U-2-EHS-GEN-010

Completed Training

#	Employee Name	Department	Revision No.	Assign Date	Completion Date	Trainer Name	Score(in %)	Training Mode	Status	Comment	Training Due Date
10	AMARRAYYA . . [4788]	Engineering	08	13-Jan-2023	19-Jan-2023	Self	100.0	Online	Pass	Employee has cleared the test	21-Jan-2023
11	Amarsing Kisansing Rajput [3523]	Production	08	13-Jan-2023	13-Jan-2023	Self	100.0	Online	Pass	Employee has cleared the test	21-Jan-2023
12	Ananda K [3799]	Production	08	13-Jan-2023	13-Jan-2023	Self	100.0	Online	Pass	Employee has cleared the test	21-Jan-2023
13	Anil Gangadhar Bollineni [1321]	Production	08	13-Jan-2023	14-Jan-2023	Self	100.0	Online	Pass	Employee has cleared the test	21-Jan-2023
14	Anil Kumar Gupta [3207]	Production	08	13-Jan-2023	16-Jan-2023	Self	100.0	Online	Pass	Employee has cleared the test	21-Jan-2023
15	Anilkumar Polisetty . [3996]	Production	08	13-Jan-2023	14-Jan-2023	Self	100.0	Online	Pass	Employee has cleared the test	21-Jan-2023
16	Anis Mangalwade [1888]	Engineering	08	13-Jan-2023	15-Feb-2023	Self	100.0	Online	Pass	Employee has cleared the test	21-Jan-2023
17	Anjaliya Babu Dandu [1135]	Production	08	13-Jan-2023	14-Jan-2023	Self	100.0	Online	Pass	Employee has cleared the test	21-Jan-2023
18	ANNA VENKATESWARLU . [6680]	Production	08	13-Jan-2023	14-Jan-2023	Self	100.0	Online	Pass	Employee has cleared the test	21-Jan-2023

SHILPA PHARMA LIFESCIENCES LIMITED UNIT-2

Sop Training Log

RefdocNo.:SOP-U-2-EHS-GEN-010

Completed Training

#	Employee Name	Department	Revision No.	Assign Date	Completion Date	Trainer Name	Score(in %)	Training Mode	Status	Comment	Training Due Date
19	APPIKATLA SAI KUMAR - [6542]	Production	08	13-Jan-2023	20-Jan-2023	Self	100.0	Online	Pass	Employee has cleared the test	21-Jan-2023
20	Aravind Giddalur [2995]	Production	08	13-Jan-2023	13-Jan-2023	Self	100.0	Online	Pass	Employee has cleared the test	21-Jan-2023
21	Arun Kumar [1210]	Production	08	13-Jan-2023	16-Jan-2023	Self	100.0	Online	Pass	Employee has cleared the test	21-Jan-2023
22	Arun Kumar Gunjanur [1307]	Production	08	13-Jan-2023	18-Jan-2023	Self	100.0	Online	Pass	Employee has cleared the test	21-Jan-2023
23	ARUN KUMAR S - [6223]	Warehouse	08	13-Jan-2023	19-Jan-2023	Self	100.0	Online	Pass	Employee has cleared the test	21-Jan-2023
24	Arun Kumar Singh [1355]	Production	08	13-Jan-2023	16-Jan-2023	Self	100.0	Online	Pass	Employee has cleared the test	21-Jan-2023
25	Ashok . [3087]	Electrical	08	13-Jan-2023	28-Jan-2023	Self	100.0	Online	Pass	Employee has cleared the test	21-Jan-2023
26	Attunuru Prasad Reddy [2952]	Production	08	13-Jan-2023	13-Jan-2023	Self	100.0	Online	Pass	Employee has cleared the test	21-Jan-2023
27	AVADHUT ASHOK KULKARNI . [5694]	Production	08	13-Jan-2023	14-Jan-2023	Self	100.0	Online	Pass	Employee has cleared the test	21-Jan-2023

SHILPA PHARMA LIFESCIENCES LIMITED UNIT-2

Sop Training Log

RefdocNo.:SOP-U-2-EHS-GEN-010

Completed Training

#	Employee Name	Department	Revision No.	Assign Date	Completion Date	Trainer Name	Score(in %)	Training Mode	Status	Comment	Training Due Date
28	Avinash . [2089]	Electrical	08	13-Jan-2023	16-Jan-2023	Self	100.0	Online	Pass	Employee has cleared the test	21-Jan-2023
29	Avinash Digambar Bhalerao [3573]	Production	08	13-Jan-2023	13-Jan-2023	Self	100.0	Online	Pass	Employee has cleared the test	21-Jan-2023
30	Avularaju Pokala [2307]	Production	08	13-Jan-2023	18-Jan-2023	Self	100.0	Online	Pass	Employee has cleared the test	21-Jan-2023
31	B MOHAN KUMAR . . [4664]	Electrical	08	13-Jan-2023	15-Jan-2023	Self	100.0	Online	Pass	Employee has cleared the test	21-Jan-2023
32	B PURNA CHANDRA RAKESH . [6646]	Production	08	13-Jan-2023	14-Jan-2023	Self	100.0	Online	Pass	Employee has cleared the test	21-Jan-2023
33	B. Linga Reddy - [1563]	Warehouse	08	13-Jan-2023	15-Jan-2023	Self	100.0	Online	Pass	Employee has cleared the test	21-Jan-2023
34	B.Siva Kumar [2636]	Production	08	13-Jan-2023	13-Jan-2023	Self	100.0	Online	Pass	Employee has cleared the test	21-Jan-2023
35	Babu P [2744]	Engineering	08	13-Jan-2023	22-Jan-2023	Self	100.0	Online	Pass	Employee has cleared the test	21-Jan-2023
36	Badrinath . [4344]	Production	08	13-Jan-2023	13-Jan-2023	Self	100.0	Online	Pass	Employee has cleared the test	21-Jan-2023

SHILPA PHARMA LIFESCIENCES LIMITED UNIT-2

Sop Training Log

RefdocNo.:SOP-U-2-EHS-GEN-010

Completed Training

#	Employee Name	Department	Revision No.	Assign Date	Completion Date	Trainer Name	Score(in %)	Training Mode	Status	Comment	Training Due Date
37	Baji Shaik [1786]	Electrical	08	13-Jan-2023	28-Jan-2023	Self	100.0	Online	Pass	Employee has cleared the test	21-Jan-2023
38	Balachandar B [3481]	Production	08	13-Jan-2023	14-Jan-2023	Self	100.0	Online	Pass	Employee has cleared the test	21-Jan-2023
39	Balaji Vamanrao Handge . [4000]	Production	08	13-Jan-2023	13-Jan-2023	Self	100.0	Online	Pass	Employee has cleared the test	21-Jan-2023
40	Balaveeraiah Valadasu [1495]	Production	08	13-Jan-2023	18-Jan-2023	Self	100.0	Online	Pass	Employee has cleared the test	21-Jan-2023
41	Balesha Mhommed [1889]	Engineering	08	13-Jan-2023	24-Jan-2023	Self	100.0	Online	Pass	Employee has cleared the test	21-Jan-2023
42	BANDAMEEDI RAMESH . [6196]	Production	08	13-Jan-2023	14-Jan-2023	Self	100.0	Online	Pass	Employee has cleared the test	21-Jan-2023
43	BANDU SUNIL NANAWARE . [5369]	Production	08	13-Jan-2023	15-Jan-2023	Self	100.0	Online	Pass	Employee has cleared the test	21-Jan-2023
44	BASANA GOUDA C . [5314]	Engineering	08	13-Jan-2023	19-Jan-2023	Self	100.0	Online	Pass	Employee has cleared the test	21-Jan-2023
45	Basavaraj Basavalingaiah [1959]	Electrical	08	13-Jan-2023	21-Jan-2023	Self	100.0	Online	Pass	Employee has cleared the test	21-Jan-2023

SHILPA PHARMA LIFESCIENCES LIMITED UNIT-2

Sop Training Log

RefdocNo.:SOP-U-2-EHS-GEN-010

Completed Training

#	Employee Name	Department	Revision No.	Assign Date	Completion Date	Trainer Name	Score(in %)	Training Mode	Status	Comment	Training Due Date
46	Baswraj Kalyani Gundure . [4324]	Production	08	13-Jan-2023	13-Jan-2023	Self	100.0	Online	Pass	Employee has cleared the test	21-Jan-2023
47	Beeram Hemanjaneyulu . [4088]	Production	08	13-Jan-2023	16-Jan-2023	Self	100.0	Online	Pass	Employee has cleared the test	21-Jan-2023
48	BEERAPPA GAWADE . [5438]	Production	08	13-Jan-2023	17-Jan-2023	Self	100.0	Online	Pass	Employee has cleared the test	21-Jan-2023
49	Bharath Kumar Pisay [1618]	Electrical	08	13-Jan-2023	31-Jan-2023	Self	100.0	Online	Pass	Employee has cleared the test	21-Jan-2023
50	BHIMAREDDY - [6512]	EHS	08	13-Jan-2023	02-Feb-2023	Self	100.0	Online	Pass	Employee has cleared the test	21-Jan-2023
51	Bolla Surendra Reddy . [2236]	Production	08	13-Jan-2023	13-Jan-2023	Self	100.0	Online	Pass	Employee has cleared the test	21-Jan-2023
52	Boya Mallikarjuna [2836]	Production	08	13-Jan-2023	13-Jan-2023	Self	100.0	Online	Pass	Employee has cleared the test	21-Jan-2023
53	Boyini Parushuram [2911]	Production	08	13-Jan-2023	13-Jan-2023	Self	100.0	Online	Pass	Employee has cleared the test	21-Jan-2023
54	Brahmaiah Mandadapu [2409]	Production	08	13-Jan-2023	17-Jan-2023	Self	100.0	Online	Pass	Employee has cleared the test	21-Jan-2023

SHILPA PHARMA LIFESCIENCES LIMITED UNIT-2

Sop Training Log

RefdocNo.:SOP-U-2-EHS-GEN-010

Completed Training

#	Employee Name	Department	Revision No.	Assign Date	Completion Date	Trainer Name	Score(in %)	Training Mode	Status	Comment	Training Due Date
55	Challa Rambabu [3832]	Production	08	13-Jan-2023	13-Jan-2023	Self	100.0	Online	Pass	Employee has cleared the test	21-Jan-2023
56	CHALLA VENKATA KRISHNA - [6630]	Production	08	13-Jan-2023	13-Jan-2023	Self	100.0	Online	Pass	Employee has cleared the test	21-Jan-2023
57	CHANDA PAKEERAIAH - [6399]	Production	08	13-Jan-2023	14-Jan-2023	Self	100.0	Online	Pass	Employee has cleared the test	21-Jan-2023
58	Chandra Shekar . [3084]	Electrical	08	13-Jan-2023	06-Feb-2023	Self	100.0	Online	Pass	Employee has cleared the test	21-Jan-2023
59	Chandrahas Verma . [4223]	Production	08	13-Jan-2023	14-Jan-2023	Self	100.0	Online	Pass	Employee has cleared the test	21-Jan-2023
60	CHANDRARAO LENKA . [5736]	Production	08	13-Jan-2023	13-Jan-2023	Self	100.0	Online	Pass	Employee has cleared the test	21-Jan-2023
61	CHANDRASHEKAR SHANTAMALLAPPA DUDHANI . [6645]	Warehouse	08	13-Jan-2023	17-Jan-2023	Self	100.0	Online	Pass	Employee has cleared the test	21-Jan-2023
62	Channa Reddy [1069]	Warehouse	08	13-Jan-2023	24-Jan-2023	Self	100.0	Online	Pass	Employee has cleared the test	21-Jan-2023
63	CHANNESHAPPA H . . [4824]	Production	08	13-Jan-2023	13-Jan-2023	Self	100.0	Online	Pass	Employee has cleared the test	21-Jan-2023

SHILPA PHARMA LIFESCIENCES LIMITED UNIT-2

Sop Training Log

RefdocNo.:SOP-U-2-EHS-GEN-010

Completed Training

#	Employee Name	Department	Revision No.	Assign Date	Completion Date	Trainer Name	Score(in %)	Training Mode	Status	Comment	Training Due Date
64	CHAVAN SATYAJIT MOHAN . . [4625]	Production	08	13-Jan-2023	13-Jan-2023	Self	100.0	Online	Pass	Employee has cleared the test	21-Jan-2023
65	CHEVITOLLA PEDDA RAMESH - [6163]	Production	08	13-Jan-2023	16-Jan-2023	Self	100.0	Online	Pass	Employee has cleared the test	21-Jan-2023
66	D BALAKRISHNA . [5687]	Production	08	13-Jan-2023	14-Jan-2023	Self	100.0	Online	Pass	Employee has cleared the test	21-Jan-2023
67	D V R N S C PRATAP - [6420]	Production	08	13-Jan-2023	13-Jan-2023	Self	100.0	Online	Pass	Employee has cleared the test	21-Jan-2023
68	D.Raja Hussain [2573]	Production	08	13-Jan-2023	17-Jan-2023	Self	100.0	Online	Pass	Employee has cleared the test	21-Jan-2023
69	DADASO LALASO MAGAR . [5532]	Production	08	13-Jan-2023	14-Jan-2023	Self	100.0	Online	Pass	Employee has cleared the test	21-Jan-2023
70	DAGGUPATI VENKATARAMANA - [6322]	Production	08	13-Jan-2023	14-Jan-2023	Self	100.0	Online	Pass	Employee has cleared the test	21-Jan-2023
71	DANDA VENKATA RAVI KUMAR . . [4806]	Production	08	13-Jan-2023	13-Jan-2023	Self	100.0	Online	Pass	Employee has cleared the test	21-Jan-2023
72	DASHRATH DHANAJI MADANE . [5645]	Production	08	13-Jan-2023	15-Jan-2023	Self	100.0	Online	Pass	Employee has cleared the test	21-Jan-2023

SHILPA PHARMA LIFESCIENCES LIMITED UNIT-2

Sop Training Log

RefdocNo.:SOP-U2-EHS-GEN-002

Completed Training

#	Employee Name	Department	Revision No.	Assign Date	Completion Date	Trainer Name	Score(in %)	Training Mode	Status	Comment	Training Due Date
1	BADESAB HUSEN SHAIKH - [7188]	EHS	06	26-Apr-2024	26-Apr-2024	Self	100.0	Online	Pass	Employee has cleared the test	NA
2	NAGARAJ GANGANNAVAR - [7260]	EHS	06	26-Apr-2024	10-May-2024	Self	100.0	Online	Pass	Employee has cleared the test	10-May-2024

SHILPA PHARMA LIFESCIENCES LIMITED UNIT-2

Sop Training Log

RefdocNo.:SOP-U-2-EHS-GEN-009

Completed Training

#	Employee Name	Department	Revision No.	Assign Date	Completion Date	Trainer Name	Score(in %)	Training Mode	Status	Comment	Training Due Date
1	A Ranganath . [3085]	Electrical	06	13-Jul-2024	16-Jul-2024	Self	90.0	Online	Pass	Employee has cleared the test	19-Jul-2024
2	A VEERESHA - [7466]	Production	06	13-Jul-2024	18-Jul-2024	Self	100.0	Online	Pass	Employee has cleared the test	19-Jul-2024
3	Abdul Azeem [1178]	Engineering	06	13-Jul-2024	19-Jul-2024	Self	100.0	Online	Pass	Employee has cleared the test	19-Jul-2024
4	Abinash Parida [7388]	Production	06	13-Jul-2024	15-Jul-2024	Self	90.0	Online	Pass	Employee has cleared the test	19-Jul-2024
5	AJIT CHANDRAKANT BORUTE . [6040]	Production	06	13-Jul-2024	14-Jul-2024	Self	90.0	Online	Pass	Employee has cleared the test	19-Jul-2024
6	AKKULA PRATHAP GOWD . [5217]	Microbiology	06	13-Jul-2024	15-Jul-2024	Self	100.0	Online	Pass	Employee has cleared the test	19-Jul-2024
7	AKSHAY MALLU BODHALE - [7371]	Production	06	13-Jul-2024	19-Jul-2024	Self	90.0	Online	Pass	Employee has cleared the test	19-Jul-2024
8	AKSHAY NAMDEV ATOLE - [7287]	Production	06	13-Jul-2024	17-Jul-2024	Self	90.0	Online	Pass	Employee has cleared the test	19-Jul-2024
9	Akshay Sukhadev Paymode - [7394]	Production	06	13-Jul-2024	15-Jul-2024	Self	100.0	Online	Pass	Employee has cleared the test	19-Jul-2024

SHILPA PHARMA LIFESCIENCES LIMITED UNIT-2

Sop Training Log

RefdocNo.:SOP-U-2-EHS-GEN-009

Completed Training

#	Employee Name	Department	Revision No.	Assign Date	Completion Date	Trainer Name	Score(in %)	Training Mode	Status	Comment	Training Due Date
10	Alkesh Kashte . [3938]	IT	06	13-Jul-2024	17-Jul-2024	Self	100.0	Online	Pass	Employee has cleared the test	19-Jul-2024
11	Alure Vasant [2025]	Production	06	13-Jul-2024	18-Jul-2024	Self	90.0	Online	Pass	Employee has cleared the test	19-Jul-2024
12	Amar Sarode [2142]	Engineering	06	13-Jul-2024	23-Jul-2024	Self	100.0	Online	Pass	Employee has cleared the test	19-Jul-2024
13	AMARRAYYA . . [4788]	Engineering	06	13-Jul-2024	15-Jul-2024	Self	100.0	Online	Pass	Employee has cleared the test	19-Jul-2024
14	Amarsing Kisansing Rajput [3523]	Production	06	13-Jul-2024	19-Jul-2024	Self	90.0	Online	Pass	Employee has cleared the test	19-Jul-2024
15	AMIT ANNAPPA ATHANI - [6254]	Quality control	06	13-Jul-2024	14-Jul-2024	Self	90.0	Online	Pass	Employee has cleared the test	19-Jul-2024
16	AMIT ASHOK MALI . [5880]	Quality control	06	13-Jul-2024	18-Jul-2024	Self	100.0	Online	Pass	Employee has cleared the test	19-Jul-2024
17	AMOL TUKARAM DHANWATE - [7361]	Production	06	13-Jul-2024	17-Jul-2024	Self	90.0	Online	Pass	Employee has cleared the test	19-Jul-2024
18	AMRUTHALURI SURESH BABU - [7665]	Production	06	13-Jul-2024	24-Jul-2024	Self	90.0	Online	Pass	Employee has cleared the test	19-Jul-2024

SHILPA PHARMA LIFESCIENCES LIMITED UNIT-2

Sop Training Log

RefdocNo.:SOP-U-2-EHS-GEN-009

Completed Training

#	Employee Name	Department	Revision No.	Assign Date	Completion Date	Trainer Name	Score(in %)	Training Mode	Status	Comment	Training Due Date
19	Ananda K [3799]	Production	06	13-Jul-2024	15-Jul-2024	Self	100.0	Online	Pass	Employee has cleared the test	19-Jul-2024
20	Anantha Sena Reddy Gaunolla [1395]	Quality control	06	13-Jul-2024	15-Jul-2024	Self	100.0	Online	Pass	Employee has cleared the test	19-Jul-2024
21	Anil Gangadhar Bollineni [1321]	Production	06	13-Jul-2024	18-Jul-2024	Self	100.0	Online	Pass	Employee has cleared the test	19-Jul-2024
22	ANIL NANA SATHE - [7488]	Production	06	13-Jul-2024	31-Jul-2024	Self	90.0	Online	Pass	Employee has cleared the test	19-Jul-2024
23	ANIL SHANKAR RATHOD - [7590]	Production	06	13-Jul-2024	15-Jul-2024	Self	100.0	Online	Pass	Employee has cleared the test	19-Jul-2024
24	Anilkumar Polisetty . [3996]	Production	06	13-Jul-2024	14-Jul-2024	Self	100.0	Online	Pass	Employee has cleared the test	19-Jul-2024
25	Anis Mangalwade [1888]	Engineering	06	13-Jul-2024	19-Jul-2024	Self	100.0	Online	Pass	Employee has cleared the test	19-Jul-2024
26	ANISH CHANDRAN - [6960]	Warehouse	06	13-Jul-2024	15-Jul-2024	Self	90.0	Online	Pass	Employee has cleared the test	19-Jul-2024
27	Anjaliya Babu Dandu [1135]	Production	06	13-Jul-2024	15-Jul-2024	Self	100.0	Online	Pass	Employee has cleared the test	19-Jul-2024

SHILPA PHARMA LIFESCIENCES LIMITED UNIT-2

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Completed Training

#	Employee Name	Department	Revision No.	Assign Date	Completion Date	Trainer Name	Score(in %)	Training Mode	Status	Comment	Training Due Date
28	Anupam Kapoor [1222]	Production	06	13-Jul-2024	16-Jul-2024	Self	100.0	Online	Pass	Employee has cleared the test	19-Jul-2024
29	Anwar Basha Katika [1625]	Quality control	06	13-Jul-2024	13-Jul-2024	Self	90.0	Online	Pass	Employee has cleared the test	19-Jul-2024
30	APPIKATLA SAI KUMAR - [6542]	Production	06	13-Jul-2024	18-Jul-2024	Self	100.0	Online	Pass	Employee has cleared the test	19-Jul-2024
31	Aravind Giddalur [2995]	Production	06	13-Jul-2024	18-Jul-2024	Self	90.0	Online	Pass	Employee has cleared the test	19-Jul-2024
32	Arun Kumar [1210]	Production	06	13-Jul-2024	25-Jul-2024	Self	90.0	Online	Pass	Employee has cleared the test	19-Jul-2024
33	Arun Kumar Gunjanur [1307]	Production	06	13-Jul-2024	13-Jul-2024	Self	100.0	Online	Pass	Employee has cleared the test	19-Jul-2024
34	Arun Kumar Singh [1355]	Production	06	13-Jul-2024	24-Jul-2024	Self	100.0	Online	Pass	Employee has cleared the test	19-Jul-2024
35	Arvind Chandrakant Balkundi [2271]	Quality control	06	13-Jul-2024	15-Jul-2024	Self	100.0	Online	Pass	Employee has cleared the test	19-Jul-2024
36	Arvind Kumar Singh [2766]	Personnel & Administration	06	13-Jul-2024	20-Jul-2024	Self	100.0	Online	Pass	Employee has cleared the test	19-Jul-2024

SHILPA PHARMA LIFESCIENCES LIMITED UNIT-2

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Completed Training

#	Employee Name	Department	Revision No.	Assign Date	Completion Date	Trainer Name	Score(in %)	Training Mode	Status	Comment	Training Due Date
37	Ashok . [3087]	Electrical	06	13-Jul-2024	19-Jul-2024	Self	100.0	Online	Pass	Employee has cleared the test	19-Jul-2024
38	Ashok Ellendula [3321]	Quality control	06	13-Jul-2024	16-Jul-2024	Self	100.0	Online	Pass	Employee has cleared the test	19-Jul-2024
39	ATAR SINGH - [7420]	Production	06	13-Jul-2024	16-Jul-2024	Self	100.0	Online	Pass	Employee has cleared the test	19-Jul-2024
40	Attunuru Prasad Reddy [2952]	Production	06	13-Jul-2024	14-Jul-2024	Self	90.0	Online	Pass	Employee has cleared the test	19-Jul-2024
41	ATUL DWIVEDI - [7373]	Production	06	13-Jul-2024	24-Jul-2024	Self	100.0	Online	Pass	Employee has cleared the test	19-Jul-2024
42	AVADHUT ASHOK KULKARNI . [5694]	Production	06	13-Jul-2024	18-Jul-2024	Self	90.0	Online	Pass	Employee has cleared the test	19-Jul-2024
43	AVINASH ANNASO BHUJAWADKAR - [7660]	Production	06	13-Jul-2024	14-Jul-2024	Self	90.0	Online	Pass	Employee has cleared the test	19-Jul-2024
44	Avinash Digambar Bhalerao [3573]	Production	06	13-Jul-2024	17-Jul-2024	Self	100.0	Online	Pass	Employee has cleared the test	19-Jul-2024
45	Avularaju Pokala [2307]	Production	06	13-Jul-2024	18-Jul-2024	Self	90.0	Online	Pass	Employee has cleared the test	19-Jul-2024

SHILPA PHARMA LIFESCIENCES LIMITED UNIT-2

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Completed Training

#	Employee Name	Department	Revision No.	Assign Date	Completion Date	Trainer Name	Score(in %)	Training Mode	Status	Comment	Training Due Date
46	Awnesh Kumar Goswami [1366]	Production	06	13-Jul-2024	13-Jul-2024	Self	100.0	Online	Pass	Employee has cleared the test	19-Jul-2024
47	B E SATISH KUMAR - [7309]	Microbiology	06	13-Jul-2024	23-Jul-2024	Self	90.0	Online	Pass	Employee has cleared the test	19-Jul-2024
48	B KIRAN KUMAR REDDY - [7499]	Production	06	13-Jul-2024	18-Jul-2024	Self	90.0	Online	Pass	Employee has cleared the test	19-Jul-2024
49	B MOHAN KUMAR . . [4664]	Electrical	06	13-Jul-2024	16-Jul-2024	Self	100.0	Online	Pass	Employee has cleared the test	19-Jul-2024
50	B. Linga Reddy - [1563]	Warehouse	06	13-Jul-2024	20-Jul-2024	Self	100.0	Online	Pass	Employee has cleared the test	19-Jul-2024
51	B.Siva Kumar [2636]	Production	06	13-Jul-2024	16-Jul-2024	Self	90.0	Online	Pass	Employee has cleared the test	19-Jul-2024
52	BADESAB HUSEN SHAIKH - [7188]	EHS	06	13-Jul-2024	16-Jul-2024	Self	100.0	Online	Pass	Employee has cleared the test	19-Jul-2024
53	Badrinath . [4344]	Production	06	13-Jul-2024	18-Jul-2024	Self	90.0	Online	Pass	Employee has cleared the test	19-Jul-2024
54	Bala Krishna Reddy Vaka [2459]	Quality control	06	13-Jul-2024	15-Jul-2024	Self	100.0	Online	Pass	Employee has cleared the test	19-Jul-2024

SHILPA PHARMA LIFESCIENCES LIMITED UNIT-2

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Completed Training

#	Employee Name	Department	Revision No.	Assign Date	Completion Date	Trainer Name	Score(in %)	Training Mode	Status	Comment	Training Due Date
55	Balachandar B [3481]	Production	06	13-Jul-2024	20-Jul-2024	Self	90.0	Online	Pass	Employee has cleared the test	19-Jul-2024
56	Balaji Kisanrao Kadam - [1221]	Analytical research and Development (AR&D)	06	13-Jul-2024	18-Jul-2024	Self	90.0	Online	Pass	Employee has cleared the test	19-Jul-2024
57	Balaji Vamanrao Handge . [4000]	Production	06	13-Jul-2024	14-Jul-2024	Self	90.0	Online	Pass	Employee has cleared the test	19-Jul-2024
58	Balaveeraiah Valadasu [1495]	Production	06	13-Jul-2024	14-Jul-2024	Self	90.0	Online	Pass	Employee has cleared the test	19-Jul-2024
59	Balesha Mhommed [1889]	Engineering	06	13-Jul-2024	22-Jul-2024	Self	90.0	Online	Pass	Employee has cleared the test	19-Jul-2024
60	BANDAMEEDI RAMESH . [6196]	Production	06	13-Jul-2024	22-Jul-2024	Self	100.0	Online	Pass	Employee has cleared the test	19-Jul-2024
61	BAPALA MANOJ KUMAR - [7450]	Production	06	13-Jul-2024	15-Jul-2024	Self	100.0	Online	Pass	Employee has cleared the test	19-Jul-2024
62	BASANA GOUDA C . [5314]	Engineering	06	13-Jul-2024	15-Jul-2024	Self	90.0	Online	Pass	Employee has cleared the test	19-Jul-2024
63	Basavaraj . [3499]	Microbiology	06	13-Jul-2024	15-Jul-2024	Self	100.0	Online	Pass	Employee has cleared the test	19-Jul-2024

SHILPA PHARMA LIFESCIENCES LIMITED UNIT-2

Sop Training Log

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Completed Training

#	Employee Name	Department	Revision No.	Assign Date	Completion Date	Trainer Name	Score(in %)	Training Mode	Status	Comment	Training Due Date
64	Basavaraj Basavalingaiah [1959]	Electrical	06	13-Jul-2024	16-Jul-2024	Self	100.0	Online	Pass	Employee has cleared the test	19-Jul-2024
65	Basavaraja S D [3488]	Quality control	06	13-Jul-2024	14-Jul-2024	Self	90.0	Online	Pass	Employee has cleared the test	19-Jul-2024
66	Baswraj Kalyani Gundure . [4324]	Production	06	13-Jul-2024	13-Jul-2024	Self	90.0	Online	Pass	Employee has cleared the test	19-Jul-2024
67	BEERAPPA GAWADE . [5438]	Production	06	13-Jul-2024	17-Jul-2024	Self	100.0	Online	Pass	Employee has cleared the test	19-Jul-2024
68	Bharath Kumar Pisay [1618]	Electrical	06	13-Jul-2024	16-Jul-2024	Self	90.0	Online	Pass	Employee has cleared the test	19-Jul-2024
69	Bharmanna Shivaraya Petarge [1186]	Quality control	06	13-Jul-2024	22-Jul-2024	Self	90.0	Online	Pass	Employee has cleared the test	19-Jul-2024
70	BHEEMAIAH - [7507]	Engineering	06	13-Jul-2024	18-Jul-2024	Self	90.0	Online	Pass	Employee has cleared the test	19-Jul-2024
71	Bheemrayudu Konkal [2356]	Quality control	06	13-Jul-2024	14-Jul-2024	Self	100.0	Online	Pass	Employee has cleared the test	19-Jul-2024
72	Bheemsingh Rathod [2404]	Quality control	06	13-Jul-2024	17-Jul-2024	Self	100.0	Online	Pass	Employee has cleared the test	19-Jul-2024

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Confidential & Restricted Circulation

Unit:	**Unit 2**	**Date: 26.03.24**	**MARCH**			
Reporting Period: 24 Hours (6.00 AM previous day till 6.00 AM today)						
From: Unit EHS Lead (To be emailed daily on or before 10.00 Hrs.)			**(To be emailed daily on or before 10.00 Hrs.)**			
To: Factory Manager (CC: M/s. K H Honneshaiah, Sharath Reddy)						

S No	**EHS Parameters**	**Unit**	**Target**	**Actual**	**Total Target**	**Total Actual**
1	Work-related injury	Number	0	0	0	0
2	Work-related illness	Number	0	0	0	0
3	Process safety incident	Number	0	0	0	0
4	Near miss	Number	0	4	0	4
5	Fire incident	Number	0	0	0	0
6	Environmental incident	Number	0	0	0	0
7	SAFE Rounds Conducted	Number	Daily	6	Daily	6
8	Site Safety Observations	Number	Daily	4	Daily	4
9	Work Permits Issued	Number	0	11	0	11
10	HIRA/EAIA Updated	Number	0	0	0	0
11	Emergency Drills (Local) Conducted	Number	0	0	0	0
12	MoCs Issued	Number	0	0	0	0
13	PSSRs Conducted	Number	0	0	0	0
14	TBT/Training Conducted	Number	As per plan	0	As per plan	0
15	PPE Adherence (Yes=1, No=0)	%	90	95	90	90
16	Site Periphery Round Conducted (Yes=1, No=0)	Yes/No	Daily	0	Daily	0
17	Visit by/letter from statutory authority (Yes=1, No=0)	Yes/No	0	0	0	0

S No	**Important Points Requiring Immediate Attention, if any:**
1	AT E-Block E/HWS-06 Steam inlet line insulation not available Information given to Amar Sarode for rectification**.Near Miss.**
2	AT AI-Block Mehanol IBC tank contineous leakage information given to Nageshrao for rectification. **Near Miss.**
3	AT ETP MEE plant staicase chaqured plate rusted and damaged Information given to Suman & Manjunatha Sir for rectification. **Near Miss.**
4	AT MEE plant steam consensate line insulation not availble information given to Suman & Manjunatha Sir for rectification . **Near Miss.**
5	AT E-Block E-PRP-05 CHW Chilled water inlet line valve damaged and leakage observerd information given to Nagbabu & Amar sarode for rectification.**Unsafe condition.**

Confidential & Restricted Circulation			
Unit:	**Unit 2**	**Date: 26.03.24**	**MARCH**
Reporting Period: 24 Hours (6.00 AM previous day till 6.00 AM today)			
From: Unit EHS Lead (To be emailed daily on or before 10.00 Hrs.)		**(To be emailed daily on or before 10.00 Hrs.)**	
To: Factory Manager (CC: M/s. K H Honneshaiah, Sharath Reddy)			

Note: Extra works details

1 Fire hydrant Pump house monitored and pressure guage-7 kg .
Jockey pump will start auto mode at 6 kg pressure and off Auto mode at 7 kg pressure .
High pressure pump will start auto mode at 4.5 kg and off Manual mode only .
Diesel pump will not start auto mode Sensor relay problem start Manual mode only .

2. Work permit clearnace issuance and officeal work permits taken back and kept in ehs office .
3. Eye wash bottles and portable eye wash bottles daily water changing labels prepared and arranged all blocks.
4. Near miss, unsafe act ,unsafe condition weakly points updated and sent to Mr.Elangovan sir .
5. QMS training today completed.
6. Daily QA log books updated like eye wash bottles and eye wash showers etc...
7 Today hazardous waste status board updated.
8. Today New employee JST/Induction training completed.
9. **Today three previous Incident investigation report revived & completed.**
10 **Today 4 casuals safety helmet violetion token issued.Unsafe Act.**
11 Today Fire hydrant valves V-12 & V-13,V-14 Opened & checked .
12. **Today all block fire extinguisher servicing label changed and inspection completed .**
13. **Today fire hydrent pump house jockey pump,high pressure pump diesel pump preventive maintenance completed.**
14. **Today mock drill practise demo along with team completed.**

.

DANGEROUS GOODS & COMBUSTIBLE LIQUIDS STORAGE COMPATIBILITY CHART

CLASS OR SUBSIDIARY RISK		FLAMMABLE GAS 2	NON-FLAMMABLE NON-TOXIC GAS 2	TOXIC GAS 2	OXIDIZING GAS 2	FLAMMABLE 3	FLAMMABLE SOLID 4	SPONTANEOUSLY COMBUSTIBLE 4	DANGEROUS WHEN WET 4	OXIDIZING AGENT 5.1	ORGANIC PEROXIDE 5.2	TOXIC	CORROSIVE 8	QUANTITY AT STORE
FLAMMABLE GAGES		OK TO STORE TOGETHER	OK TO STORE TOGETHER	SEGREGATE AT LEAST 3MTS	SEGREGATE AT LEAST 3MTS	SEGREGATE AT LEAST 5MTS	SEGREGATE AT LEAST 5MTS	SEGREGATE AT LEAST 5MTS	SEGREGATE AT LEAST 5MTS	SEGREGATE AT LEAST 3MTS	ISOLATE	SEGREGATE AT LEAST 3MTS	SEGREGATE AT LEAST 5MTS	
NON-TOXIC NON-FLAMMABLE GAGES		OK TO STORE TOGETHER	OK TO STORE TOGETHER	OK TO STORE TOGETHER	OK TO STORE TOGETHER	SEGREGATE AT LEAST 5MTS	SEGREGATE AT LEAST 5MTS	SEGREGATE AT LEAST 5MTS	SEGREGATE AT LEAST 5MTS	SEGREGATE AT LEAST 3MTS	ISOLATE	SEGREGATE AT LEAST 3MTS	SEGREGATE AT LEAST 5MTS	
TOXIC GAS		SEGREGATE AT LEAST 3MTS	OK TO STORE TOGETHER	MAY NOT BE COMPATIBLE CHECK MSDS AND NOTES	SEGREGATE AT LEAST 3MTS	SEGREGATE AT LEAST 5MTS	SEGREGATE AT LEAST 5MTS	SEGREGATE AT LEAST 5MTS	SEGREGATE AT LEAST 5MTS	SEGREGATE AT LEAST 3MTS	ISOLATE	SEGREGATE AT LEAST 3MTS	SEGREGATE AT LEAST 5MTS	
OXIDIZING GAS		SEGREGATE AT LEAST 3MTS	OK TO STORE TOGETHER	SEGREGATE AT LEAST 3MTS	OK TO STORE TOGETHER	SEGREGATE AT LEAST 5MTS	SEGREGATE AT LEAST 5MTS	SEGREGATE AT LEAST 5MTS	SEGREGATE AT LEAST 5MTS	SEGREGATE AT LEAST 3MTS	ISOLATE	SEGREGATE AT LEAST 3MTS	SEGREGATE AT LEAST 5MTS	
FLAMMABLE LIQUIDS + COMBUSTIBLE LIQUIDS		SEGREGATE AT LEAST 5MTS	SEGREGATE AT LEAST 5MTS	SEGREGATE AT LEAST 5MTS	SEGREGATE AT LEAST 5MTS	OK TO STORE TOGETHER	SEGREGATE AT LEAST 3MTS	SEGREGATE AT LEAST 5MTS	SEGREGATE AT LEAST 5MTS	SEGREGATE AT LEAST 5MTS	ISOLATE	SEGREGATE AT LEAST 3MTS	SEGREGATE AT LEAST 3MTS	
FLAMMABLE SOLID		SEGREGATE AT LEAST 5MTS	SEGREGATE AT LEAST 5MTS	SEGREGATE AT LEAST 5MTS	SEGREGATE AT LEAST 5MTS	SEGREGATE AT LEAST 3MTS	OK TO STORE TOGETHER	SEGREGATE AT LEAST 3MTS	SEGREGATE AT LEAST 5MTS	SEGREGATE AT LEAST 3MTS	ISOLATE	SEGREGATE AT LEAST 3MTS	MAY NOT BE COMPATIBLE CHECK MSDS AND NOTES	
SPONTANEOUSLY COMBUSTIBLE		SEGREGATE AT LEAST 5MTS	SEGREGATE AT LEAST 5MTS	SEGREGATE AT LEAST 5MTS	SEGREGATE AT LEAST 5MTS	SEGREGATE AT LEAST 5MTS	SEGREGATE AT LEAST 3MTS	OK TO STORE TOGETHER	SEGREGATE AT LEAST 5MTS	SEGREGATE AT LEAST 5MTS	ISOLATE	SEGREGATE AT LEAST 3MTS	SEGREGATE AT LEAST 3MTS	
DANGEROUS WHEN WET		SEGREGATE AT LEAST 5MTS	SEGREGATE AT LEAST 5MTS	SEGREGATE AT LEAST 5MTS	SEGREGATE AT LEAST 5MTS	SEGREGATE AT LEAST 5MTS	SEGREGATE AT LEAST 5MTS	SEGREGATE AT LEAST 5MTS	OK TO STORE TOGETHER	SEGREGATE AT LEAST 5MTS	ISOLATE	SEGREGATE AT LEAST 3MTS	SEGREGATE AT LEAST 5MTS	
OXIDISING AGENT		SEGREGATE AT LEAST 3MTS	SEGREGATE AT LEAST 3MTS	SEGREGATE AT LEAST 3MTS	SEGREGATE AT LEAST 3MTS	SEGREGATE AT LEAST 5MTS	SEGREGATE AT LEAST 3MTS	SEGREGATE AT LEAST 5MTS	SEGREGATE AT LEAST 5MTS	MAY NOT BE COMPATIBLE CHECK MSDS AND NOTES	ISOLATE	SEGREGATE AT LEAST 3MTS	SEGREGATE AT LEAST 3MTS	
ORGANIC PEROXIDE		ISOLATE	ISOLATE	ISOLATE	ISOLATE	ISOLATE	ISOLATE	ISOLATE	ISOLATE	ISOLATE	OK TO STORE TOGETHER	ISOLATE	SEGREGATE AT LEAST 3MTS	
TOXIC		SEGREGATE AT LEAST 3MTS	SEGREGATE AT LEAST 3MTS	SEGREGATE AT LEAST 3MTS	SEGREGATE AT LEAST 3MTS	SEGREGATE AT LEAST 5MTS	SEGREGATE AT LEAST 3MTS	SEGREGATE AT LEAST 3MTS	SEGREGATE AT LEAST 3MTS	SEGREGATE AT LEAST 3MTS	ISOLATE	OK TO STORE TOGETHER	SEGREGATE AT LEAST 5MTS	
CORROSIVE		SEGREGATE AT LEAST 5MTS	SEGREGATE AT LEAST 5MTS	SEGREGATE AT LEAST 5MTS	SEGREGATE AT LEAST 5MTS	SEGREGATE AT LEAST 3MTS	MAY NOT BE COMPATIBLE CHECK MSDS AND NOTES	SEGREGATE AT LEAST 3MTS	SEGREGATE AT LEAST 5MTS	SEGREGATE AT LEAST 3MTS	SEGREGATE AT LEAST 3MTS	SEGREGATE AT LEAST 5MTS	MAY NOT BE COMPATIBLE CHECK MSDS AND NOTES	

SHILPA PHARMA LIFESCIENCES LIMITED, UNIT-2

ANNEXURE-X

OCCUPATIONAL HEALTH CENTRE INSPECTION CHECKLIST

Document Reference No.: SOP/U-2/EHS/GEN/006 Page No.: 01

Inspected On: 15/03/24

S No.	Check Points	Condition(Ok/~~Not OK~~)	Action taken	Inspected by
1.	Is the OHC Room is clean and tidy free from obstructions.	Ok	-	15/03/24
2.	Is the condition of Patient Bed and bed sheet and pillow	OK	-	15/03/24
3.	Wheel chair availability and condition	~~NA~~	-	15/03/24
4.	Stretcher availability and condition	Ok	-	15/03/24
5.	Fire extinguisher condition	OK	-	15/03/24
6.	Refrigerator availability and working condition	~~NA~~	-	15/03/24
7.	Is sufficient Antidotes and Medicines available	OK	-	15/03/24
8.	All the Antidotes and medicines having validity and expiry details	Ok	-	15/03/24
9.	First aid box availability and condition	OK	-	15/03/24
10.	Oxygen gas cylinders,Regulators and breathing set condition	Ok	-	15/03/24
11.	Others if any	~~NA~~	-	15/03/24

SHILPA PHARMA LIFESCIENCS LIMITED

Summary of Work-related Injury and Lost Time Injury Frequency Rate

Date:12-04-24

Financial Year: 2023-24

S. NO	Description	Unit	Values
1	Number of Fatalities - Own Employees	Nos	0
2	Number of Fatalities - Contract Employees	Nos	0
3	High Consequence Work-related Injury or Ill-health (LWC, excluding fatalities) - Own Employees	Nos	0
4	High Consequence Work-related Injury or Ill-health (LWC, excluding fatalities) - Contract Employees	Nos	0
5	Number of Dangerous Occurrences/Process Safety Incidents (High Severity Incidents)	Nos	0
6	Number of Total Recordable Work-related Injuries - Own Employees	Nos	10
7	Number of Total Recordable Work-related Injuries - Contract Employees	Nos	18
8	Total Man-hours Worked (including OT) - Own Employees	Hrs	3235554
9	Total Man-hours Worked (including OT) - Contract Employees	Hrs	1220587
10	Total Man-hours Worked (including OT) - Own + Contract Employees	Hrs	4456141
11	Number of work related lost workdays as per incident summary - Own employees	Nos	10
12	Number of work related lost workdays as per incident summary - Contractor employees	Nos	4
13	Number of work related lost workdays as per incident summary - Own + Contractor employees	Nos	14
14	Lost Time Injury Frequency Rate per Million Man Hours (LTIFR) - Own Employees	LTIFR	0.000
15	Lost Time Injury Frequency Rate per Million Man Hours (LTIFR) - Contract Employees	LTIFR	0.000
16	Lost Time Injury Frequency Rate per Million Man Hours (LTIFR) - Own + Contract Employees	LTIFR	0.000
17	Lost Time Injury Severity Rate per Million Man Hours (LTISR) - Own Employees	LTISR	3.091
18	Lost Time Injury Severity Rate per Million Man Hours (LTISR) - Contract Employees	LTISR	3.277
19	Lost Time Injury Severity Rate per Million Man Hours (LTISR) - Own + Contract Employees	LTISR	3.142

	Prepared by	Reviewed by	Approved by
Name	Vijay Kumar N	R.Elangovan	K. Sharath Reddy
Designation	Executive-EHS	DGM-EHS	Technical Director
Sign & Date	12/04/24	12/04/24	12/04/24

SHILPA PHARMA LIFESCIENCES LIMITED (UNIT-2)

DYKE WALL / CONTAINMENT WALL MAINTENANCE CHECKLIST

Document Reference No.: SOP/U-2/ENG/GEN/072

Format No: FM-ENG-407-00

Name of the Building: OH - Solvent yard

Activity Start Date: 12/04/24

Activity Completed Date: 12/04/24

S.No	Check Points	Status OK/ Not Ok/NA	Observation	Executed by
A.	**DYKE WALL / CONTAINMENT WALL MAINTENANCE CHECKS**			
1.	Check the floors, for any crevices or cracks, if found, repair / fill with cement plaster or any suitable materials	Ok	checked the floor - no cracks observed and found Ok	Ok 12/04/24
2.	Check the Dyke wall / containment wall, for any crevices, holes or cracks, if found repair / fill with cement plaster or any suitable materials	Ok	checked cracks observed for Dyke wall, Pockets filled and done done	Ok 12/04/24
3.	Check the tiles condition (if, applicable), repair with same tiles or with suitable materials to ensure intactness.	— NA —	—— NA —	Ok 12/04/24
4.	Check the stains on side walls, if required paint with suitable material.	Ok	checked Painting Touch up done done for required area	Ok 12/04/24
5.	En Check the containment valve condition for any leakages *and valve handle operation, if not good, rectify or replace*	Ok	checked no Leakages found	Ok 12/04/24

SHILPA PHARMA LIFESCIENCES LIMITED (UNIT-2)

DYKE WALL / CONTAINMENT WALL MAINTENANCE CHECKLIST

Document Reference No.: SOP/U-2/ENG/GEN/072

Format No: FM-ENG-407-00

S.No	Check Points	Status OK/ Not Ok/NA	Observation	Executed by
6.	Check and ensure the drainage passage is clear without any blockage .	OK	checked no blockage observed	OK 12/04/24
7.	Check the condition of the tank base foundation for any damages, if found repair suitably with due approvals	OK	checked and found OK	OK 12/04/24
8.	Check the staircase and if not good condition, repair suitably for safe usage.	OK	checked and found OK	OK 12/04/24
9.	Suitable Permit system must be followed for any major or hot work must be taken and after completion must be closed properly as per procedure.	NA	NA	OK 12/04/24

Verified by:

Date: 12/04/24.

SHILPA PHARMA LIFESCIENCES LIMITED (UNIT-2)

DYKE WALL / CONTAINMENT WALL MAINTENANCE CHECKLIST

Document Reference No.: SOP/U-2/ENG/GEN/072

Format No: FM-ENG-407-00

 06

Name of the Building: ETP.

Activity Start Date:

Activity Completed Date:

S.No	Check Points	Status OK/ Not Ok/NA	Observation	Executed by
A.	**DYKE WALL / CONTAINMENT WALL MAINTENANCE CHECKS**			
1.	Check the floors, for any crevices or cracks, if found, repair / fill with cement plaster or any suitable materials	Ok	checked & found ok	12/04/24
2.	Check the Dyke wall / containment wall, for any crevices, holes or cracks, if found repair / fill with cement plaster or any suitable materials	Ok	No cracks & crevices observed	12/04/24
3.	Check the tiles condition (if, applicable), repair with same tiles or with suitable materials to ensure intactness.	Ok	checked required area & no damage observed	12/04/24
4.	Check the stains on side walls, if required paint with suitable material.	ok	checked stains observed painting & touchup work done	12/04/24
5.	En Check the containment valve condition for any leakages and valve handle operation, if not good, rectify or replace	ok	checked & found ok	12/04/24

SHILPA PHARMA LIFESCIENCES LIMITED (UNIT-2)

DYKE WALL / CONTAINMENT WALL MAINTENANCE CHECKLIST

Document Reference No.: SOP/U-2/ENG/GEN/072

Format No: FM-ENG-407-00

06

S.No	Check Points	Status OK/ Not Ok/NA	Observation	Executed by
6.	Check and ensure the drainage passage is clear without any blockage .	Ok	No blockages observed	Nov 12/04/24.
7.	Check the condition of the tank base foundation for any damages, if found repair suitably with due approvals	Ok	checked no abnormability found	Nov 12/04/24
8.	Check the staircase and if not good condition, repair suitably for safe usage.	Ok	checked and found ok	Nov 12/04/24
9.	Suitable Permit system must be followed for any major or hot work must be taken and after completion must be closed properly as per procedure.	Ok	checked, no abnormability found	Nov 12/04/24.

Verified by:

Date: 12/04/24.

To,
M/S. Shilpa Pharma lifesciences Ltd
Unit - 2, Raichur Ind. Growth Center,
Chicksugur, 584 134. KA

SUB: Servce Report of Portable Fire Extinguishers
Date of Servicing: 02-11-2023 Next Servicing Date:

S.No.	FE I.D No	Block	Type Of Extinguisher	Capacity	Co2 Catridge/ Cylinder Empty Weight	Co2 Catridge/ Cylinder Full Weight	Co2 Catridge/ Cylinder Actual Weight	Accessories Condition		Remark
R1 - BLOCK										
								Hose	OK	
								Nozzle	OK	
								Body Sticker	OK	
								Powder Caking	NO	
1	11	R1	DCP	10 Kg	763	883	930	Body Condition	OK	OK
								Hose	OK	
								Nozzle	OK	
								Body Sticker	OK	
								Powder Caking	NO	
2	12	R1	DCP	10 Kg	700	900	920	Body Condition	OK	OK
AR & D - BLOCK										
								Hose	OK	
								Nozzle	OK	
								Body Sticker	OK	
								Powder Caking	NO	
3	13	AR & D	DCP	10 Kg	910	1110	1130	Body Condition	OK	OK
								Hose	OK	
								Nozzle	OK	
								Body Sticker	OK	
								Powder Caking	NO	
4	14	AR & D	DCP	10 Kg	926	1126	1138	Body Condition	OK	OK
QC & QA - BLOCK										
								Hose	OK	
								Nozzle	OK	
								Body Sticker	OK	
								Powder Caking	NO	
5	26	QC & QA	DCP	10 Kg	910	1110	1145	Body Condition	OK	OK
								Hose	OK	
								Nozzle	OK	
								Body Sticker	OK	
								Powder Caking	NO	
6	32	QC & QA	DCP	10 Kg	820	1020	1050	Body Condition	OK	OK
WAREHOUSE										
								Hose	OK	
								Nozzle	OK	
								Body Sticker	OK	

								Powder Caking	NO	
7	34	WH	DCP	25 Kg	2015	2515	2515	Body Condition	OK	OK
								Hose	OK	
								Body Sticker	OK	
								Powder Caking	NO	
8	35	WH	DCP	5 Kg	670	790	820	Body Condition	OK	OK
								Hose	OK	
								Nozzle	NO	Empty,
								Body Sticker	OK	Replace with
								Powder Caking	NO	filled
9	36	WH	DCP	10 Kg				Body Condition	OK	catridge
								Hose	OK	
								Nozzle	OK	
								Body Sticker	OK	
								Powder Caking	NO	
10	37	WH	DCP	10 Kg	961	1161	1175	Body Condition	OK	OK
								Hose	OK	
								Nozzle	OK	
								Body Sticker	OK	
								Powder Caking	NO	
11	38	WH	DCP	25 Kg	2600	3100	3050	Body Condition	OK	OK
								Hose	OK	
								Nozzle	OK	
								Body Sticker	OK	
								Powder Caking	NO	
12	43	WH	DCP	10 Kg	811	1011	1045	Body Condition	OK	OK
								Hose	OK	
								Nozzle	OK	Empty,
								Body Sticker	OK	Replace with
								Powder Caking	NO	filled
13	45	WH	DCP	10 Kg				Body Condition	OK	catridge
								Hose	OK	
								Nozzle	OK	
								Body Sticker	OK	
								Powder Caking	NO	
14	46	WH	DCP	25 Kg	2271	2771	2775	Body Condition	OK	OK
								Hose	OK	
								Nozzle	OK	
								Body Sticker	OK	
								Powder Caking	NO	
15	47	WH	DCP	25 Kg	2111	2611	2775	Body Condition	OK	OK
								Hose	OK	
								Nozzle	OK	
								Body Sticker	OK	
								Powder Caking	NO	
16	48	WH	DCP	10 Kg	830	1030	1065	Body Condition	OK	OK
								Hose	OK	
								Nozzle	OK	
								Body Sticker	OK	
								Powder Caking	NO	
17	51	WH	DCP	10 Kg	870	1070	1090	Body Condition	OK	OK
								Hose	OK	
								Nozzle	OK	Empty,
								Body Sticker	OK	Replace with
								Powder Caking	NO	filled
18	52	WH	DCP	10 Kg				Body Condition	OK	catridge
								Hose	OK	
								Nozzle	OK	
								Body Sticker	OK	
								Powder Caking	NO	

19	53	WH	DCP	10 Kg				Body Condition	RUSTED	Reject
20	54	WH	DCP	10 Kg	675		680	Hose Nozzle Body Sticker Powder Caking Body Condition	OK OK OK NO OK	Empty, Replace with filled catridge
21	55	WH	DCP	5 Kg	760	880	920	Hose Body Sticker Powder Caking Body Condition	OK Damage NO OK	OK
22	57	WH	DCP	5 Kg	705	825	875	Hose Body Sticker Powder Caking Body Condition	OK OK NO OK	OK
23	58	WH	DCP	5 Kg	793	913	940	Hose Body Sticker Powder Caking Body Condition	OK OK NO OK	OK
24	59	WH	DCP	10 Kg	900	1100	1145	Hose Nozzle Body Sticker Powder Caking Body Condition	OK OK OK NO OK	OK
25	60	WH	DCP	10 Kg	1015	1215	1195	Hose Nozzle Body Sticker Powder Caking Body Condition	OK OK OK NO OK	OK
26	61	WH	DCP	10 Kg	901	1101	1140	Hose Nozzle Body Sticker Powder Caking Body Condition	OK OK OK NO OK	OK
27	SY/70	WH	DCP	10 Kg				Hose Nozzle Body Sticker Powder Caking Body Condition	OK OK OK NO RUSTED	Reject
28	DSA-I/149	WH	DCP	5 Kg	757	877	795	Hose Body Sticker Powder Caking Body Condition	OK OK NO OK	Empty, Replace with filled catridge
29	341	WH	DCP	10 Kg	956	1156	1180	Hose Nozzle Body Sticker Powder Caking Body Condition	OK OK OK NO OK	OK
E - Block										
30	75	E	DCP	10 Kg	926	1126	1165	Hose Nozzle Body Sticker Powder Caking Body Condition	OK OK OK NO OK	OK
31	76	E	DCP	10 Kg	924	1124	1150	Hose Nozzle Body Sticker Powder Caking Body Condition	OK OK OK NO OK	OK
								Hose	OK	

								Nozzle	OK	
								Body Sticker	OK	
								Powder Caking	NO	
32	78	E	DCP	10 Kg	720		720	Body Condition	OK	Reject
								Hose	OK	
								Nozzle	OK	
								Body Sticker	OK	
								Powder Caking	NO	
33	79	E	DCP	10 Kg	1177	1377	1410	Body Condition	OK	OK
								Hose	Damage	
								Nozzle	OK	
								Body Sticker	OK	
								Powder Caking	NO	Hose
34	80	E	DCP	10 Kg	900	1100	1115	Body Condition	OK	Required
								Hose	OK	
								Nozzle	OK	
								Body Sticker	OK	
								Powder Caking	NO	
35	81	E	DCP	5 Kg	710	830	875	Body Condition	OK	OK
								Hose	OK	
								Nozzle	OK	
								Body Sticker	OK	
								Powder Caking	NO	
36	82	E	DCP	10 Kg	975	1155	1145	Body Condition	OK	OK
								Hose	OK	
								Nozzle	OK	
								Body Sticker	OK	
								Powder Caking	NO	
37	83	E	DCP	10 Kg				Body Condition	RUSTED	Reject
								Hose	OK	
								Nozzle	OK	
								Body Sticker	OK	
								Powder Caking	NO	
38	94	E	DCP	10 Kg	899	1099	1080	Body Condition	OK	OK
								Hose	OK	
								Nozzle	OK	
								Body Sticker	OK	
								Powder Caking	NO	
39	95	E	DCP	25 Kg	2068	2568	2588	Body Condition	OK	OK
								Hose	OK	
								Nozzle	OK	
								Body Sticker	OK	
								Powder Caking	NO	
40	383	E	DCP	10 Kg	926	1126	1150	Body Condition	OK	OK
								Hose	OK	
								Nozzle	OK	
								Body Sticker	OK	
								Powder Caking	NO	
41	394	E	DCP	10 Kg	922	1122	1160	Body Condition	OK	OK
								Hose	OK	
								Nozzle		
								Body Sticker	OK	
								Powder Caking	NO	
42	397	E	DCP	10 Kg				Body Condition	OK	No Catridge
D - BLOCK										
								Hose	Damage	
								Nozzle	OK	
								Body Sticker	OK	
								Powder Caking	NO	

43	99	D	DCP	10 Kg	788	988	980	Body Condition	OK	OK
44	D/114	D	DCP	5 Kg	677	797	685	Hose Body Sticker Powder Caking Body Condition	OK OK NO OK	Empty, Replace with filled catridge
45	116	D	DCP	10 Kg	985	1185	1200	Hose Nozzle Body Sticker Powder Caking Body Condition	OK OK OK NO OK	OK
46	117	D	DCP	9 Kg	1165	1365	1180	Hose Nozzle Body Sticker Powder Caking Body Condition	OK OK OK NO OK	Empty, Replace with filled catridge
47	119	D	DCP	10 Kg				Hose Nozzle Body Sticker Powder Caking Body Condition	OK OK OK NO Damage	Rejected
48	120	D	DCP	10 Kg	674	794	800	Hose Nozzle Body Sticker Powder Caking Body Condition	OK OK OK NO OK	Change catridge with 200gm
C -BLOCK										
49	121	C	DCP	10 Kg	1090	1270	1320	Hose Nozzle Body Sticker Powder Caking Body Condition	OK OK OK NO OK	OK
50	123	C	DCP	5 Kg	855	975	1025	Hose Body Sticker Powder Caking Body Condition	OK Damage NO OK	OK
51	125	C	DCP	10 Kg	814	934	1005	Hose Nozzle Body Sticker Powder Caking Body Condition	OK OK OK NO OK	Replace Catridge with 200gm
52	126	C	DCP	10 Kg	1160	1360	1380	Hose Nozzle Body Sticker Powder Caking Body Condition	OK OK OK NO OK	OK
53	127	C	DCP	10 Kg	1080	1280	1310	Hose Nozzle Body Sticker Powder Caking Body Condition	OK OK OK NO OK	OK
54	128	C	DCP	10 Kg				Hose Nozzle Body Sticker Powder Caking Body Condition	OK OK OK NO Rusted	Rejected
								Hose Nozzle Body Sticker Powder Caking	OK OK OK NO	

55	131	C	DCP	10 Kg	979	1179	1235	Body Condition	OK	OK
								Hose	OK	
								Nozzle	OK	
								Body Sticker	OK	
								Powder Caking	NO	
56	132	C	DCP	10 Kg	930	1130	1130	Body Condition	OK	OK
								Hose	OK	
								Nozzle	OK	
								Body Sticker	OK	
								Powder Caking	NO	
57	133	C	DCP	10 Kg	990	1190	1230	Body Condition	OK	OK
								Hose	OK	
								Nozzle	OK	
								Body Sticker	OK	
								Powder Caking	NO	
58	135	C	DCP	10 Kg				Body Condition	Rusted	Rejected
								Hose	OK	
								Nozzle	OK	
								Body Sticker	OK	
								Powder Caking	NO	
59	136	C	DCP	10 Kg	910	1110	1125	Body Condition	OK	OK
								Hose	OK	
								Nozzle	OK	
								Body Sticker	OK	
								Powder Caking	NO	
60	137	C	DCP	25 Kg	1644	2144	2160	Body Condition	OK	OK
								Hose	OK	
								Nozzle	OK	Empty,
								Body Sticker	OK	Replace with
								Powder Caking	NO	filled
61	138	C	DCP	10 Kg	1010	1240	1150	Body Condition	OK	catridge
								Hose	OK	
								Nozzle	OK	
								Body Sticker	OK	
								Powder Caking	NO	
62	367	C	DCP	10 Kg	895	1095	1105	Body Condition	OK	OK
								Hose	OK	
								Nozzle	OK	
								Body Sticker	OK	
								Powder Caking	NO	
63	373	C	DCP	0	1077	1277	1310	Body Condition	OK	OK
G - BLOCK										
								Hose	Damage	
								Nozzle	OK	
								Body Sticker	OK	
								Powder Caking	NO	
64	151	G	DCP	10 Kg	973	1173	1195	Body Condition	OK	OK
								Hose	OK	
								Nozzle	OK	
								Body Sticker	OK	
								Powder Caking	NO	
65	152	G	DCP	25 Kg	2203	2703	2680	Body Condition	OK	OK
								Hose	OK	
								Nozzle	OK	
								Body Sticker	OK	
								Powder Caking	NO	
66	153	G	DCP	10 Kg	926	1126	1135	Body Condition	OK	OK
								Hose	OK	
								Nozzle	OK	Empty,

								Body Sticker	OK	Replace with
								Powder Caking	NO	filled
67	154	G	DCP	25 Kg	2240	2740	2260	Body Condition	OK	catridge
								Hose	OK	
								Nozzle	OK	Empty,
								Body Sticker	OK	Replace with
								Powder Caking	NO	filled
68	155	G	DCP	10 Kg	1065	1245	1075	Body Condition	OK	catridge
								Hose	required	
								Nozzle	required	
								Body Sticker	OK	
								Powder Caking	NO	
69	156	G	DCP	10 Kg	974	1174	1190	Body Condition	OK	OK
								Hose	required	
								Nozzle	OK	
								Body Sticker	OK	
								Powder Caking	NO	
70	157	G	DCP	10 Kg	958	1138	1140	Body Condition	OK	OK
								Hose	OK	
								Nozzle	OK	
								Body Sticker	OK	
								Powder Caking	NO	
71	158	G	DCP	10 Kg	1120	1320	1465	Body Condition	OK	OK
								Hose	OK	
								Nozzle	OK	
								Body Sticker	OK	Change
								Powder Caking	NO	catridge
72	159	G	DCP	10 Kg	687		810	Body Condition	OK	with 200gm
								Hose	OK	
								Nozzle	OK	
								Body Sticker	OK	
								Powder Caking	NO	
73	282	G	DCP	10 Kg				Body Condition	Rusted	Rejected
								Hose	OK	
								Nozzle	OK	
								Body Sticker	OK	
								Powder Caking	NO	
74	283	G	DCP	10 Kg	973	1173	1225	Body Condition	OK	OK
								Hose	OK	
								Nozzle	OK	Empty,
								Body Sticker	OK	Replace with
								Powder Caking	NO	filled
75	PR/FE/DCP	G	DCP	5 Kg				Body Condition	OK	catridge
								Hose	OK	Empty,
								Body Sticker	OK	Replace with
								Powder Caking	NO	filled
76	PR/FE/DCP	G	DCP	5 Kg				Body Condition	OK	catridge
I - BLOCK										
								Hose	OK	
								Nozzle	OK	
								Body Sticker	OK	
								Powder Caking	NO	
77	I/192	I	DCP	10 Kg	1016	1216	1225	Body Condition	OK	OK
								Hose	OK	
								Nozzle	OK	
								Body Sticker	OK	
								Powder Caking	NO	Valve
78	I/193	I	DCP	10 Kg				Body Condition	OK	Damage
								Hose	OK	

								Nozzle	OK	
								Body Sticker	OK	Change
								Powder Caking	NO	catridge
79	205	I	DCP	10 Kg	760	960	920	Body Condition	OK	with 200gm
								Hose	OK	
								Nozzle	OK	
								Body Sticker	OK	
								Powder Caking	NO	
80	206	I	DCP	10 Kg	1000	1180	1215	Body Condition	OK	OK
								Hose	OK	
								Nozzle	OK	
								Body Sticker	OK	
								Powder Caking	NO	Powder not
81	207	I	DCP	10 Kg				Body Condition	OK	discharging
AI - BLOCK										
								Hose	OK	
								Nozzle	OK	
								Body Sticker	OK	
								Powder Caking	NO	
82	223	AI	DCP	10 Kg	1040	1240	1240	Body Condition	OK	OK
								Hose	OK	
								Nozzle	OK	
								Body Sticker	OK	
								Powder Caking	NO	
83	224	AI	DCP	10 Kg	1040	1240	1260	Body Condition	OK	OK
								Hose	OK	
								Nozzle	OK	Empty,
								Body Sticker	OK	Replace with
								Powder Caking	NO	filled
84	225	AI	DCP	10 Kg	940	1140	940	Body Condition	OK	catridge
								Hose	Damage	
								Nozzle	OK	
								Body Sticker	OK	
								Powder Caking	NO	
85	226	AI	DCP	10 Kg	957	1157	1225	Body Condition	OK	OK
								Hose	OK	
								Nozzle	OK	
								Body Sticker	OK	
								Powder Caking	NO	
86	227	AI	DCP	10 Kg	895	1095	1090	Body Condition	OK	OK
								Hose	OK	
								Nozzle	OK	
								Body Sticker	OK	
								Powder Caking	NO	
87	228	AI	DCP	10 Kg	1045	1245	1260	Body Condition	OK	OK
								Hose	OK	
								Nozzle	OK	
								Body Sticker	OK	
								Powder Caking	NO	
88	229	AI	DCP	10 Kg	974	1174	1165	Body Condition	OK	OK
								Hose	OK	
								Nozzle	OK	
								Body Sticker	OK	
								Powder Caking	NO	
89	230	AI	DCP	10 Kg	840	1040	1045	Body Condition	OK	OK
								Hose	OK	
								Nozzle	OK	
								Body Sticker	OK	
								Powder Caking	NO	

90	231	AI	DCP	10 Kg	1050	1250	1250	Body Condition	OK	OK
								Hose	OK	
								Nozzle	OK	
								Body Sticker	OK	
								Powder Caking	NO	
91	232	AI	DCP	10 Kg	1040	1240	1255	Body Condition	OK	OK
								Hose	OK	
								Nozzle	OK	
								Body Sticker	OK	
								Powder Caking	NO	
92	233	AI	DCP	10 Kg	1045	1245	1265	Body Condition	OK	OK
								Hose	OK	
								Nozzle	OK	
								Body Sticker	OK	
								Powder Caking	NO	
93	234	AI	DCP	10 Kg	1015	1215	1125	Body Condition	OK	OK
								Hose	OK	
								Nozzle	OK	
								Body Sticker	OK	
								Powder Caking	NO	
94	235	AI	DCP	10 Kg	910	1110	1145	Body Condition	OK	OK
								Hose	OK	
								Nozzle	OK	
								Body Sticker	OK	
								Powder Caking	NO	
95	236	AI	DCP	10 Kg	1050	1250	1280	Body Condition	OK	OK
								Hose	OK	
								Nozzle	OK	
								Body Sticker	OK	
								Powder Caking	NO	
96	237	AI	DCP	10 Kg	1015	1215	1250	Body Condition	OK	OK
								Hose	OK	
								Nozzle	OK	Empty,
								Body Sticker	OK	Replace with
								Powder Caking	NO	filled
97	241	AI	DCP	10 Kg				Body Condition	OK	catridge
AJ - BLOCK										
								Hose	OK	
								Nozzle	OK	
								Body Sticker	OK	
								Powder Caking	NO	
98	242	AJ	DCP	25 Kg	1781	2281	2260	Body Condition	OK	OK
								Hose	OK	
								Body Sticker	OK	
								Powder Caking	NO	
99	243	AJ	DCP	5 Kg	880	1080	1090	Body Condition	OK	OK
								Hose	OK	
								Body Sticker	OK	
								Powder Caking	NO	
100	244	AJ	DCP	5 Kg	687	807	770	Body Condition	OK	OK
								Hose	OK	
								Nozzle	OK	
								Body Sticker	OK	
								Powder Caking	NO	
101	248	AJ	DCP	10 Kg	1090	1270	1315	Body Condition	OK	OK
								Hose	OK	
								Nozzle	OK	
								Body Sticker	Required	
								Powder Caking	NO	

102	255	AJ	DCP	10 Kg	963	1163	1160	Body Condition	OK	OK
								Hose	OK	
								Nozzle	OK	
								Body Sticker	OK	
								Powder Caking	NO	
103	256	AJ	DCP	25 Kg	830	1030	1065	Body Condition	OK	OK
AO - BLOCK										
								Hose	OK	
								Nozzle	OK	
								Body Sticker	OK	
								Powder Caking	NO	
104	288	AO	DCP	10 Kg	1008	1208	1250	Body Condition	OK	OK
								Hose	OK	
								Nozzle	OK	
								Body Sticker	OK	
								Powder Caking	NO	
105	293	AO	DCP	10 Kg	1025	1225	1235	Body Condition	OK	OK
								Hose	OK	
								Nozzle	Required	
								Body Sticker	OK	Powder not
								Powder Caking	NO	discharging,
106	295	AO	DCP	10 Kg				Body Condition	OK	Rejected
								Hose	OK	
								Nozzle	OK	Empty,
								Body Sticker	OK	Replace with
								Powder Caking	NO	filled
107	305	AO	DCP	10 Kg	865	1065	900	Body Condition	OK	catridge
								Hose	OK	
								Nozzle	OK	
								Body Sticker	OK	Powder not
								Powder Caking	NO	discharging,
108	306	AO	DCP	10 Kg				Body Condition	OK	Rejected
								Hose	OK	
								Nozzle	OK	Powder
								Body Sticker	OK	watered
								Powder Caking	damage	change
109	307	AO	DCP	10 Kg				Body Condition	OK	powder
								Hose	OK	
								Nozzle	OK	Empty,
								Body Sticker	OK	Replace with
								Powder Caking	OK	filled
110	308	AO	DCP	10 Kg	997	1197	1070	Body Condition	OK	catridge
								Hose	OK	
								Nozzle	OK	
								Body Sticker	OK	
								Powder Caking	NO	
111	311	AO	DCP	10 Kg	919	1119	1120	Body Condition	OK	OK
								Hose	OK	
								Nozzle	No Nozzle	
								Body Sticker	OK	
								Powder Caking	NO	Cap Not
112	318	AO	DCP	9 Kg				Body Condition	OK	Opening
								Hose	OK	
								Nozzle	OK	Empty,
								Body Sticker	OK	Replace with
								Powder Caking	NO	filled
113	374	AO	DCP	10 Kg	977	1177	980	Body Condition	OK	catridge
H - BLOCK										

								Hose	OK	
								Nozzle	OK	
								Body Sticker	OK	
								Powder Caking	NO	
114	160	H	DCP	10 Kg	994	1174	1200	Body Condition	OK	OK
								Hose	OK	
								Nozzle	OK	Empty,
								Body Sticker	OK	Replace with
								Powder Caking	NO	filled
115	170	H	DCP	10 Kg	994	1174	1005	Body Condition	OK	catridge
								Hose	OK	
								Body Sticker	OK	
								Powder Caking	NO	
116	180	H	DCP	5 Kg	590	710	720	Body Condition	OK	OK
								Hose	OK	
								Nozzle	OK	Empty,
								Body Sticker	OK	Replace with
								Powder Caking	NO	filled
117	390	H	DCP	10 Kg				Body Condition	OK	catridge
								Hose	OK	
								Nozzle	OK	
								Body Sticker	OK	
								Powder Caking	NO	
118	391	H	DCP	10 Kg	997	1177	1210	Body Condition	OK	OK
								Hose	OK	
								Nozzle	OK	
								Body Sticker	OK	
								Powder Caking	NO	
119	392	H	DCP	10 Kg	994	1174	1120	Body Condition	OK	OK
								Hose	OK	
								Nozzle	OK	Empty,
								Body Sticker	OK	Replace with
								Powder Caking	NO	filled
120	393	H	DCP	10 Kg	1122	1322	1122	Body Condition	OK	catridge
BOH										
								Hose	OK	
								Nozzle	OK	
								Body Sticker	OK	
								Powder Caking	NO	
121	222	BOH	DCP	10 Kg	922	1122	1115	Body Condition	OK	OK
								Hose	OK	
								Nozzle	Required	
								Body Sticker	Required	
								Powder Caking	NO	
122	380	BOH	DCP	10 Kg	922	1122	1160	Body Condition	OK	OK
								Hose	OK	
								Nozzle	OK	Empty,
								Body Sticker	OK	Replace with
								Powder Caking	NO	filled
123	381	BOH	DCP	10 Kg				Body Condition	OK	catridge
								Hose	OK	
								Nozzle	Required	
								Body Sticker	Required	
								Powder Caking	NO	
124	388	BOH	DCP	10 Kg	1050	1250	1280	Body Condition	OK	OK
R & D										
								Hose	OK	Empty,
								Nozzle	OK	
								Body Sticker	OK	Replace with

								Powder Caking	NO	filled
125	2	R & D	DCP	10 Kg	1010	1210	1005	Body Condition	OK	catridge
								Hose	OK	
								Nozzle	OK	
								Body Sticker	OK	
								Powder Caking	NO	
126	3	R & D	DCP	10 Kg	983	1183	1200	Body Condition	OK	OK
								Hose	OK	
								Nozzle	No Nozzle	
								Body Sticker	OK	Change
								Powder Caking	NO	catridge
127	4	R & D	DCP	10 Kg	732	852	815	Body Condition	OK	with 200gm
								Hose	OK	
								Nozzle	OK	
								Body Sticker	OK	
								Powder Caking	NO	
128	5	R & D	DCP	10 Kg	780	980	1005	Body Condition	OK	OK
								Hose	OK	
								Nozzle	OK	Empty,
								Body Sticker	OK	Replace with
								Powder Caking	NO	filled
129	6	R & D	DCP	10 Kg	914	1114	915	Body Condition	OK	catridge

								Hose	Rusted	
								Nozzle	OK	Empty,
								Body Sticker	OK	Replace with
								Powder Caking	NO	filled
130	8	R & D	DCP	10 Kg	975	1175	990	Body Condition	OK	catridge
								Hose	OK	
								Nozzle	OK	
								Body Sticker	OK	
								Powder Caking	NO	
131	9	R & D	DCP	10 Kg	950	1150	1130	Body Condition	OK	OK
								Hose	OK	
								Nozzle	OK	
								Body Sticker	OK	
								Powder Caking	NO	
132	10	R & D	DCP	10 Kg	904	1104	1110	Body Condition	OK	OK
								Nozzle	OK	
								Body Sticker	OK	
								Powder Caking	NO	
133	334	R & D	DCP	1 Kg	440	500	505	Body Condition	OK	OK
								Nozzle	OK	Empty,
								Body Sticker	OK	Replace with
								Powder Caking	NO	filled
134	335	R & D	DCP	1 Kg				Body Condition	OK	catridge
								Nozzle	OK	
								Body Sticker	OK	
								Powder Caking	NO	
135	336	R & D	DCP	1 Kg	518	608	605	Body Condition	OK	OK

								Nozzle	OK	
								Body Sticker	OK	
								Powder Caking	NO	
136	337	R & D	DCP	1 Kg	555	645	660	Body Condition	OK	OK
								Nozzle	OK	
								Body Sticker	OK	
								Powder Caking	NO	
137	338	R & D	DCP	1 Kg	338	368	370	Body Condition	OK	OK
AOI - BLOCK										
								Hose	OK	Siphone
								Nozzle	OK	tube
								Body Sticker	OK	required,
								Powder Caking	NO	Replace
138	356	AOI	DCP	10 Kg	915	1015	920	Body Condition	OK	Catridge
								Hose	OK	
								Nozzle	OK	
								Body Sticker	OK	
								Powder Caking	NO	
139	358	AOI	DCP	10 Kg	1130	1330	1370	Body Condition	OK	OK
								Hose	OK	
								Nozzle	Required	
								Body Sticker	Required	Powder not
								Powder Caking	NO	discharging,
140	360	AOI	DCP	10 Kg	1010	1210	1250	Body Condition	OK	Rejected
								Hose	OK	
								Nozzle	OK	
								Body Sticker	OK	Replace with
								Powder Caking	NO	full Co2
141	361	AOI	DCP	50 Kg	6.6	8.6	6.6	Body Condition	OK	cylinder
								Hose	Required	
								Nozzle	OK	
								Body Sticker	OK	Powder not
								Powder Caking	NO	discharging,
142	364	AOI	DCP	10 Kg	955	1155	1120	Body Condition	OK	Rejected
AM - BLOCK										
								Hose	OK	
								Nozzle	OK	
								Body Sticker	OK	
								Powder Caking	NO	
143	271	AM	DCP	25 Kg	1743	2243	2285	Body Condition	OK	OK
								Hose	OK	
								Nozzle	OK	Empty,
								Body Sticker	OK	Replace with
								Powder Caking	NO	filled
144	274	AM	DCP	10 Kg	920	1120	1120	Body Condition	OK	catridge
								Hose	OK	
								Nozzle	OK	
								Body Sticker	OK	
								Powder Caking	NO	
145	275	AM	DCP	10 Kg	923	1123	1070	Body Condition	OK	OK
								Hose	OK	
								Nozzle	OK	
								Body Sticker	OK	
								Powder Caking	NO	
146	277	AM	DCP	10 Kg	750	950	980	Body Condition	OK	OK
								Hose	Damage	
								Nozzle	OK	

								Body Sticker	OK	
								Powder Caking	NO	
147	279	AM	DCP	25 Kg	2000	2500	2515	Body Condition	OK	OK
								Hose	OK	
								Nozzle	OK	Empty,
								Body Sticker	OK	Replace with
								Powder Caking	NO	filled
148	280	AM	DCP	10 Kg				Body Condition	OK	catridge
								Hose	OK	
								Nozzle	OK	Empty,
								Body Sticker	OK	Replace with
								Powder Caking	NO	filled
149	369	AM	DCP	10 Kg				Body Condition	OK	catridge
								Hose	OK	
								Nozzle	OK	
								Body Sticker	OK	
								Powder Caking	NO	
150	371	AM	DCP	10 Kg	822	1122	1110	Body Condition	OK	OK
WH SHED - I										
								Hose	OK	
								Nozzle	OK	
								Body Sticker	OK	
								Powder Caking	NO	
151	WHS-1/5	WHS - 1	DCP	50 Kg	5.3	7.3	7.4	Body Condition	OK	OK
								Hose	OK	
								Nozzle	OK	
								Body Sticker	OK	Operating
								Powder Caking	NO	wheel
152	WHS-1/7	WHS - 1	DCP	50 Kg	5.5	7.5	8	Body Condition	OK	damage
								Hose	OK	
								Nozzle	OK	
								Body Sticker	OK	
								Powder Caking	NO	
153	WHS-1/8	WHS - 1	DCP	50 Kg	6	8	8.4	Body Condition	OK	OK
								Hose	OK	
								Nozzle	OK	
								Body Sticker	OK	
								Powder Caking	NO	
154	WHS-1/10	WHS - 1	DCP	50	5.8	7.8	8.5	Body Condition	OK	OK
								Hose	OK	
								Nozzle	OK	
								Body Sticker	OK	
								Powder Caking	NO	
155	WHS-1/11	WHS - 1	DCP	50 Kg	6.1	8.1	7.8	Body Condition	OK	OK
								Hose	OK	
								Nozzle	OK	
								Body Sticker	OK	
								Powder Caking	NO	
156	WHS-1/12	WHS - 1	DCP	25 Kg	1200	1700	1755	Body Condition	OK	OK
								Hose	OK	
								Nozzle	OK	
								Body Sticker	OK	
								Powder Caking	NO	
157	WHS-1/13	WHS - 1	DCP	25 Kg	1233	1733	1735	Body Condition	OK	OK
								Hose	OK	
								Nozzle	OK	
								Body Sticker	OK	
								Powder Caking	NO	
158	WHS-1/14	WHS - 1	DCP	25 Kg	1170		1680	Body Condition	OK	OK
								Hose	OK	

								Nozzle	OK	
								Body Sticker	OK	
								Powder Caking	NO	
159	WHS-1/15	WHS - 1	DCP	25 Kg	1244		1740	Body Condition	OK	OK
WH SHED - II										
								Hose	OK	
								Nozzle	OK	
								Body Sticker	OK	
								Powder Caking	NO	
160	WHS-2/16	WHS - 2	DCP	25 Kg	1100	1600	1640	Body Condition	OK	OK
								Hose	OK	
								Nozzle	OK	
								Body Sticker	OK	
								Powder Caking	NO	
161	WHS-2/17	WHS - 2	DCP	25 Kg	1170	1670	1680	Body Condition	OK	OK
								Hose	OK	
								Nozzle	OK	
								Body Sticker	OK	
								Powder Caking	NO	
162	WHS-2/18	WHS - 2	DCP	25 Kg	1250	1750	1740	Body Condition	OK	OK
								Hose	OK	
								Nozzle	OK	
								Body Sticker	OK	
								Powder Caking	NO	
163	WHS-2/19	WHS - 2	DCP	25 Kg	1250	1750	1710	Body Condition	OK	OK
								Hose	OK	
								Nozzle	OK	
								Body Sticker	OK	
								Powder Caking	NO	
164	WHS-2/20	WHS - 2	DCP	50 Kg	6	8	8.4	Body Condition	OK	OK
								Hose	OK	
								Nozzle	OK	
								Body Sticker	OK	
								Powder Caking	NO	
165	WHS-2/21	WHS - 2	DCP	50 Kg	5.8	7.8	6.5	Body Condition	OK	Empty
								Hose	OK	
								Nozzle	OK	
								Body Sticker	OK	
								Powder Caking	NO	
166	WHS-2/22	WHS - 2	DCP	50 Kg	6	8	8.3	Body Condition	OK	OK
								Hose	OK	
								Nozzle	OK	
								Body Sticker	OK	
								Powder Caking	NO	
167	WHS-2/24	WHS - 2	DCP	50 Kg	5.7	7.8	8.2	Body Condition	OK	OK
								Hose	OK	
								Nozzle	OK	
								Body Sticker	OK	
								Powder Caking	NO	
168	WHS-2/26	WHS - 2	DCP	50 Kg	5.4	7.4	8.4	Body Condition	OK	OK
ETP										
								Hose	OK	
								Nozzle	OK	
								Body Sticker	OK	
								Powder Caking	NO	
169	267	ETP	DCP	10 Kg	921	1121	1120	Body Condition	OK	OK
								Hose	OK	
								Nozzle	OK	

								Body Sticker	OK	
								Powder Caking	NO	
170	14	SEC	DCP	10 Kg				Body Condition	OK	NO Catridge
UTILITY										
								Hose	OK	
								Nozzle	OK	
								Body Sticker	OK	
								Powder Caking	NO	
171	208	UTB	DCP	10 Kg	863	1063	1070	Body Condition	OK	OK
								Hose	OK	
								Nozzle	OK	
								Body Sticker	OK	
								Powder Caking	NO	
172	211	UTB	DCP	10 Kg	813	1013	1015	Body Condition	OK	OK
								Hose	OK	
								Nozzle	OK	
								Body Sticker	OK	
								Powder Caking	NO	
173	213	PWGP	DCP	10 Kg	950	1150	1160	Body Condition	OK	OK
								Hose	OK	
								Nozzle	Required	
								Body Sticker	Required	
								Powder Caking	NO	
174	214	CANTEEN	DCP	10 Kg	890	1090	1095	Body Condition	OK	OK
								Hose	OK	
								Body Sticker	OK	
								Powder Caking	NO	
175	215	CANTEEN	DCP	5 Kg	665	785	820	Body Condition	OK	OK
								Hose	OK	
								Nozzle	OK	
								Body Sticker	OK	
								Powder Caking	NO	
176	217	PCC	DCP	10 Kg	962	1162	1170	Body Condition	OK	OK
								Hose	OK	
								Nozzle	OK	
								Body Sticker	OK	
								Powder Caking	NO	
177	220	PCC	DCP	10 Kg				Body Condition	Damage	Rejected
								Hose	OK	
								Nozzle	OK	
								Body Sticker	OK	
								Powder Caking	NO	
178	221	PCC	DCP	10 Kg				Body Condition	Damage	Rejected
								Hose	OK	
								Nozzle	OK	
								Body Sticker	OK	
								Powder Caking	NO	
179	AX/351	AX	DCP	10 Kg	957	1157	1195	Body Condition	OK	OK
SPARE										
								Hose	OK	
								Nozzle	OK	
								Body Sticker	OK	
								Powder Caking	NO	
180	157	G	DCP	10 Kg				Body Condition	Rusted	Rejected
								Hose	OK	
								Nozzle	OK	
								Body Sticker	OK	
								Powder Caking	NO	
181	170	H	DCP	9 Kg				Body Condition	Rusted	Rejected

								Hose	OK	
								Nozzle	OK	Empty,
								Body Sticker	OK	Replace with
								Powder Caking	NO	filled
182	251	AJ	DCP	10 Kg				Body Condition	OK	catridge
								Hose	OK	
								Nozzle	OK	Empty,
								Body Sticker	OK	Replace with
								Powder Caking	NO	filled
183	153		DCP	10 Kg				Body Condition	OK	catridge
								Hose	OK	
								Nozzle	OK	Empty,
								Body Sticker	OK	Replace with
								Powder Caking	NO	filled
184	217		DCP	10 Kg				Body Condition	OK	catridge

								Hose	OK	
								Nozzle	OK	Empty,
								Body Sticker	OK	Replace with
								Powder Caking	NO	filled
185	222		DCP	10 Kg				Body Condition	OK	catridge
								Hose	OK	
								Nozzle	OK	Empty,
								Body Sticker	OK	Replace with
								Powder Caking	NO	filled
186	267		DCP	9 Kg				Body Condition	OK	catridge

Issued By QA
I.Jagannadham
D/T: 06/02/24 16:39

SHILPA PHARMA LIFESCIENCES LIMITED (UNIT-2)

ANNEXURE – XIX

TENTATIVE INTERNAL AUDIT SCHEDULE

Document Reference No.: SOP/U-2/EHS/GEN/026

Effective Date: 01/01/24

Year: 2024

Month → / Department ↓		January	February	March	April	May	June	July	August	September	October	November	December
AO, C, D & Gas Cylinder storage areas E, AJ, G, H & WH, Solvent yards AI, I, AM, R&D, ETP, Boiler, Utility.	**Audit Scheduled on**												
	Audit conducted on			29-03-24			26-06-24						
	Sign& Date			29/03/24			26/06/24						

Note: Internal EHS audits shall perform once in a quarter.

Prepared by:
Sign & Date: 30/12/23

Checked by: R. Elangovan
Sign & Date: 30/12/23

SHILPA PHARMA LIFESCIENCES LIMITED (UNIT-2)	
OCCUPATIONAL HEALTH & SAFETY PERFORMANCE EVALUATION OF CONTRACTORS	
Annexure - VI	
Doc. Ref. No.:SOP/U-2/EHS/GEN/029	Page 1 of 2. 04

Occupational Health & Safety Performance Evaluation of Contractors	
Name of Contractor:	AMMA ENTERPRISES.
PO/WO/Agreement No with Date:	4550011325
Evaluation for the Year:	2023

PART A (to be filled by the Contractor)

S No	Performance Evaluation Parameters	Response	Remarks, if any
1	Total number of persons worked.	10-11	-
2	Total man-hours worked.	8 hrs / day	-
3	Number of persons attended general safety training.	11	-
4	Number of persons attended job-specific safety training.	Nil	-
5	Number of safety suggestions submitted.	01	-
6	Number of good safety observation tickets received.	Nil	-
7	Number of near miss incidents reported.	0	-
8	Number of Lost Time Injuries (LTI).	0	-
9	Total man-days lost due to LTI.	0	-
10	Number of Restricted Work Case (RWC).	0	-
11	Number of Medical Treatment Case (MTC).	0	-
12	Number of First Aid Case (FAC).	Nil	-
13	Number of safety deviation tickets.	Nil	-
14	Number of legal non-conformities.	Nil	-
15	Number of procedural non-conformities.	Nil	-
16	Number of property damage incidents.	Nil	-

AMMA ENTERPRISES

Date: 05/05/23

The following safety related topics are explained to me in detail:

S. No.	Topics	Yes	No
1	EHS Policy	✓	
2	Zero OHS Incident Goal	✓	
3	General Safety Rules	✓	
4	Mandatory & Need Based PPE Norms	✓	
5	Unsafe Action/Near Miss/Incident Reporting/Investigation	✓	
6	Waste Segregation/Waste Disposal	✓	
7	Good Housekeeping	✓	
8	Work Permit System	✓	
9	OHS Performance Evaluation of Contractors	✓	
10	OHS Performance Evaluation of Contractors	✓	
11	Basic First Aid	✓	
12	Basic Fire Safety	✓	
13	Spill Control	✓	
14	Controlling Chemical Exposures	✓	
15	Safe Storage of Chemicals	✓	
16	Onsite Emergency Plan/Emergency Evacuation Procedure	✓	
17	OHS Performance Evaluation of Contractors	✓	

Name of the Contract Person: NAGARAJ Signature:

✓

Evaluation by trainer: Satisfactory / Retraining Needed

Name of the Trainer: U. Rajashekar Signature: 05/05/23

SHILPA PHARMA LIFESCIENCES LIMITED UNIT-2

Sop Training Log

RefdocNo.:SOP-U2-EHS-GEN-002

Completed Training

#	Employee Name	Department	Revision No.	Assign Date	Completion Date	Trainer Name	Score(in %)	Training Mode	Status	Comment	Training Due Date
1	SANTOSH KUMAR EROTHI . [4803]	Production	06	25-Oct-2023	25-Oct-2023	Self	100.0	Online	Pass	Employee has cleared the test	30-Oct-2023
2	Channa Reddy [1069]	Warehouse	06	25-Oct-2023	25-Oct-2023	Self	90.0	Online	Pass	Employee has cleared the test	30-Oct-2023
3	Masuldar Abdul Zaber shaik [3476]	Production	06	25-Oct-2023	25-Oct-2023	Self	90.0	Online	Pass	Employee has cleared the test	30-Oct-2023
4	Thondamalla Venkata Praveen Kumar [3100]	Production	06	25-Oct-2023	25-Oct-2023	Self	100.0	Online	Pass	Employee has cleared the test	30-Oct-2023
5	NAGARAJU GAMIDI . [5528]	Production	06	25-Oct-2023	25-Oct-2023	Self	100.0	Online	Pass	Employee has cleared the test	30-Oct-2023
6	BADESAB HUSEN SHAIKH - [7188]	EHS	06	25-Oct-2023	25-Oct-2023	Self	100.0	Online	Pass	Employee has cleared the test	30-Oct-2023
7	Nishant Kumar [2408]	Production	06	25-Oct-2023	25-Oct-2023	Self	100.0	Online	Pass	Employee has cleared the test	30-Oct-2023
8	Rajshekhar Bhimasha Gaikwad [3421]	Production	06	25-Oct-2023	25-Oct-2023	Self	90.0	Online	Pass	Employee has cleared the test	30-Oct-2023
9	Krishna Reddy Paluvae [1378]	Production	06	25-Oct-2023	25-Oct-2023	Self	100.0	Online	Pass	Employee has cleared the test	30-Oct-2023

SHILPA PHARMA LIFESCIENCES LIMITED UNIT-2

Sop Training Log

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Completed Training

#	Employee Name	Department	Revision No.	Assign Date	Completion Date	Trainer Name	Score(in %)	Training Mode	Status	Comment	Training Due Date
10	Bolla Surendra Reddy . [2236]	Production	06	25-Oct-2023	25-Oct-2023	Self	90.0	Online	Pass	Employee has cleared the test	30-Oct-2023
11	JANGAM KIRAN KUMAR - [6513]	Production	06	25-Oct-2023	25-Oct-2023	Self	90.0	Online	Pass	Employee has cleared the test	30-Oct-2023
12	BANDAMEEDI RAMESH . [6196]	Production	06	25-Oct-2023	25-Oct-2023	Self	100.0	Online	Pass	Employee has cleared the test	30-Oct-2023
13	MADDI SIVARAM REDDY - [6370]	Production	06	25-Oct-2023	25-Oct-2023	Self	90.0	Online	Pass	Employee has cleared the test	30-Oct-2023
14	YEDDULA VEERANJANEYULU . [4552]	Production	06	25-Oct-2023	25-Oct-2023	Self	100.0	Online	Pass	Employee has cleared the test	30-Oct-2023
15	PINJARI SAIFULLA . [5549]	Production	06	25-Oct-2023	25-Oct-2023	Self	90.0	Online	Pass	Employee has cleared the test	30-Oct-2023
16	Venkata Rao Saana [1974]	Production	06	25-Oct-2023	25-Oct-2023	Self	100.0	Online	Pass	Employee has cleared the test	30-Oct-2023
17	Vijaya Bhaskar K . [5030]	Production	06	25-Oct-2023	25-Oct-2023	Self	90.0	Online	Pass	Employee has cleared the test	30-Oct-2023
18	Kadathala Sravan Goud . [3822]	Production	06	25-Oct-2023	25-Oct-2023	Self	90.0	Online	Pass	Employee has cleared the test	30-Oct-2023

SHILPA PHARMA LIFESCIENCES LIMITED UNIT-2

Sop Training Log

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Completed Training

#	Employee Name	Department	Revision No.	Assign Date	Completion Date	Trainer Name	Score(in %)	Training Mode	Status	Comment	Training Due Date
19	SUDHIR BHANUDAS PAWAR . [5402]	Production	06	25-Oct-2023	25-Oct-2023	Self	90.0	Online	Pass	Employee has cleared the test	30-Oct-2023
20	Jindoba Kashinath Waghmode [2006]	Production	06	25-Oct-2023	25-Oct-2023	Self	100.0	Online	Pass	Employee has cleared the test	30-Oct-2023
21	SHRIKRUSHNA SUBHASH TELORE - [7110]	Production	06	25-Oct-2023	25-Oct-2023	Self	100.0	Online	Pass	Employee has cleared the test	30-Oct-2023
22	NARENDRA REDDY . EDA [4414]	Production	06	25-Oct-2023	25-Oct-2023	Self	100.0	Online	Pass	Employee has cleared the test	30-Oct-2023
23	Balachandar B [3481]	Production	06	25-Oct-2023	25-Oct-2023	Self	90.0	Online	Pass	Employee has cleared the test	30-Oct-2023
24	NISARG SANJAY ANDHALE - [6158]	Production	06	25-Oct-2023	25-Oct-2023	Self	100.0	Online	Pass	Employee has cleared the test	30-Oct-2023
25	Satish Shivaji Kodag . [4352]	Production	06	25-Oct-2023	25-Oct-2023	Self	100.0	Online	Pass	Employee has cleared the test	30-Oct-2023
26	Tanaji Sudhakar Somvanshi [4341]	Production	06	25-Oct-2023	25-Oct-2023	Self	90.0	Online	Pass	Employee has cleared the test	30-Oct-2023
27	VAIBHAV SANJAY KOTHARE . [5928]	Production	06	25-Oct-2023	25-Oct-2023	Self	100.0	Online	Pass	Employee has cleared the test	30-Oct-2023

SHILPA PHARMA LIFESCIENCES LIMITED UNIT-2

Sop Training Log

RefdocNo.:SOP-U2-EHS-GEN-002

Completed Training

#	Employee Name	Department	Revision No.	Assign Date	Completion Date	Trainer Name	Score(in %)	Training Mode	Status	Comment	Training Due Date
28	MANGESH BANDUJI UKE . . [4677]	Production	06	25-Oct-2023	25-Oct-2023	Self	90.0	Online	Pass	Employee has cleared the test	30-Oct-2023
29	Nisar Ilai Nadaf . [4192]	Production	06	25-Oct-2023	25-Oct-2023	Self	90.0	Online	Pass	Employee has cleared the test	30-Oct-2023
30	DIPAK BALASAHEB SASANE - [6694]	Production	06	25-Oct-2023	25-Oct-2023	Self	90.0	Online	Pass	Employee has cleared the test	30-Oct-2023
31	RANJEET PANDURANG DEOKAR - [6308]	Production	06	25-Oct-2023	25-Oct-2023	Self	100.0	Online	Pass	Employee has cleared the test	30-Oct-2023
32	Edukondalu Pagolu [2849]	Production	06	25-Oct-2023	25-Oct-2023	Self	90.0	Online	Pass	Employee has cleared the test	30-Oct-2023
33	PATIL PRASHANT PANDURANG - [6321]	Production	06	25-Oct-2023	25-Oct-2023	Self	90.0	Online	Pass	Employee has cleared the test	30-Oct-2023
34	Aravind Giddalur [2995]	Production	06	25-Oct-2023	25-Oct-2023	Self	90.0	Online	Pass	Employee has cleared the test	30-Oct-2023
35	PERUMALA SATISH KUMAR . . [4666]	Production	06	25-Oct-2023	25-Oct-2023	Self	100.0	Online	Pass	Employee has cleared the test	30-Oct-2023
36	GUNAVANT SURESH POTADAR . [5260]	Production	06	25-Oct-2023	25-Oct-2023	Self	90.0	Online	Pass	Employee has cleared the test	30-Oct-2023

SHILPA PHARMA LIFESCIENCES LIMITED UNIT-2

Sop Training Log

RefdocNo.:SOP-U2-EHS-GEN-002

Completed Training

#	Employee Name	Department	Revision No.	Assign Date	Completion Date	Trainer Name	Score(in %)	Training Mode	Status	Comment	Training Due Date
37	VISHAL PRABHAKAR MANE - [6160]	Production	06	25-Oct-2023	25-Oct-2023	Self	100.0	Online	Pass	Employee has cleared the test	30-Oct-2023
38	Mala kondaiah Tirumalla [3027]	Production	06	25-Oct-2023	26-Oct-2023	Self	90.0	Online	Pass	Employee has cleared the test	30-Oct-2023
39	D BALAKRISHNA . [5687]	Production	06	25-Oct-2023	26-Oct-2023	Self	100.0	Online	Pass	Employee has cleared the test	30-Oct-2023
40	ANNA VENKATESWARLU . [6680]	Production	06	25-Oct-2023	26-Oct-2023	Self	100.0	Online	Pass	Employee has cleared the test	30-Oct-2023
41	Mahaboob Subhani Kastala [3521]	Production	06	25-Oct-2023	26-Oct-2023	Self	90.0	Online	Pass	Employee has cleared the test	30-Oct-2023
42	Gurrala Bhavani Sankar . . [3885]	Production	06	25-Oct-2023	26-Oct-2023	Self	90.0	Online	Pass	Employee has cleared the test	30-Oct-2023
43	Harun Rasheed Shaik [3291]	Production	06	25-Oct-2023	26-Oct-2023	Self	100.0	Online	Pass	Employee has cleared the test	30-Oct-2023
44	SUSHANT PANDURANG PATIL . [5548]	Production	06	25-Oct-2023	26-Oct-2023	Self	100.0	Online	Pass	Employee has cleared the test	30-Oct-2023
45	THATRAKAL SIVA PRASAD . [5501]	Production	06	25-Oct-2023	26-Oct-2023	Self	100.0	Online	Pass	Employee has cleared the test	30-Oct-2023

SHILPA PHARMA LIFESCIENCES LIMITED UNIT-2

Sop Training Log

RefdocNo.:SOP-U2-EHS-GEN-002

Completed Training

#	Employee Name	Department	Revision No.	Assign Date	Completion Date	Trainer Name	Score(in %)	Training Mode	Status	Comment	Training Due Date
46	ABHISHEK SINGH . [5321]	Production	06	25-Oct-2023	26-Oct-2023	Self	90.0	Online	Pass	Employee has cleared the test	30-Oct-2023
47	GANESH KUMAR GUPTA . . [4818]	Production	06	25-Oct-2023	26-Oct-2023	Self	90.0	Online	Pass	Employee has cleared the test	30-Oct-2023
48	Siddhartha Reddy Pamuri [1247]	Production	06	25-Oct-2023	26-Oct-2023	Self	90.0	Online	Pass	Employee has cleared the test	30-Oct-2023
49	Gunti Venkateswarlu [2900]	Production	06	25-Oct-2023	26-Oct-2023	Self	100.0	Online	Pass	Employee has cleared the test	30-Oct-2023
50	APPIKATLA SAI KUMAR - [6542]	Production	06	25-Oct-2023	26-Oct-2023	Self	90.0	Online	Pass	Employee has cleared the test	30-Oct-2023
51	Amarsing Kisansing Rajput [3523]	Production	06	25-Oct-2023	26-Oct-2023	Self	90.0	Online	Pass	Employee has cleared the test	30-Oct-2023
52	Pathivada Ganapathi . . [5586]	Production	06	25-Oct-2023	26-Oct-2023	Self	90.0	Online	Pass	Employee has cleared the test	30-Oct-2023
53	OMKARESWARARAO PASUMARTHI [4454]	Production	06	25-Oct-2023	26-Oct-2023	Self	100.0	Online	Pass	Employee has cleared the test	30-Oct-2023
54	VINUKONDA SRIRAMULU - [6763]	Production	06	25-Oct-2023	26-Oct-2023	Self	100.0	Online	Pass	Employee has cleared the test	30-Oct-2023

SHILPA PHARMA LIFESCIENCES LIMITED UNIT-2

Sop Training Log

RefdocNo.:SOP-U2-EHS-GEN-002

Completed Training

#	Employee Name	Department	Revision No.	Assign Date	Completion Date	Trainer Name	Score(in %)	Training Mode	Status	Comment	Training Due Date
55	Virendra B Kalshetti [4412]	Production	06	25-Oct-2023	26-Oct-2023	Self	100.0	Online	Pass	Employee has cleared the test	30-Oct-2023
56	RAGHUPATHI ACHARI - [6222]	Production	06	25-Oct-2023	26-Oct-2023	Self	90.0	Online	Pass	Employee has cleared the test	30-Oct-2023
57	Arun Kumar Singh [1355]	Production	06	25-Oct-2023	26-Oct-2023	Self	100.0	Online	Pass	Employee has cleared the test	30-Oct-2023
58	Ramakrishna K . S . [3920]	Warehouse	06	25-Oct-2023	26-Oct-2023	Self	90.0	Online	Pass	Employee has cleared the test	30-Oct-2023
59	Prashant Kalyani Gundure [3644]	Production	06	25-Oct-2023	26-Oct-2023	Self	90.0	Online	Pass	Employee has cleared the test	30-Oct-2023
60	MOHAMMAD ARSHAD AYYUB . . [4869]	Production	06	25-Oct-2023	26-Oct-2023	Self	90.0	Online	Pass	Employee has cleared the test	30-Oct-2023
61	Sharanappa Nammakam [1243]	Warehouse	06	25-Oct-2023	26-Oct-2023	Self	90.0	Online	Pass	Employee has cleared the test	30-Oct-2023
62	Devaraja . [1913]	Warehouse	06	25-Oct-2023	26-Oct-2023	Self	90.0	Online	Pass	Employee has cleared the test	30-Oct-2023
63	HANUMANTHA J GOWDA - [6284]	Warehouse	06	25-Oct-2023	26-Oct-2023	Self	90.0	Online	Pass	Employee has cleared the test	30-Oct-2023

SHILPA PHARMA LIFESCIENCES LIMITED UNIT-2

Sop Training Log

RefdocNo.:SOP-U2-EHS-GEN-002

Completed Training

#	Employee Name	Department	Revision No.	Assign Date	Completion Date	Trainer Name	Score(in %)	Training Mode	Status	Comment	Training Due Date
64	Mahantesh Angadi [1122]	Warehouse	06	25-Oct-2023	26-Oct-2023	Self	90.0	Online	Pass	Employee has cleared the test	30-Oct-2023
65	ANISH CHANDRAN - [6960]	Warehouse	06	25-Oct-2023	26-Oct-2023	Self	100.0	Online	Pass	Employee has cleared the test	30-Oct-2023
66	SALUNKHE NAMDEO SHIVAJI - [7168]	Warehouse	06	25-Oct-2023	26-Oct-2023	Self	90.0	Online	Pass	Employee has cleared the test	30-Oct-2023
67	B. Linga Reddy - [1563]	Warehouse	06	25-Oct-2023	26-Oct-2023	Self	100.0	Online	Pass	Employee has cleared the test	30-Oct-2023
68	Hari Maddiralla [2056]	Production	06	25-Oct-2023	26-Oct-2023	Self	90.0	Online	Pass	Employee has cleared the test	30-Oct-2023
69	Raghavendra Rao K . [5029]	Warehouse	06	25-Oct-2023	26-Oct-2023	Self	100.0	Online	Pass	Employee has cleared the test	30-Oct-2023
70	Korlapu Apparao [2898]	Production	06	25-Oct-2023	26-Oct-2023	Self	90.0	Online	Pass	Employee has cleared the test	30-Oct-2023
71	Shivyogi Shankar Kognure [1413]	Production	06	25-Oct-2023	26-Oct-2023	Self	100.0	Online	Pass	Employee has cleared the test	30-Oct-2023
72	NAGARAJU P [4453]	Production	06	25-Oct-2023	26-Oct-2023	Self	90.0	Online	Pass	Employee has cleared the test	30-Oct-2023

HAZOP WORK SHEET									
Company Name : Shilpa Pharma LifeSciences Ltd									
Product Name and stage: Tranexamic Acid (TXA) & Stage -II									
Team members: Dr.S.Ramesh Babu (HAZOP Lead), Mr. M.Sri Harsha (Process Safety Engineer), Mr. J. Raghu (EHS), S. Shanmukh Rao (EHS), Fakruddin (TT), M.Girisha (TT), B.Yuvateja (CR&D), A.V.N Prasad (QC), Channareddy (WH), K.Ananda (PD), Lokeswara.D (PD), Govindappa Galagali (PD).								**12.10.2022 to 17.10.2022**	
P&ID Ref:				**Equipment details : A/HY-01, A/RE-03, A/RE-05**					
Guide Word	**Parameter**	**Deviation**	**Possible Causes**	**Consequences**	**Existing Safeguards**	**Risk Rating**			**Recommendations**
						P	**S**	**Risk Level**	
Intention: Op.No:01 - Charge Water into reactor									
No	Quantity	No Charging of Water	1. Human Error. 1a.Not performing the step activity intentionally/Un-Intentionally	1. Reaction proceeding may not happen as water is the aq. solvent media	1. Quantity required for the batch is calculated as per BMR & ensured by supervisor. 2. Water charging step is mentioned in BMR. 3.Trained Man power will perform the activity under Proper supervision. 4.Water will be charged through calibrated flow meters in to reactor in closed condition.	1	1	L	Nil
More	Quantity	More quantity of Water charged into reactor	1.Human error. 1a. performing the activity intentionally/un-Intentionally	1.No safety impact. 2.pH of reaction mass may deviate from desired ranges. 3.Reaction rate may vary.	1.Quantity to be charged is mentioned in BMR. 2.Secondary check by supervisor and same is recorded in BMR 3. Trained man power will perform the activity under proper supervision. 4. Water will be charged through calibrated flow meters in to reactor in closed condition.	1	2	L	Nil

Guide Word	Parameter	Deviation	Possible Causes	Consequences	Existing Safeguards	Risk Rating			Recommendations
						P	S	Risk Level	
Less	Quantity	Less quantity of Water charged to reactor	1.Bottom valve of reactor not closed / leakage	1.pH of reaction mass may deviate from desired range andmay impact on quality of productin further steps. 2. Reaction rate may vary.	1.Water is charged is measured and charged into reactor as per batch requirement 2.Secondary check by supervisor. and same is recorded in BMR. 3.Quantity to be charged is mentioned in BMR. 4.Trained man power will perform the activity under proper supervision. 5.Water will be charged through calibrated flow meters in to reactor in closed condition. 6.Before performing operation, the operating person ensure all valves condition.	1	2	L	Nil
Other than	Quantity	Other Solvent is charged instead of water	1.Human error. 1a. performing the activity intentionally/un-Intentionally 2.Wrong color coding to metallic lines	Unwanted/Un-expected reaction may take place in further steps.	1. Only required solvent tank lines are connected to the reactor. 2.Trained man power under proper supervision performs the activity. 3.No other transfer lines are connected to the reactor, only process required lines are connected with proper identification labels. 4.Colour coding is in place and only process required lines will connect to the reactor	1	3	L	Nil

Guide Word	Parameter	Deviation	Possible Causes	Consequences	Existing Safeguards	Risk Rating			Recommendations
						P	S	Risk Level	
Other than	Quantity	Other Solvent is charged instead of water	1.Human error. 1a. performing the activity intentionally/un-Intentionally	Unwanted/Un-expected reaction may take place in further steps.	1.Only required solvent tank lines are connected to the reactor. 2.Trained man power under proper supervision performs the activity. 3.No other transfer lines are connected to the reactor, only process required lines are connected with proper identification labels.	1	3	L	Nil
			2.Wrong color coding to metallic lines		1.Colour coding is in place and only process required lines will connect to the reactor.	1	2	L	Nil
Other than	Safety exposure	Not a harmful as the reaction media is water							
Intention: Op.No:02 - Charge NaOH into reactor									
No	Charging	No Material charging	1. Human error: 1a. Not Charging the material intentionally. 2.Lack of material.	1. Solution preparation may not happen	1.Sodium hydroxide charging step is mentioned in BPR 2.Required quantity will be indented and made readily available at reactor area. 3.Trained manpower shall perform the activity under supervision. 1.After ensuring the material in ware house only schedule for production activity by senior team members. Material stock in ware house is checked periodically as per production requirement.	1	2	L	Nil

Guide Word	Parameter	Deviation	Possible Causes	Consequences	Existing Safeguards	Risk Rating			Recommendations
						P	S	Risk Level	
Less	Charging	Less Material charging	1. Human error: 1a. Not Charging the material intentionally.	1. May impact on product quality in further steps	1.Sodium hydroxide charging step is mentioned in BPR 2. Required quantity will be indented and the same will be segregated properly. 3.Trained manpower shall perform the ctivity under supervision.	1	2	L	Nil
			2.Lack of required quantity of material at warehouse. 3.Loss/ spillage of material. 4.Weighing balance malfunction.		. Required quantity will be indented and the same will be segregated properly. 1.Senior person will ensure by weighing the material quantity in production weighing machine and sign as received from ware house. 2.After completion of activity same data is entered in BPR. 3. Material is charged into reactor through manhole. 4. Calibrated weighing balances are used for weights verification.	1	2	L	Nil
More	Charging	More Material charging	1. Human error: 1a. Lack of proper knowledge. 1b.Intentionally charging other material	1.Undissolved Sodium hydroxide will be there 2. May impact on product quality	1.Production team will crosscheck the material and quantity before charging and sign on operation sheet. 2.Experienced and Trained manpower only will handle the activity.	1	2	L	Nil

Guide Word	Parameter	Deviation	Possible Causes	Consequences	Existing Safeguards	Risk Rating			Recommendations
						P	S	Risk Level	
			2.More quantity of material received from warehouse. 3.Malfunction of weighing machine.		1.Ware house team will dispense required quantity as per indent under supervision an record. 2.Periodical calibration (daily) is done for weighing machine. 3.Production team will indent required quantity as per BPR, ensure weighing once received from ware house. 4.Trained manpower shall perform the activity and record same data in BPR.	1	2	L	Nil
As well As/Part of	Charging	Different material charging	1. Human error: 1a. Lack of proper knowledge. 1b.Intentionally / Unintentionally charging other material.	1. Undesired output. 2.Impact quality of the product.	1. Only required material is stored in day store with proper batch no and material wise. 2.Production team will crosscheck the material and ensure before charging. 3.Experienced and Trained manpower only will handle the activity under supervision.	1	2	L	Nil
			2. Different material charged. 3.Wrong labelling		1.Good labelling practices are followed in work places for materials. 2. Dedicated day store is available for raw materials in production areas. 3.Production team will ensure the material as per BPR before charging into the reactor.	1	2	L	Nil

Guide Word	Parameter	Deviation	Possible Causes	Consequences	Existing Safeguards	Risk Rating			Recommendations
						P	S	Risk Level	
Reverse	Charging	Mis-sequence of materials while charging	1. Human error: 1a. Lack of proper knowledge. 1b.Intentionally / Unintentionally charging other material	1.More temperature may generate in reactor while solution preparation may leads to temperature increase and exposure of H2 gas which liberates from solution	1.All operations mentioned in BPR sequence wise. 2.Material charging will be performed under senior person supervision and record in operational sheet and signed.	1	2	L	Nil
			2.All required raw materials for the batch are stored together without proper labelling		1.Good labelling practices are followed in work place for materials. 2. Sequence of operations operation sheet as per tech pack 3.Production team will crosscheck the material and ensure before charging.	1	2	L	Nil
Other Than	Safety, Exposure and ignition of dust	Not a meaningful deviation							
Intention: Op.No:03 - Slowly add sage-1 HMA to NaOH solution for 6-7h at 20-25°C									
Quantity	No	No Charging of HMA - Stage-1	1. Human Error: 1a. Intentional / unintentional omission of operation / step to be performed.	1.Reaction cannot be forwarded as the HMA - Stage-1 is main reaction reagent.	1. Sequence of operations steps is mentioned in BPR. 2. Experienced and trained man power will perform the activity under supervision. 3. Training is provided to working personnel before initiation of campaign on process. 3.Power back up will resume with in 1 minute.	1	4	L	Nil

Guide Word	Parameter	Deviation	Possible Causes	Consequences	Existing Safeguards	Risk Rating			Recommendations
						P	S	Risk Level	
			1. Non availability of HMA - Stage-1 in measuring tank		1.HMA addition is done through addition tank and HMA charging step is mentioned in BPR and ensured by supervisor with signature. 2. Material availability is ensured by operating personnel and checked as senior supervisor and the same will be available in BPR.	1	4	L	Nil
			1.Line leakage/ gasket failure		1. Dedicated storage tank is used for the HMA from Stage-1 addition tank which is compatible to material.	1	4	L	Nil
Quantity	More	More HMA - Stage-1 added to reactor.	1.Human error: 1a. Intentional / unintentional commission of procedures to be followed by working personnel.	1.Temperature may shoots up due to more quantity and un reactants may remain in further steps	1. Secondary utility is available for reactor to control the reaction mass temperature. 2. Slowly add the reagent mentioned in BPR. 3. Only batch required quantity will be dispensed and will be used for a batch. 4.Quantity to be added is mentioned in BPR & Charged Quantity is ensured by supervisor and recorded in BPR.	2	1	L	

Guide Word	Parameter	Deviation	Possible Causes	Consequences	Existing Safeguards	Risk Rating			Recommendations
						P	S	Risk Level	
			1.Malfunctioning of Level indicators.		1.Only required quantity will be dispensed from calibrated day tanks by experienced persons. 2.Day tanks are calibrated and volume will be calculating and taken for the batch. 3.Quantity to be added is mentioned in BPR & added Quantity is ensured by supervisor and recorded in BPR.	2	1	L	Nil
Quantity	Less	Less HMA - Stage-1 added to reactor.	1.Human error: 1a. Intentional / unintentional commission of procedures to be followed by working personnel.	1. Complete reaction conversion may not happen and reactants may remain in reaction mass	1.Standard quantity of Raw materials is mentioned in BPR and Trained man power shall perform the activity. Secondary check by supervisor is available and same is recorded in BPR. 2.Quantity to be added is mentioned in BPR & Charged Quantity is ensured by supervisor and recorded in BPR.	1	4	L	Nil

Guide Word	Parameter	Deviation	Possible Causes	Consequences	Existing Safeguards	Risk Rating			Recommendations
						P	S	Risk Level	
			1.Malfunctioning of weighing machine 2. Spillage / leakage while charging HMA - Stage-1 into addition tank		1.Only required quantity is dispensed from the day storage tank and the same will be ensured by experienced persons. 2.Suitable PPE is provided to working personnel. 3.Periodical calibrated of weighing balance is available. 4. Quantity to be added is mentioned in BPR & added Quantity is ensured by supervisor and recorded in BPR.	1	4	L	Nil
Quantity	As well as / Part of	Other material charged along with HMA - Stage-1.	1. Human error: Intentionally / unintentionally partially kept opened other solvent line to reactor 2. Wrong labelling 3. Lines Mis-connection to tanks / reactor	1. Cross contamination and Unintended reaction may takes place and may leads to decomposition of reaction mass	1. Dedicated storage facility is available for individual solvents and identification labels are available for tank. 2. Only required addition lines are connected to reactor. 3. All equipment's are checked by experienced manpower prior to working personnel. 4. Trained manpower shall ensure the quantity. 5. Double check is available to ensure material and quantity and the same is recorded in BPR.	1	3	L	Nil

						Risk Rating	

Guide Word	Parameter	Deviation	Possible Causes	Consequences	Existing Safeguards	P	S	Risk Level	Recommendations
Safety. Exposure. Spillage.	Other Than	Exposure to HMA - Stage-1 during charging into reactor.	1.Leakage/spillage from transfer line.	1.Health hazard and environmental hazard	1. PPE are provided for the persons handle the activities. 2. HMA - Stage-1 is charged through receiver in closed condition. 3.Spill control kit & procedure is available. 4.Eye wash & body wash showers are available. 5.Mechanical integrity is followed while installation of transfer lines. 6. Transfer lines are dedicated and cross checked before the batch initiation. 7. Trained manpower only will perform the activity under supervision.	2	2	L	Nil
Intention: Op.No:4 - Maintain for 5-8h at 20-30°C									
No	Time	No maintenance for reaction mass	1.Human error. 2. Improper supervision	1. Impact on quality and yield due to improper reaction conversion	1.Maintenance time is mentioned in Operational sheet in BPR. 2.Digital clock is available in work place to monitor the time. 3. Trained man power, Secondary check by supervisor and same is recorded in Operational sheet 4. Temperature to be maintained in the reactor is mentioned in Operational sheet, temperature is recorded in Operational sheet in specified time interval	1	2	L	Nil

Guide Word	Parameter	Deviation	Possible Causes	Consequences	Existing Safeguards	Risk Rating			Recommendations
						P	S	Risk Level	
More	Time	More maintenance > 8 h	1.Human error. 2. Improper supervision	More time maintenance may leads to decomposition of reaction mass as the recovery material is present in reaction mass	1. Digital clock is available in work place to monitor the time. 2. Trained man power, Secondary check by supervisor and same is recorded in BPR. 3. Temperature to be maintained in the reactor is mentioned in Operational sheet of BPR. 4. Temperature is recorded in Operational sheet in specified time interval.	1	2	L	Nil
Less	Time	Less maintenance < 5 h	1.Human error, 2.Power unavailability.	Impact on quality and yield due to improper conversion of reaction	1.Digital clock is available in work place to monitor the time. 2.Continuous Power supply to digital clock is available and DG set is available in case of power failure. 3.Temperature to be maintained in the reactor is mentioned in Operational sheet, temperature is recorded in Operational sheet for every interval.	1	2	L	Nil
As well as	Time	Not a meaningful deviation							
Part of	Time	Not a meaningful deviation							
Reverse	Time	Not a meaningful deviation							
Other than	Time	Not a meaningful deviation							

Intention: Op.No:5 - Transfer the reaction mass from AO/RE-05 to AO/HY-01 through pump									
Guide Word	**Parameter**	**Deviation**	**Possible Causes**	**Consequences**	**Existing Safeguards**	**Risk Rating**			**Recommendations**
						P	**S**	**Risk Level**	
No	Transferring	Transferring of reaction mass	1. Human error 2. Pump failure	1.No safety impact. 2.May be process delay	1. Transferring of reaction mass step is mentioned in BPR 2. Reactor leak test is performed prior to batch Start-up. 3. Trained manpower will perform the activity under proper supervision.	2	2	L	Nil
More	Transferring	More reaction mass transferring	1. Human error 2. Other transfer lines connected to reactor or valve failure	Unintended reaction may takes place.	1.Transferring of reaction solution step is mentioned in BPR. 2. Trained manpower will perform the activity under proper supervision. 3. No other transfer lines are connected to reactor, only process required lines are connected with proper identification labels.	2	2	L	Nil

Guide Word	Parameter	Deviation	Possible Causes	Consequences	Existing Safeguards	Risk Rating			Recommendations
						P	S	Risk Level	
Less	Transferring	Less reaction mass transferring	1. Human error. 2. Transfer line leakages while transferring.	Leakages of the reaction mass from transfer lines all-over the place.	1. Dedicated transfer lines and pumps are available to transfer the reaction mass from Reactor and Hydrogenator. 2. Calibrated pressure gauge is provided to reactor to monitor the pressure during transferring of reaction mass. 3. Trained manpower will perform the activity under proper supervision.	1	3	L	Ensure no leakages while transferring of reaction mass.
As Well as	Transferring	Not a meaningful deviation							
Part of	Transferring	Not a meaningful deviation							
Reverse	Transferring	Not a meaningful deviation							
Other than	Transferring	Faster transferring	1. Human error 2. More pressure applied to reactor	Transfer lines may damage at gas cuts due to high pressure and leads material splashing	1. Only required lines are connected to the reactor to Hydrogenator. 2.Transferring of reaction mass step is mentioned in BPR. 3. Reaction solution produced for single batch only and proceed further. 4. Dedicated transferring pump is available with suitable capacity and Trained manpower will perform the activity under proper supervision. 5. All required PPE will be used during reaction mass transferring.	1	3	L	Nil

Intention: Op.No:6 - Charge ammonia solution to reactor									
Guide Word	**Parameter**	**Deviation**	**Possible Causes**	**Consequences**	**Existing Safeguards**	**Risk Rating**			**Recommendations**
						P	**S**	**Risk Level**	
No	Quantity	No Addition of ammonia Solution.	1. Human Error. 1a. Intentionally / unintentionally pH adjustment step skipped	Reaction does not proceed as ammonia liquor is main reaction media	1.liquor Ammonia solution charging step is mentioned in BPR. 2.Trained and experienced man power only will handle the activity 3. Proper supervision during the activity. 4. As process required PPE will be used for the process.	1	3	L	Nil
			2.Non Availability of ammonia Solution.		1.Material is procured from qualified vendor as per campaign requirement. 2. availability of the quantity required for the batch is ensured by supervisor before scheduling the batch.	1	2	L	Nil
More	Quantity	More ammonia liquor charged into reactor	1. Human Error.	Charging of excess ammonia liquor may have impact on quality of product	1.Level markings are available on level indicator for storage tanks. 2.Double control valve is available for charging of the ammonia liquor into the reactor. 3. The activity is monitored by senior personnel	2	3	M	Ensure level markings are available and dispensed as per required quantity for batch execution
			2. Malfunctioning of Level indicator			2	3	M	
			3. valve failure			2	3	M	
Less	Quantity	Less quantity of ammonia liquor charged into reactor.	1. Human error.	Reaction conversion may not reach to required range, Health and	1. ammonia liquor is taking in to measuring tank and addition in to Reactor is performed in closed condition. Level markings are available to level indicator. 2.Intigrity of the line is checked and	1	3	L	Nil
			2. Malfunctioning of Level indicator. 3.Spillage / leakage			1	3	L	Nil
						Risk Rating			

Guide Word	Parameter	Deviation	Possible Causes	Consequences	Existing Safeguards	P	S	Risk Level	Recommendations
			3.Spillage / leakage while transferring / adding into reactor	environmental hazard	ensured for no leaks prior to the camping start up. 3.Indented Raw material are dispensed by warehouse and the same is recorded. 4.The raw materials thus received are kept at their designated places. 5. Trained manpower will perform the activity under proper supervision.	1	3	L	Nil
As well as	Quantity	Charging of Other solvent along ammonia Solution.	1.Wrong labelling	Unintended reaction may takes place and may leads to decomposition of reaction mass	1. Ammonia liquor is charged through dedicated transfer lines from a dedicated measuring tank. 2. liquor ammonia solution transfer lines are identified by clear identification labels. 3. Only required lines are connected to reactor. 4. Trained manpower are available for performing activity under proper supervision.	1	4	L	Nil
			2. Improper cleaning of transfer lines			1	4	L	Nil
			3. Human error (Intentionally / un intentionally involved in Mis operation)			1	4	L	Nil
Part of	Quantity	Charging of some part of other solvent along with ammonia	1.Wrong labelling	1.Unintended reaction may takes place and may leads to decomposition of	1. ammonia liquor is charged through dedicated transfer lines from a dedicated measuring tank. 2. ammonia liquor transfer lines are identified by clear identification labels.	1	4	L	Nil
			2. Improper cleaning of transfer lines			1	4	L	Nil

Guide Word	Parameter	Deviation	Possible Causes	Consequences	Existing Safeguards	Risk Rating			Recommendations
						P	S	Risk Level	
		Solution.	3. Human error.	reaction mass	3. Only required solvent / material lines for batch are connected to reactor. 4. Trained manpower are available for performing activity under proper supervision. 5. Secondary check is available in BPR with signatures.	1	4	L	Nil
Other than	Safety-Exposure	Exposure to ammonia liquor	1.Leakage / spillage of ammonia liquor while adding to reactor.	Health hazard ammonia Solution.	1. ammonia liquor is transferred to Measuring tank and there to reactor in closed condition. 2.PPE provided are neoprene gloves, Full body suit with integrated air hood and safety shoes and ensured by in charge. 3.Eye Wash, Body Wash showers are available. 4.Trained manpower under proper supervision performs the activity. 5.Spill control kit & procedures are available. 6.Male nurse in OHC & Ambulance facility is available round the clock. 7.Transfer / Charging lines are inspected prior to usage.	2	3	M	Nil
Intention:Op.No-7 : Charge Raney nickel in water slurry to reaction mass									

Guide Word	Parameter	Deviation	Possible Causes	Consequences	Existing Safeguards	Risk Rating			Recommendations
						P	S	Risk Level	
No	Charging	No Material charging	1. Human error: 1a. Not Charging the material intentionally.	1.Reaction may not be initiate as the raney nickel is the main reaction catalyst	1. Raney nickel charging step is mentioned in BPR 2. Required quantity will be indented and made readily available at reactor area. 3. Trained manpower shall perform the activity and Performed by signature is available in the operation sheet of BPR.	1	2	L	Nil
			2.Lack of material.		1. After ensuring the material in ware house only schedule for production activity by senior team members. 2. Material stock in ware house is checked periodically as per production requirement.	1	2	L	Nil
Less	Charging	Less Material charging	1. Human error: 1a. Not Charging the material intentionally.	1. Reaction conversion may not be complete and un reactants may remain in reaction mass may leads to	1. Raney nickel charging step is mentioned in BPR 2. Required quantity will be indented and made readily available at reactor area. 3. Trained manpower shall perform the activity and Performed by signature is available in the operation sheet.	1	2	L	Nil

Guide Word	Parameter	Deviation	Possible Causes	Consequences	Existing Safeguards	Risk Rating			Recommendations
						P	S	Risk Level	
			2.Lack of required quantity of material at warehouse. 3.Loss/ spillage of material. 4.Weighing machine malfunction.	quality and yield issue	1.Required quantity will be indented and made readily available at reactor area. 2.Senior person will ensure by weighing the material quantity in production weighing machine and sign as received from ware house. 3.Performed by signature is available in the operation sheet of BPR. 4. Periodical calibration is done for weighing machine.	1	2	L	Nil
More	Charging	More Material charging	1. Human error: 1a. Lack of proper knowledge. 1b.Intentionally charging other material	1.More spent Raney nickel will be generating in further steps 2. May impact on product quality	1.Production team will crosscheck the material and quantity before charging and sign on operation sheet. 2.Experienced and Trained manpower only will handle the activity.	1	2	L	Nil

Guide Word	Parameter	Deviation	Possible Causes	Consequences	Existing Safeguards	Risk Rating			Recommendations
						P	S	Risk Level	
			2.More quantity of material received from warehouse. 3.Malfunction of weighing machine.		Ware house team will dispense required quantity as per indent under supervision an record. 1.Periodical calibration is done for weighing machine. 2.Production team will indent required quantity as per BPR, ensure weighing once received from ware house. Performed by signature is available in the operation sheet.	1	2	L	Nil
As well As/Part of	Charging	Different material charging	1. Human error: 1a. Lack of proper knowledge. 1b.Intentionally / Unintentionally charging other material	1. Undesired output. 2.Impact quality of the product.	1. Only required material is stored in day store. 2.Production team will crosscheck the material and ensure before charging. 3.Experienced and Trained manpower only will handle the activity.	1	2	L	Nil
			1. Different material charged. 2.Wrong labelling		1.Good labelling practices are followed in work places for materials. 2. Dedicated day store is available for raw materials in production areas. 3.Production team will ensure the material as per BPR before charging into the reactor.	1	2	L	Nil

Guide Word	Parameter	Deviation	Possible Causes	Consequences	Existing Safeguards	Risk Rating			Recommendations
						P	S	Risk Level	
Reverse	Charging	Mis-sequence of materials while charging	1. Human error: 1a. Lack of proper knowledge. 1b.Intentionally / Unintentionally charging other material	1.No major impact as the material is charged prior to water charging	1.Training is provided on process prior to campaign initiation. 2.Material charging will be performed under senior person supervision and record in operational sheet and signed.	1	2	L	Nil
			2.All required raw materials for the batch are stored together without proper labelling		1.Good labelling practices are followed in work place for materials. 2. Sequence of operations operation sheet as per tech pack 3.Production team will crosscheck the material and ensure before charging.	1	2	L	Nil
Intention:Op.No-8: Inertization of reactor with N2									
No / Less	Inertization	No Nitrogen inertization to reactor before H2 gas passing	1.Human error: 1a. Not applying pressure to reactor. 1b. Lack of training to working personnel on SOP or process.	Potential fire/explosion hazard due to presence of Flammable chemicals in further steps	1.Training shall be provided on SOP periodically and on process beforeinitiation of campaign. 2. Experienced and trained manpower shall perform the activity under proper supervision. 3.Inertization step before charging the flammable materials in reactor is in practice and same is mentioned in Operational sheet 4.Fire extinguishers and fire hydrant system is available with trained manpower for operation of fire hydrant.	1	4	L	Nil

Guide Word	Parameter	Deviation	Possible Causes	Consequences	Existing Safeguards	Risk Rating			Recommendations
						P	S	Risk Level	
			2.Supply line valve of nitrogen fully closed.		1. Senior team members will ensure Nitrogen supply is available and N2 line provided with Rotameter	1	4	L	Nil
			3.No nitrogen availability.		1.Uninterrupted N2 supply available through Nitrogen generation plant 2.Standby N2 Cylinders are available	1	4	L	Nil
			4.Malfunctioning of PG		1.PGs provided on the reactor and periodical PG calibration;	1	4	L	Nil
			5.Leakage of reactor flanges / manhole		1.Leak / pressure test shall be done before starting of campaign.	1	4	L	Nil
More	Inertization	More nitrogen inertization to reactor	1.Supply line valve fully open or malfunction 2.Malfunctioning of PG	Pressurization of reactor and leads to RD damage and SRV open	1. Nitrogen pressure to apply to break the vacuum is mentioned in Operational sheet. 2.PGs provided on the reactor and Quarterly PG calibration; 3.SRV with set point of 20% more than the Max. allowable operating pressure (MAOP) & RD are available. 4.Leak test will be done before starting of campaign. 5.Two stage valve control is available for N2 line	1	4	L	Nil

Guide Word	Parameter	Deviation	Possible Causes	Consequences	Existing Safeguards	Risk Rating			Recommendations
						P	S	Risk Level	
			3.Human error: Intentionally / unintentionally applied more pressure by opening full pressure than required pressure.		1. Inertization step before charging the flammable materials in reactor is in practice and validated 2. Trained manpower & proper supervision is available.	2	2	L	Gas detectors are available at Hydrogenator reactor area to identify the leakages.

Guide Word	Parameter	Deviation	Possible Causes	Consequences	Existing Safeguards	Risk Rating			Recommendations
						P	S	Risk Level	
Intention:Op.No-9 : Pressurize the reactor with H2 gas up to 8.0 - 10.0 kg/cm2 at <110°C									
No	Temperature	Not a meaningful deviation							
More	Temperature	Temperature more than >110°C	1.Malfuntion of temperature indicator; 2.Human Error	Reaction may be fast and unwanted impurities may produce, which may impact on quality of product	1. Temperature indicator and sensor periodically calibration is available 2. Self-temperature raise is involved in process and no utility applied to reactor jacket. 3. Control valves are available to reactor jacket 4.Trained operator under presence of proper supervision performs the activity 5.Temperature to be maintained is mentioned in Operational sheet & same is recorded in Operational sheet of BPR	2	2	L	Ensure all utility valves are in shut off as the reaction mass temperature is increased by itself during reaction conversion.
			3.Steam / other utility valve passing		1. For utility header pressure gauges, temperature indicators and all other accessories are available with periodic calibration of reactor. 2. All activities are performed by trained operator. 3. Continuous monitoring of temperature is in place and recorded in specified interval in operational sheet of the BPR.	2	2	L	Nil
Less	Temperature	Temperature Less than <110°C	1.Malfuntion of temperature indicator; 2.Human error.	1.Proper reaction conversion may not takes place and leads to presence of un reactants	1. Temperature indicator and sensor periodically calibration is available 2.Trained operator under presence of proper supervision performs the activity 3.Temperature to be maintained is mentioned in Operational sheet & same is recorded in Operational sheet.	2	2	L	Ensure calibration of temperature indicators.

Guide Word	Parameter	Deviation	Possible Causes	Consequences	Existing Safeguards	Risk Rating			Recommendations
						P	S	Risk Level	
			2.Failure of other coiling utility valve		1. For utility header pressure gauges, temperature indicators and all other accessories are available with periodic calibration of reactor.	2	2	L	Nil
As Well as	Not a Meaningful deviation								
Part of	Not a Meaningful deviation								
Reverse	Not a Meaningful deviation								
Other than	Not a Meaningful deviation								
No/Less	Flow / Pressure	No /Less hydrogen flow / pressure.	1.No/Less upstream flow; 2. Malfunction of two stage regulator; 3. Malfunction of PCV and SRV; 4. Malfunction of cylinder valve; 5. Malfunction of Pressure Guage 6.No hydrogen available; 7.Malfuntioning of NRV.	1.Reaction will not proceed 2. Fire hazard due to leakages.	1. Preventive maintenance to ensure integrity functioning of valves, pipeline is in place. Pressure test is done prior to campaign initiation. 2.Required quantity of hydrogen cylinders are made available before initiation of the process. 3.Training and supervision provided; 4. Fixed hydrogen gas detector is availableat hydrogen manifold area 5. Fire extinguishers and fire hydrant system is available. 6. Trained ERT members are available for round the clock and OSEP is available. 7. Fixed Hydrogen detector is available at reactor area.	3	3	H	1.Ensure calibrations of hydrogen gas detectors are available near manifold & Hydrogenator. PCV / PRV are installed to H2 gas manifold and only 2-4 cylinders are allowed at manifold areas to reduce the risk in emergency scenarios.

Guide Word	Parameter	Deviation	Possible Causes	Consequences	Existing Safeguards	Risk Rating			Recommendations
						P	S	Risk Level	
			1.Human error. 1a. Not applying pressure to reactor. 1b. Lack of training to working personnel on SOP or process.	Potential fire/explosion hazard due to presence of Flammable chemicals Hydrogen gas MIE: 0.017mJ	1.Training shall be provided on SOP periodically and on process beforeinitiation of campaign. 2. Inertization of reactor before initiation of pressure reactor is done and check point is mentioned in BPR 3. Experienced and trained manpower shall perform the activity under proper supervision.	1	2	L	Nil
More	Flow / Pressure	More hydrogen flow / pressure.	1. More upstream flow; 2. Malfunction of two stage regulator; 3.Malfunction of PCV on hydrogen manifold; 4.Malfunction of hydrogen cylinder valve; 5.Malfunction of PG; 6. Human error.	1..Reactor over pressurization. SRV / RD may blow off 2. Temperature may rise; 3.Agitatator seal damage;	1.Pressure test is done to reactor prior to campaign initiation. 2. Hydrogen manifold system is in place which restrict the desired pressure to the reactor any kind of failures, Mechanical shut of valve will stop the hydrogen flow 3.Preventive maintenance is available for reactors. 4.Training is provided to working personnel on process hazards, close supervision and review. 5. Trained ERT members are available for round the clock and OSEP is available.	3	3	H	1. Consider Hydrogen flow interlock with high pressure and High pressure alarm. **2. Consider Equilibar back pressure regulator for Hydrogen gas passing before entry to reactor for controlled and slow build up of Hydrogen.**

Guide Word	Parameter	Deviation	Possible Causes	Consequences	Existing Safeguards	Risk Rating			Recommendations
						P	S	Risk Level	
				4.Hydrogen leakage from seal/SRV/RD and leads to fire hazard either at reactor area or at dump tank area	4.SRV with set point of 20% more than the MAWP & RD are available on reactor. 5.Reactor vent is routed to terrace of the block and connected with flame arrestor. 6. Fire extinguishers and fire hydrant system is available. 7. Modular type fire extinguishers are available on individual reactor manhole.	3	3	H	Recommended one separate dump tank as required capacity of 6.0 kl contain with waterand flame arrester for the same storage tank. Hence it is water media.
As well as	Air/Oxygen	Oxygen/Air gas cylinders used for pressurization .	1.No colour code for gas cylinders 2.No labelling on Gas Cylinders.	1.Potential explosion hazard. 2.reaction will not proceed	1. No air line is directly connected to reactor. 2.Color coding and labelling of gas cylinders followed; 3.During hydrogen pressurization, no other gas cylinder will be available in gas cylinder manifold 4.SRV with set point of 20% more than the MAWP & RD are available on reactor. 5.Dedicated threaded nipple which suits to connect only for Hydrogen cylinders is provided. 6.Trained manpower and close supervision available. 7. Safety instructions for handling gas cylinders is displayed.	2	2	L	Ensure no other cylinders are available at hydrogen manifold areas.

Guide Word	Parameter	Deviation	Possible Causes	Consequences	Existing Safeguards	Risk Rating			Recommendations
						P	S	Risk Level	
			1.Human error: 1a. Connected air cylinder to reactor instead of hydrogen cylinder.		1.No air line is directly connected to reactor. 2.Color coding and labelling of gas cylinders followed; 3.During hydrogen pressurization, no other gas cylinder will be available in gas cylinder manifold 4.Trained manpower and close supervision available. 5.Safety instructions for handling gas cylinders is displayed.	2	2	L	Nil
Reverse	Flow/ Pressure	Reverse flow.	1.NRV failure when line pressure is low.	1.Reaction mass flows into pipeline; 2.Line choking; 3. Further hydrogen gas purging not possible leading to incomplete reaction; 4.Fire hazard (during maintenance).	1.Maintaining line pressure more than reactor pressure (manually). 2. Pressure gauges are available on hydrogen manifold. 3. Standby hydrogen cylinders are connected to manifold to avoid the reverse flow 4. NRV's are provided in series. 5. Trained manpower shall perform the activity under proper supervision.	2	2	L	Nil

Guide Word	Parameter	Deviation	Possible Causes	Consequences	Existing Safeguards	Risk Rating			Recommendations
						P	S	Risk Level	
Other than	Safety. Gas Cylinders	Unprotected gas cylinders	1.Gas Cylinders not chained; 2.Protective cap not provided to valve of gas cylinders; 3. Safety instructionsfor gas cylinders not displayed; 4.Gas cylinder trolleys not used for transportation.	1.Probability of major accident due to falling of full/empty gas cylinders 2.Probability of major damage to valve due to no protective cap.	1. Fall arrest Chains are provided to gas cylinders as a protection against fall. 2. Valve protective cap provided for gas cylinder. 3. Safety instructions for handling gas cylinders are displayed. 4. Trained manpower will handles the cylinders and cylinder trolleys are in place.	2	2	L	Nil

Guide Word	Parameter	Deviation	Possible Causes	Consequences	Existing Safeguards	Risk Rating			Recommendations
						P	S	Risk Level	
Intention:Op.No-10: Maintain the reaction mass for 1h after temperature reaches to 110°C									
No	Time	No maintenance for reaction mass	1. Human error. 2. Improper supervision	1. Impact on quality and yield due to improper reaction conversion	1. Maintenance time is mentioned in Operational sheet. 2. Digital clock is available in work place to monitor the time. 3. Trained man power, Secondary check by supervisor and same is recorded in Operational sheet 4. Temperature to be maintained in the reactor is mentioned in Operational sheet, temperature is recorded in Operational sheet in specified time interval.	1	2	L	Nil
More	Time	More maintenance > 1 h	1. Human error. 2. Improper supervision	More utility consumption and prolonged time.	1. Digital clock is available in work place to monitor the time. 2. Trained man power, Secondary check by supervisor and same is recorded in Operational sheet; 3. Temperature to be maintained in the reactor is mentioned in Operational sheet, temperature is recorded in Operational sheet in specified time interval.	1	2	L	Nil

Guide Word	Parameter	Deviation	Possible Causes	Consequences	Existing Safeguards	Risk Rating			Recommendations
						P	S	Risk Level	
Less	Time	Less maintenance < 1 h	1.Human error, 2.Power unavailability.	Impact on quality and yield due to improper conversion of reaction	1.Digital clock is available in work place to monitor the time. 2.Continuous Power supply to digital clock is available and UPS is available in case of power failure. 3.Temperature to be maintained in the reactor is mentioned in Operational sheet, temperature is recorded in Operational sheet for every interval.	1	2	L	Nil
As well as	Time	Not a meaningful deviation							
Part of	Time	Not a meaningful deviation							
Reverse	Time	Not a meaningful deviation							
Other than	Time	Not a meaningful deviation							
Intention:Op.No-11 - Filter the raney nickel through PNF and collect the filtrate to A/RE-03									
No	Filtration	No quantity fed into PNF.	1.Human error; 2.Skipped the material feeding step	No safety impact, quality of product may impact	1.PNF operation step is mentioned in BPR 2. Trained manpower will perform the activity under proper supervision. 3. Double check is available in BPR for PNF charging step.	2	2	L	Nil

Guide Word	Parameter	Deviation	Possible Causes	Consequences	Existing Safeguards	Risk Rating			Recommendations
						P	S	Risk Level	
Less	Filtration	Less quantity fed into PNF.	1.Human error; 1a. Intentionally / unintentionally material left in reactor. 2.Spillage while charging into PNF	Health Hazard and environmental hazard. Yield loss due to spillage of material	1. Connected lines are tested for leak test prior to batch start-up. 2. View glass is available to reactor to ensure the reactor got empty and total reaction mass is fed into PNF. 3.Trained man power, Secondary check by supervisor and same is recorded in BPR; 4. Feeding of material is closely monitored by supervisor. 5.Capacity of PNF is mapped as per the batch size and lots wise feeding planned. 6.Spill control kit is available and spill control procedure is available. .	2	2	L	Ensure feeding of reaction mass from reactor to PNF should be through fixed metallic lines with proper flange bonding's for static continuity
More	Filtration	More quantity fed into PNF.	1.Human error; 1a. Intentionally / unintentionally more material fed into PNF. 2. Wrong feeding line connected to reactor	Solvent may impulse into material and proper filtration may not happen. Overflow of reaction mass from PNF may happen	1. Lines are connected as per P&ID for process flow and execution. 2. Capacity of PNF is mapped as per the batch size and lots wise feeding planned. 3.Trained man power, Secondary check by supervisor and same is recorded in BPR; 4. Feeding of material is closely monitored by supervisor. 5.Quantity to be added is mentioned in BPR & charged quantity is recorded in BPR.	2	2	L	Nil

Guide Word	Parameter	Deviation	Possible Causes	Consequences	Existing Safeguards	Risk Rating			Recommendations
						P	S	Risk Level	
Other Than	Safety Exposure	Exposure to solvent vapours during feeding to PNF for filtration	1.PPE is not used; 2. Damaged PPE is used; 3.Incorrect PPE is used;	Health hazard trimethyl amine: TWA: 25ppm	1. Equipment's are located in well ventilated facility. 2. PPE is provided to working personnel and ensure its adherence by in charge. 3. Eye wash and body wash shower are available.	2	2	L	PNF is with nitrogen purging and Vent of PNF is routed to outside of the block.
Other Than	Safety Ignition	Ignition of Acetone	1. Fire hazard due to vapour accumulation of Acetone	Fire Hazard	1. All electrical connections are arranged as per Hazard area classification (HAC). 2. Trained manpower will perform the activity under proper supervision. 3. Secondary check is available n BPR. 4. Gas detectors and fire extinguishers are available in work places. 5.Fire hydrant system is available with trained manpower to handle it.	3	4	H	1.Double body Earthing for PNF and bonding (Jumpers) of pipelines should be available with good condition for static continuity.

Guide Word	Parameter	Deviation	Possible Causes	Consequences	Existing Safeguards	Risk Rating			Recommendations
						P	S	Risk Level	
Intention:Op.No-12 - Transfer the reaction mass and raise the temperature of reaction mass at 60-65°C									
No	Transferring	Transferring of reaction mass	1. Human error 2. No air pressure applied to AODD pump / reactor leakages 3. Pump failure	No safety impact. May be process delay	1. Transferring of reaction mass step is mentioned in BPR 2. Uninterrupted air generation plant is available for applying air pressure to AODD pump. 3. Reactor leak test is performed prior to batch Start-up. 4. Pressure gauge is provided to reactor to monitor the pressure during transferring of solution. 5. Trained manpower will perform the activity under proper supervision.	2	2	L	Nil
More	Transferring	More reaction mass transferring	1. Human error 2. Other transfer lines connected to reactor or valve failure	Unintended reaction may takes place.	1. Only required lines are connected to Ion exchange system 2.Transferring of reaction solution step is mentioned in BPR along with transferring method. 3. Pressure gauge is provided to reactor to monitor the pressure during transferring of solution. 4. Trained manpower will perform the activity under proper supervision.	2	2	L	Ensure proper identification labels are maintained on transfer lines with proper visibility

Guide Word	Parameter	Deviation	Possible Causes	Consequences	Existing Safeguards	Risk Rating			Recommendations
						P	S	Risk Level	
Less	Transferring	Less reaction mass transferring	1. Human error. 2. Transfer line leakages while transferring.	Leakages of the reaction mass from transfer lines all-over the place.	1. Uninterrupted nitrogen generation plant is available for applying nitrogen pressure to reactor. 2. Reactor pressure leak test is performed prior to batch Start-up. 3. Calibrated pressure gauge is provided to reactor to monitor the pressure during transferring of reaction solution. 4. Trained manpower will perform the activity under proper supervision.	1	3	L	Ensure no leakages while transferring of reaction mass and flange guards are recommended for transfer lines to avoid splashing of reaction mass
As Well as	Transferring	Not a meaningful deviation							
Part of	Transferring	Not a meaningful deviation							
Reverse	Transferring	Not a meaningful deviation							
Other than	Transferring	Faster transferring	1. Human error 2. More pressure applied to reactor	Transfer lines may damage at gas cuts due to high pressure and leads material splashing	1. Only required lines are connected to ion exchange system 2.Transferring of reaction mass step is mentioned in BPR 3. Reaction solution produced for single batch only and proceed further. 4. Pressure gauge is provided to reactor to monitor the pressure during transferring of reaction solution. 5. Trained manpower will perform the activity under proper supervision.	1	3	L	Suitable PPE are using in as required operational.

Guide Word	Parameter	Deviation	Possible Causes	Consequences	Existing Safeguards	Risk Rating			Recommendations
						P	S	Risk Level	
Intention: Op.No: 13 - Cool to 20-30°C and charge NaOH and water to reaction mass									
No	Cooling	No Cooling of reaction mass	1.Utility failure 2.Malfuntion of utility pumps / Power failure 3.Human error 4. Lack of supervision	Next operation can be delayed. May leads to Quality issue	1.Multi utilities are available to attain the reaction mass temperature 2.Periodic preventive maintenance of utility systems. 3.Trained manpower under proper supervision performs the activity . 4.Temperature to which mass to be cooled is mentioned in BPR, same is recorded in BPR. 5.DG set power backup is available with in 30 sec to 1 minute	2	2	L	Ensure temperature sensors and indicators are calibrated and ensure utility valves of reactor should be in proper working condition by PSSR
More	Cooling <20°C	Temperature of reaction mass decreased below 20°C	1.Secondary Utility (Brine) failure 2.Human error; 3.Malfuntioning of temperature sensor / digital indicator.	No major safety impact, more load on utility systems	1.Control valve is available for individual utility to prevent entry of secondary utility into reactor jacket. 2.Trained man power, Secondary check by supervisor and same is recorded in BPR. 3. Multi utilities are available to attain the reaction mass temperature 4. Periodic Preventive maintenance to all accessories (Temperature sensor, PG, VG, SRV etc.,.) of reactor. 5.Temperature to which mass to be cooled is mentioned in BPR, same is recorded in BPR.	2	2	L	Ensure all reactor accessories like PG's, VG's, SRV, temperature sensors and indicators of reactor should be in proper working condition by PSSR

Guide Word	Parameter	Deviation	Possible Causes	Consequences	Existing Safeguards	Risk Rating			Recommendations
						P	S	Risk Level	
Less	Cooling > 30°C	Temperature of reaction mass is >30°C	1.Secondary Utility (RTW / Hot water / steam) failure 2.Human error; 3.Malfuntioning of temperature sensor / digital indicator.	Next operation can be delayed. May leads to Quality issue	1.Control valve is available for individual utility to prevent entry of secondary utility into reactor jacket. 2.Trained man power, Secondary check by supervisor and same is recorded in BPR. 3. Multi utilities are available to attain the reaction mass temperature. 4. Periodic Preventive maintenance to all accessories (Temperature sensor, PG, VG, SRV etc.) of reactor. 5.Temperature to which mass to be cooled is mentioned in BPR, same is recorded in BPR.	2	2	L	Nil
As well as	Cooling	Not a meaningful deviation							
Part of	Cooling	Not a meaningful deviation							
Reverse	Cooling	Not a meaningful deviation							
Other Than	Cooling	Not a meaningful deviation							

Guide Word	Parameter	Deviation	Possible Causes	Consequences	Existing Safeguards	Risk Rating			Recommendations
						P	S	Risk Level	
Intention:Op.No-14 : Distill the water U/vacuum at 80°C and submit the bottom residue for density									
No	Vacuum	No vacuum during distillation	1.Vacuum gauge fault 2.Vacuum pump not working. 3.Valve on vacuum line closed or not working; 4.Power failure; 5. Vacuum leakages (reactor/pipeline)	1. Distillation of solvents may not occur at prescribed temperature	**Vacuum pump is checked initially before start up for line clearance** **Checking of vacuum valve by trained operators.** **Periodical Calibration to vacuum gauge is performed.** **DG set is available for power back up with in 30sec to 1 min**	**2**	**2**	**L**	**Nil**
More	Vacuum	More vacuum during distillation	1.Pressure Transmitter faulty; 2.Valve on vacuum line fully kept open.	1.Faster rate of distillation of solvent, 2. Probability of over flow of distillate collecting receiver (DCR), 3. Distillation to dryness. May have potential decomposition hazard.	1.Vaccum gauge calibration is available 2.DCR volume is greater than the solvent volume to be distilled. 3.Checking of vacuum valve by trained operator and trained operators available for vacuum pump operation. 4.Level of receiver is checked before performing distillation. 5.End point of distillation will be prescribed in BMR by doing in process check of density as per process requirement.	2	2	L	

Guide Word	Parameter	Deviation	Possible Causes	Consequences	Existing Safeguards	Risk Rating			Recommendations
						P	S	Risk Level	
Less	Vacuum	Less vacuum during distillation	1.Pressure Transmitter faulty; 2. Valve on vacuumline of vacuum pump partially keptopen. 3. Vacuum pump trap is not emptied	1.Slow distillation of toluene and THF 2.Reaction mass temperature may shoots up during distillation.	1.Vaccum gauge calibration is available 2. Checking of vacuum valve by trained operator and trained operators available for vacuum pump operation and ensure periodical empty of vacuum pump trap. 4.Level of receiver is checked before performing distillation. 5.Point to which distillation to be performed is mentioned in BPR.	2	2	L	Level indicator is available for collected distillate collection receiver to monitor the level without any fluctuations.
No	Temperature	Not a meaningful guideword							
More	Temperature	Temperature > 80 °C	1.Human error, 2. Malfunctioning of Temperature sensor, indicator. 3.Steam valve passing.	May lead to Over Pressurization of reactor	1.Temperature indicator & sensor is calibrated periodically. 2.Condition of steam valve is verified before starting of batch. 3.Multistage condensers are available withutility is provided 4.Temperature to be maintained in the reactor as mentioned in BPR, 5.Temperature is recorded in BPR.	2	2	L	1.SRV should be provide to reactor & Jacket with 20% above the MAWP & discharge is connected to dump tank.

Guide Word	Parameter	Deviation	Possible Causes	Consequences	Existing Safeguards	Risk Rating			Recommendations
						P	S	Risk Level	
Less	Temperature	Temperature < 80°C	1. Human error; 2. Lack of trained Man power. 3.malfunction of Gauges.	1.Distillation of solvent will not proceed completely.	1. Trained man power, Secondary check bysupervisor and same is recorded in BPR. 2. Steam is used for the distillation operation and Heating operation was carried under close supervision. 3.Periodic preventive maintenance/ calibration to all reactor accessories like Temperature sensor, PG, etc.,.	2	2	L	Nil
As well as	Temperature	Not a meaningful deviation							
Part of	Temperature	Not a meaningful deviation							
Reverse	Temperature	Not a meaningful deviation							
Other than	Temperature	Not a meaningful deviation							

INCIDENT INVESTIGATION:-

CHRONOLOGY:-

1. On date 05.11.23 Mr.Anand- Dy.Manager production at about 04:25 pm informed to Mr. Meenappa - Dy. Manager engineering about abnormal sound from AO/RE-13 reactor.
2. Mr. Meenappa has checked the equipment and accessed visually and could identified that there is some issue in the drive system hence the abnormal sound.
3. Mr. Ranjeet Deoker raised the job order, job order No GM/AO/RE-13/262/23 and date 05.11.23 received by Mr. Sudheer on date 05.11.23 at 08:30 pm to attend the job.

Detailed Investigation and root cause identification.

Investigation team members:-

1. Mr. Meenappa – Dy. Manager-Mechanical.
2. Mr. Shankar - Sr. Fitter
3. Mr. Anand - Dy. Manager.

Initiated the detailed investigation, by checking each assembly of Drive System in chronological order, as below,

1. Checked motor both bearings cover and also motor cooling fan cover, found normal and not observed any over heat and alignment of the fan cover. Hence over ruled
2. Gear Box assembly, by checking the body temperature found normal and small quantity of oil drained checked for any rubbing particles, found above observations normal Hence ruled out.
3. Coupling assembly for any loose parts and rubber spider (rubber Bush) for any damage. Found no loose parts and no wear of rubber spider. Hence ruled out
4. Bearing Housing assembly checked for overheating and found normal and checked bearing lock nuts lossening, found intact and sufficient grease available. Hence, ruled out
5. Mechanical Seal body temperature found over heat and bearing area in hot condition. Seal cooling connection hose pipes (Size:15 NB) disconnected and checked seal cooling water is in hot condition, causing insufficient heat removal from the Mechanical Seal.

Corrective Action:

Increased the chilled water circulation pressure of seal cooling circulation tank to improve the cooling of seal cooling water.
Trail taken and found, no abnormal sound
Reactor handed over to usage to production

Preventive Action:

Additional condenser with chilled water circulation installed to improve the cooling of seal cooling water.
Informed to the Production Block In-charge.
Preventive action completed and job order closed on date 09.11.23 & time: 03.00 pm.

Signature of In-charge	Signature of HOD/Designee
11/11/23.	11/11/23

INDUSTRIAL HYGIENE PROGRAM RECOMMENDATIONS REVIEW REPORT

FOR

SHILPA PHARMA LIFESCIENCES LIMITED, UNIT-2

Plot No. 33, 33A, 40 to 47, Raichur Industrial Growth Centre,
Wadloor Road, Chicksugur-584134,

Raichur District -584170

Karnataka

India

S. No.	Recommendation	Recommendation Status	Responsibility	Timelines	Remarks
1.	Carry out inspection of spill control kit once in month.	SOP is drafted and shall implement by end of August'23	Safety	30.08.23	
		Review-1: SOP is approved and spill control kit inspection is being carried-out once in every month. Latest Spill control kit inspection report is enclosed.	Safety	NA	Closed
2.	Work area monitoring for VOC & LEL shall done and based on the results suitable engineering controls / PPEs shall recommend.	Under progress and report shall be prepared by 15th June'23	Production/WH	30.06.23	
		Review-1: Work area monitoring for VOC & LEL is completed. From the work area monitoring results it is clear that, airborne concentration of organic solvents in work area is negligible and the personnel can execute day-to-day activities without any adverse health hazard. However, PPEs as recommended in PPE matrix should flow in work area	Production/WH	NA	Closed
3.	Use Air Breathing mask (ABM) while dispensing hazardous liquid RMs	Air Breathing mask made available in the work area (Production, WH and other applicable areas) and training given for handling. PPE matrix displayed	NA	NA	Closed
4.	Work area shall monitor for LEL and based on the results suitable engineering controls / PPEs shall recommend.	Under progress and report shall be prepared by 15th June'23	Production/WH	15.06.23	

S. No.	Recommendation	Recommendation Status	Responsibility	Timelines	Remarks
		Review-1: Work area monitoring for LEL is completed and report enclosed. From the work area monitoring results it is clear that, airborne concentration of organic solvents in work area is negligible and the personnel can execute day-to-day activities without any adverse health hazard. However, PPEs as recommended in PPE matrix should flow in work area	Production/WH	NA	Closed
5.	Carry out dust exposure monitoring for personal health safety during charging of solid RMs	To be done	Production	30.12.2023	
		Review-1: As part of dust exposure monitoring during charging of solid RMs, particulate matter is measured and the results are enclosed. From the results it is clear that, the dust exposure is negligible as the RM charging areas have adequate ventilation systems to control the exposures.	Production	NA	Closed
6.	Provide splash guards to acid liquid charging & pumping line to reactors	To be done	ENG	30.12.2023	
		Review-1: Splash guards arranged to acid liquid charging & pumping line to reactors. Photographs enclosed as an evidence.	ENG	NA	Closed
7.	Ensure the elimination of water spillages at day store area while charging the material into the reactor	Training given to concern personnel and made aware about the risk associated with the activity	Production	Ongoing	Closed

S. No.	Recommendation	Recommendation Status	Responsibility	Timelines	Remarks
8.	Provide Oxygen sensor with Low & Low-Low alarm & visual alarm for closed rooms without natural ventilation where Nitrogen gas is being used for Inertization as well as for product safety.	To be done	ENG	30.12.2024	
		Review-1: Oxygen sensor with Low & Low-Low alarm & visual alarm arranged for closed room in E-Block. Oxygen sensor installation in other blocks shall be done in phased manner	ENG	30.12.2024	
9.	Carry out work place personal monitoring for dust emission during Sifting & Milling operation.	To be done	Production	30.12.2023	
		Review-1: Sifting & Milling of Oncology products are carried-out in Isolators and the Isolators are Qualified for OEL and therefore the risk of personnel exposure to dust emissions is remote. The non-oncology API sifting & milling areas are equipped with dust extraction system to control personnel exposure to dust emissions. However, as part of work place monitoring for dust emissions during sifting & milling operations, particulate matter is measured and the results are enclosed. From the results it is clear that, the dust emission is negligible and there is no risk of health hazard to personnel working in the Sifting & Milling operations.			

S. No.	Recommendation	Recommendation Status	Responsibility	Timelines	Remarks
10.	Carry out Work place monitoring for Ammonia gas emission near reactor vent area and ammonia scrubber vent area.	To be done	Production Team	30.07.2023	
		Review-1: Ammonia sensors are available near reactor vent and scrubber vent to monitor ammonia gas emissions.	Production Team	NA	Closed

ATTACHMENTS:

Attachment-1: Spill control kit inspection report

Attachment-2: Work area Air Quality monitoring Report

Attachment-3: Dust Exposure monitoring report while charging RMs into Reactors

Attachment-4: Photographs of Splash guards for Acid & Liquid charging

Attachment-5: Dust Exposure monitoring in sifting & milling area

APPROVALS:

Names of Members	Mr. Chandra Shekar Dudani (Manager - WH)	Reviewer	20/12/23
	Mr. Govindappa Galagali (AGM - PD)	Reviewer	20/12/23
	Mr. R. Elangovan (DGM – EHS)	Reviewer	20/12/23
	Mr. AK Singh (DGM - HR)	Reviewer	20/12/23
	Mr. Jay Kumar Kotwal (GM – ENG)	Reviewer	20/12/23
	Mr. Veereshappa (Senior GM - PD)	Reviewer	20/12/23
	Mr. K. Sharath Reddy (Director-Projects)	Approver	20/12/23

MSV Analytical Laboratories

Recognition by MoEF under Environment (Protection) Act, 1986

(Certified by ISO 14001:2015, ISO 45001:2018, ISO 9001:2015, ISO 22000:2018)

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ANALYSIS REPORT OF INDOOR AIR QUALITY

Test report No: MSVAL/2023/5448

1.	**Name and Address of Industry**	:	M/S.Shilpa Medicare Ltd (unit – II), Plot No. 33, 33A, 40-47,Raichur Industrial Growth Center, Chicksugur village, Raichur
2.	**Sample Collected By**	:	MSV Analytical Laboratories, Bellary.
3.	**Particulars of the sampling Equipments**	:	Sample collected with Handy Sampler
4.	**Date of Monitoring**	:	03.11.2023
5.	**Date of Sample Receipt**	:	04.11.2023
6.	**Sample Code**	:	8108
7.	**Analysis Starting Date**	:	04.11.2023
8.	**Analysis Completion Date**	:	06.11.2023
9.	**Report Issue Date**	:	07.11.2023

S.No	Block	Name of the Location	Parameter	Protocols	Units	Results
1	E-Block	Near Reactor Manhole	Particulate Matter as $PM_{2.5}$	MSVAL/SOP/IAQ/006	$\mu g/m^3$	36.4
2	AO Block	Near Reactor Manhole	Particulate Matter as $PM_{2.5}$		$\mu g/m^3$	42.7
3	AO7	Near Reactor Manhole	Particulate Matter as $PM_{2.5}$		$\mu g/m^3$	40.8
4	C-Block	Near Reactor Manhole	Particulate Matter as $PM_{2.5}$		$\mu g/m^3$	35.4
5	H-Block	Near Reactor Manhole	Particulate Matter as $PM_{2.5}$		$\mu g/m^3$	50.2
6	AM-Block	Near Reactor Manhole	Particulate Matter as $PM_{2.5}$		$\mu g/m^3$	38.7
7	AJ-Block	Near Reactor Manhole	Particulate Matter as $PM_{2.5}$		$\mu g/m^3$	44.2
8	D-Block	Near Reactor Manhole	Particulate Matter as $PM_{2.5}$		$\mu g/m^3$	40.6
9	AI-Block	Near Reactor Manhole	Particulate Matter as $PM_{2.5}$		$\mu g/m^3$	41.8
10	I-Block	Near Reactor Manhole	Particulate Matter as $PM_{2.5}$		$\mu g/m^3$	43.5
11	G-Block	Near Reactor Manhole	Particulate Matter as $PM_{2.5}$		$\mu g/m^3$	44.2
12	E-Block	Sifting & Milling Area	Particulate Matter as $PM_{2.5}$		$\mu g/m^3$	50.4
		Near Dust collection System exhaust	Particulate Matter as $PM_{2.5}$		$\mu g/m^3$	46.7
13	AO Block	Sifting & Milling Area	Particulate Matter as $PM_{2.5}$		$\mu g/m^3$	43.8
NAAQS/EPA-Limit						**65**

Analysed by

Authorized Signatory

Hanumanthaiah P
Technical Manager

*** End of Report ***

MSV ANALYTICAL LABORATORIES BALLARI

Note: 1. The results listed only to the tested samples & applicable parameters.
2. Water, Pollution & Environment & Food samples will be discarded after 10 days. Ores and minerals Filter papers & Thimbles will be discarded in 3 months from the date of issue of test reports, unless otherwise specified. ILC samples will be discarded after 1 month from the date of test reports.
3. This report is not to be reproduced wholly or in part & cannot be used as evidence in the court of law & should not be used in any advertising media without our special permission in writing.
4. Total liability of our laboratory is limited to the invoice amount. Any dispute arising out of this report is subject to Bellary jurisdiction only.
5. Sampling is not done by us unless otherwise specified.

PROTOCOL FOR MONITORING OF VOLATILE ORGANIC CARBON (VOC) AND LOWER EXPOSURE LEVEL (LEL) IN WORK AREA

Block : All Production Blocks

INDEX

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APPROVAL PAGE

Signing of this approval page of miscellaneous study protocol indicates agreement with the methodology and the various factors captured in this protocol.

	Name	Designation	Sign/Date
Prepared by	Mr. Awnesh Kumar Goswami	Dy. Manager-PD	13/05/23

	Name	Designation	Sign/Date
Reviewed by	Mr. Govindappa Galagali	AGM - PD	13/05/23
	Mr. Veereshappa	Sr. GM – PD	13/05/23
	Mr. Elangovan	DGM - EHS	15/05/23
	Mr. N. Prasad Achanta	Manager - QA	15/05/23

	Name	Designation	Sign/Date
Approved by	Mr. N. Saravanan	AGM-QA	15/05/23

1.0 OBJECTIVE:

To define procedure for monitoring of VOC and LEL in the work area.

The term work area means, intermediate workshops, clean rooms, equipment wash areas, etc., and the monitoring locations in these areas should represent the worst-case location w.r.t. solvent vapor.

2.0 SCOPE:

This procedure is applicable for monitoring of VOC and LEL at defined locations in the work area at Shilpa Pharma Lifesciences Limited, Unit -2.

3.0 RESPONSIBILITIES:

3.1 It is the responsibility of production Tr. Chemist and above to monitor VOC and LEL at defined locations in the work area and record the details in annexure-1.

3.2 It is the responsibility of production Sr. Executive and above to witness the activity and to provide necessary support during work area monitoring.

3.3 It is the responsibility of Head Production/Designee to ensure compliance to this protocol.

4.0 ABBREVIATIONS:

SD	:	Spherical Dryer	Sr.	:	Senior
LEL	:	Lower Exposure Level	Tr.	:	Trainee
VOC	:	Volatile Organic Carbon	WA	:	Work Area
PNF	:	Pressure Nutsche Filter	PC	:	Protocol
RCVD	:	Rotacone Vacuum Dryer	PD	:	Production
ANFD	:	Agitated Nutsche Filter and Dryer	CIP	:	Clean in Place

5.0 REASON FOR THE STUDY:

The chemicals used in the manufacturing process shall be handled as per the SOP "Raw material charging into reactor" SOP No.: SOP/U-2/PD/GEN/003/15, The solvents used in the manufacturing process shall be handled as per the SOP "Procedure for handling of bulk quantity of solvents" SOP No.: SOP/U-2/PD/GEN/084/01 transferred solvents into reactors and filters through process pumps/vacuum. However during handling, there is a risk of leakage/spillage of solvents/chemicals and during cleaning of process filters used for solvent transfer, there is a risk of personnel exposure to traces of solvent vapor.

Similarly, the process equipment, filters, components and ancillary equipment (scoop/sampler/bucket/hosepipes, etc.,) shall undergo cleaning with suitable cleaning solvent

after usage. The closed equipment such are Reactors/RCVDs/ANFDs/SDs were equipped with spray balls for CIP cleaning where the risk of solvent exposure to personnel and to the environment during cleaning of equipment's is less.

However, the equipment components, filters, powder process equipment and ancillary equipment's (scoop/sampler/bucket/hosepipes etc.,) shall be transferred to equipment wash area and cleaning is carried-out in cleaning area. Since, solvents are used for cleaning; there is a risk of personnel exposure to traces of solvent vapor.

Hence, it is plan to monitor of VOC and LEL in the work area, to know trace levels of solvent vapors in work area, which can be a safety hazard.

6.0 PROCEDURE:

6.1 Personnel working in the production area must wear the necessary PPEs namely safety shoes, goggles, organic vapor mask and hardhat as applicable.

6.2 VOC and LEL shall be monitored at work place while performing manufacturing and equipment cleaning operations and the results shall record in the annexure-1.

6.3 VOC and LEL monitoring shall done whenever the open handling of solvents for process and cleaning operations is in-progress.

6.4 VOC and LEL monitoring is not required when the work area is idle.

6.5 Production Sr. Executive and above shall provide necessary support for monitoring of VOC and LEL and the results shall be reviewed for safe environment to continue the manufacturing and cleaning operations.

6.6 The low/negligible results of VOC (or) LEL indicate that, there is no risk of exposure to solvent vapor.

6.6.1 If the VOC result is high, the operator should wear the necessary respirator before commencing the work.

6.6.2 If the LEL result is high, the operations should be stopped immediately and inform to Production Head and EHS Head for necessary actions. The LEL must reduce to low/negligible level by providing adequate ventilation (or) flushing the work area with water.

6.7 The locations for monitoring of VOC in work area defined based on the process knowledge and work experience. Following locations were consider for monitoring of VOC.

Location ID	Description of sample location
Location-1	Center of reactor area at working height during manufacturing and cleaning operations of reactors.
Location-2	Centrifuge area at working height during unloading of wet material and cleaning of centrifuge.
Location-3	Near solvent transfer line filter while opening the filter for cleaning/replacement.
Location-4	In equipment wash area at working height while cleaning of equipment/accessories

6.8 The locations for monitoring of LEL in work area defined based on the process knowledge and work experience. Following locations were consider for monitoring of LEL.

Location ID	Description of sample location
Location-1	Just above centrifuge at working height while unloading the wet material and cleaning of centrifuge.
Location-2	Near filters (Micron/Sparkler/Leaf/PNF, etc.,) while opening the filter for cleaning/replacement.
Location-3	Just above trays at working height while loading the wet material into trays and cleaning of trays.
Location-4	Near process equipment (reactor, centrifuge, drier, filter, sifter, miller, etc.,) at working height while cleaning.
Location-5	In equipment wash area at working height while cleaning of equipment/accessories.

6.9 The PPE matrix to follow while handling organic solvents in manufacturing and cleaning operations established based on scientific knowledge and literature. The recommended PPEs as per matrix should follow while handling of organic solvents. For PPE matrix, refer annexure-2.

7.0 DATA COMPILATION AND EVALUATION:

Data shall be compiled in report and conclusion shall be drawn based on,

- VOC results
- LEL results

8.0 CONCLUSION:

Based on the VOC and LEL results, conclusions shall be made on trace levels of solvents present in the work environment.

9.0 ATTACHMENTS:

Annexure-1 : VOC & LEL Monitoring Log in Work Area

Annexure-II : Personal Protective Equipment Matrix

SHILPA PHARMA LIFESCIENCS LIMITED (UNIT-2)		
VOC & LEL MONITORING LOG IN WORK AREA		
ANNEXURE-1		
Protocol No.: PC/PD/VOC&LEL/WA/001/23	Effective date: 13/05/23	
	Page 1 of 1	
Work Area ID		Date & Time:
VOC Meter ID		
LEL Meter ID		

Location for monitoring of VOC	VOC Result	Remarks		Location for monitoring of LEL	LEL Result	Remarks

Sign & Date (monitored by):

Reviewer Comments:

Reviewer Sign & Date:

	Prepared By	Reviewed By	Approved by
Name	Mr. Awnesh Kumar Goswami	Mr. Govindappa Galagali	Mr. N. Saravanan
Designation	Dy. Manager-PD	AGM-PD	AGM-QA
Sign & Date	13/05/23	13/05/23	13/05/23

SHILPA PHARMA LIFESCIENCS LIMITED (UNIT-2)	
PERSONAL PROTECTIVE EQUIPMENT MATRIX	
ANNEXURE-II	
Protocol Ref. No.: PC/PD/VOC&LEL/WA/001/23	Effective date: 13/05/23
	Page 1 of 3

Personal Protective Equipment (PPE) Matrix:

Personal Protective Equipment (PPE)	Job Task	Protected to							
		Head	Hands	Whole Body	Eyes	Face	Ears	Lungs	Foot
Helmet	After Enter in to the Factory premises. Its protecting head from injuries	√	x	x	x	x	x	x	x
PVC apron	Loading and unloading corrosive chemicals (acids, bases)	x	x	√	x	x	x	x	x
Air Pressure Suit	Handling toxic chemicals	x	x	√	x	x	x	x	x
PVC Hand gloves	Handling corrosive chemicals and Solvents	x	√	x	x	x	x	x	x
Neoprene Hand gloves	Handling of all Solvents	x	√	x	x	x	x	x	x
Nitrile Hand gloves	Handling powder chemical at Pharma room (controlling latex allergies)	x	√	x	x	x	x	x	x
Heat resistant Hand gloves	Water proof and high resistance against temperature	x	√	x	x	x	x	x	x
Chemical splash goggles	Handling corrosive chemicals and Solvents	x	x	x	√	x	x	x	x

	Prepared By	Reviewed By	Approved by
Name	Mr. Awnesh Kumar Goswami	Mr. Govindappa Galagali	Mr. N. Saravanan
Designation	Dy. Manager-PD	AGM-PD	AGM-QA
Sign & Date	13/05/23	13/05/23	13/05/23

SHILPA PHARMA LIFESCIENCS LIMITED (UNIT-2)

PERSONAL PROTECTIVE EQUIPMENT MATRIX

ANNEXURE-II

Protocol Ref. No.: PC/PD/VOC&LEL/WA/001/23 |

Personal Protective Equipment (PPE)	Job Task	Protected to							
		Head	Hands	Whole Body	Eyes	Face	Ears	Lungs	Foot
Welding Goggles	Its protecting eyes while some forms of welding and cutting are being done. They are intended to protect the eyes not only from the heat and optical radiation produced by the welding, cutting, such as the intense ultraviolet light produced by an electric arc, but also from sparks or debris	x	x	x	√	x	x	x	x
Face shield	Protect wearer's entire face (or part of it) from impact hazard such as flying objects and, chemical splashes	x	x	x	√	√	x	x	x
Ear Muffs and Plugs	Its protecting ears for high sounds	x	x	x	x	x	√	x	x
Organic Nose Mask	Its protecting to organic vapors at handling of solvents	x	x	x	x	x	x	√	x
Respirator with cartridge nose mask	Its protecting to different air contaminating vapors	x	x	x	x	x	x	√	x

	Prepared By	Reviewed By	Approved by
Name	Mr. Awnesh Kumar Goswami	Mr. Govindappa Galagali	Mr. N. Saravanan
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SHILPA PHARMA LIFESCIENCS LIMITED (UNIT-2)

PERSONAL PROTECTIVE EQUIPMENT MATRIX

ANNEXURE-II

Protocol Ref. No.: PC/PD/VOC&LEL/WA/001/23 |

Personal Protective Equipment (PPE)	Job Task	Protected to							
		Head	Hands	Whole Body	Eyes	Face	Ears	Lungs	Foot
Dust and disposal nose mask	Its protecting against dust and chemical powder	x	x	x	x	x	x	√	x
Safety shoes	Steel-capped boot or safety shoe) is a durable boot or shoe that has a protective reinforcement in the toe which protects the foot from falling objects	x	x	x	x	x	x	x	√
Safety Gumboots	They are usually worn when walking on wet or Chemical muddy ground.	x	x	x	x	x	x	x	√
Fire suit	Protect a firefighter from high temperatures, especially near fires of extreme temperature such as chemical fires.	x	x	√	x	x	x	x	x
SCBA (self-contained breathing apparatus)	Rescue workers, firefighters, and others to provide breathable air in an immediately dangerous to life	x	x	x	√	√	x	√	x

	Prepared By	Reviewed By	Approved by
Name	Mr. Awnesh Kumar Goswami	Mr. Govindappa Galagali	Mr. N. Saravanan
Designation	Dy. Manager-PD	AGM-PD	AGM-QA
Sign & Date	13/05/23	13/05/23	13/05/23

REPORT FOR VOLATILE ORGANIC CARBON (VOC) AND LOWER EXPOSURE LEVEL (LEL) MONITORING IN WORK AREA

Block : All Production Blocks, QC & WH

APPROVAL PAGE

Signing of this approval page of miscellaneous study interim report indicates agreement with the methodology and the various factors captured in this report.

	Name	Designation	Sign / Date
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	Name	Designation	Sign / Date
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	N. Prasad Achanta	Manager-QA	16/09/23

	Name	Designation	Sign / Date
Approved by	N. Saravanan	AGM-QA	16/09/23

1.0 INTRODUCTION

Organic Volatile Carbon (VOC) and Lower Exposure Levels (LEL) monitoring is done in work area at specified locations as per the procedure defined in protocol (Ref. Protocol No.: PC/PD/VOC&LEL/WA/001/23).

The Organic Volatile Carbon (VOC) and Lower Exposure Levels (LEL) results of mentioned production blocks are tabulated below;

S. No.	Block	Location of monitoring	VOC in ppm	LEL in %	Remarks
1.	E	Centrifuge (E/CF-05) vent during spinning.	0	0	VOC & LEL monitored during Nor-UDC (NDA-I) batch, Process & Cleaning activities
2.		In front of Centrifuge (E/CF-05).	0	0	
3.		During unloading of wet material from Centrifuge (E/CF-05).	1	0	
4.		During opening of Sparkler Filter (E/SF-05).	0	0	
5.		During washing of Sparkler Filter (E/SF-05).	1	0	
6.		At extension area of reactor (E/RE-22) during washing.	0	0	
7.		Pharma area equipment wash room during cleaning of equipment.	1	0	
8.		Washing room-Repacking area,	0	0	
9.		Outside area-E/RC-18: during cleaning	0	0	
10.	AO	AO/RE-11 Intermediate area.	1	0	VOC & LEL monitored during Tranexamic Acid batch, Process & Cleaning activities
11.		AO/PTS-01 Pharma area.	1	0	
12.		Pharma Washing area.	1	0	
13.		AO/CF-03 area.	0	0	
14.		AO/RE-05 Intermediate Area.	0	0	
15.		AO/SF-05 Intermediate Area while opening the lid.	0	0	
16.		AO/SF-05 Intermediate washing area.	0	0	
17.		Crystallizer area between AO/RE-16 & AO/RE-16 during process activities.	0	0	
18.		Crystallizer area between AO/RE-16 & AO/RE-16 during batch to batch cleaning.	0	0	
19.		Crystallizer area AO/CF-03 during centrifugation.	1	0	

TITLE: REPORT FOR VOLATILE ORGANIC CARBON (VOC) AND LOWER EXPOSURE LEVEL (LEL) MONITORING IN WORK AREA

S. No.	Block	Location of monitoring	VOC in ppm	LEL in %	Remarks
20.		Crystallizer area AO/CF-03 during batch to batch cleaning.	0	0	
21.		Intermediate area near to vacuum pump AO/VP-05.	0	0	
22.		Outside area near AO/ST-11 & AO/ET-02 during NH3 solution preparation.	1	0	
23.		Outside area near AO/ST-11 & AO/ET-02 idle condition (with storage).	0	0	
24.		Outside area near AO/ST-12 & AO/ST-14A during MLs receiving.	0	0	
25.		Outside area near AO/ST-12 & AO/ST-14A idle condition (with storage).	0	0	
26.		Outside area near AO/ST-19 during water collection.	0	0	
27.		Outside area near AO/ST-19 idle condition.	0	0	
28.	AO7	At emergency exit: during batch running	0	0	VOC & LEL monitored during Tranexamic Acid batch, Process & Cleaning activities.
29.		At emergency exit (module-I): during batch running	0	0	
30.		At entry (module-2): during batch running	0	0	
31.		At AO/ cooling tower: during batch running	0	0	
32.		AO/RE-24: Batch Processing	0	0	
33.		AO/RE-24: Batch to batch cleaning.	0	0	
34.		AO/ST-64: Batch transferring	0	0	
35.		AO/ST-64: Idle	0	0	
36.		AO/ST-66: Batch transferring	0	0	
37.		AO/ST-66: Idle	0	0	
38.		AO/PNF-06: batch under processing	0	0	
39.		AO/PNF-06: batch to batch cleaning	0	0	
40.		Equipment wash area: during cleaning	1	0	

TITLE: REPORT FOR VOLATILE ORGANIC CARBON (VOC) AND LOWER EXPOSURE LEVEL (LEL) MONITORING IN WORK AREA

S. No.	Block	Location of monitoring	VOC in ppm	LEL in %	Remarks
41.		Equipment wash area: idle	0	0	
42.		AO/RE-18: during NH_3 Purging	0	0	
43.		AO/RE-18: Idle with residue	0	0	
44.		AO/RE-20: during distillation	0	0	
45.		AO/RE-20: during batch to batch cleaning	0	0	
46.		AO/ANFD-03: during process	0	0	
47.		AO/ANFD-03: during batch to batch cleaning	0	0	
48.		AO/RE-19: during HMA addition	0	0	
49.		AO/RE-19: during batch to batch cleaning	0	0	
50.	C	C/SF-01 intermediate area.	1	0	VOC & LEL monitored during Capecitabine batch, Process & Cleaning activities
51.		At wash area, during C/SF-01 accessories washing.	1	0	
52.		Near reactor C/RE-14 during flushing with toluene.	1	0	
53.		Near C/RE-14A outside the block, during distilled MDC unloading	1	0	
54.	H	H/RE-10 (M-II) intermediate area after flushing reactor with DMF.	1	0	VOC & LEL monitored during LDM batch, Process & Cleaning activities
55.		H/SC-92 (M-II) Intermediate wash area during cleaning with methanol.	1	0	
56.		H/CF-04 (M-II) intermediate area during centrifuge unloading.	1	0	
57.		H/HY-02 Hydrogenator area after flushing with methanol.	1	0	
58.		H/PNF-01 Hydrogenator area during filtration.	0	0	
59.		H/PNF-01 during celite bed formation with methanol.	1	0	
60.		H/RE-12 pharma area after flushing reactor with methanol.	1	0	

TITLE: REPORT FOR VOLATILE ORGANIC CARBON (VOC) AND LOWER EXPOSURE LEVEL (LEL) MONITORING IN WORK AREA

S. No.	Block	Location of monitoring	VOC in ppm	LEL in %	Remarks
61.		H/CF-01 & H/GB-01 Pharma Area during centrifugation.	1	0	
62.		H/SC-95 pharma area during cleaning.	0	0	
63.		H/RE-03 Intermediate area (M-I): IPAS flushing for CF washing.	1	0	
64.		H/MLTCF-06 using in MLs collection.	0	0	
65.		Centrifuge H/CF-06 wet material unloading.	1	0	
66.		Vacuum tray drier H/VTD-01 wet material loading	1	0	
67.		Vacuum tray drier H/VTD-01 dry material unloading.	0	0	
68.		Scoop H/SC-94 after cleaning with methanol.	1	0	
69.	AM	AM/RE-15 Intermediate area after flushing the reactor with methanol.	1	0	VOC & LEL monitored during Eltrombopag Olamine batch, Process & Cleaning activities
70.		AM/PNF-05 Lid opening.	1	0	
71.		Wash area during cleaning of AM/PNF-05 accessories with methanol.	1	0	
72.		AM/VTD-06 loading.	1	0	
73.		AM/VTD-06 unloading.	1	0	
74.		AM/RE-07 Pharma area after batch charging.	1	0	
75.		AM/CF-07 Pharma area during wet material unloading.	1	0	
76.		AM/VTD-01 Pharma area during dry material unloading.	1	0	
77.		AM/RE-02 Intermediate area (M-I) after flushing the reactor with methanol.	0	0	
78.		AM/RE-04 Intermediate area (M-I) after flushing the reactor with methanol.	1	0	
79.		AM/RE-09 Intermediate area (M-I) after flushing the reactor with methanol.	0	0	
80.		AM/PNF-01 Intermediate area (M-I) open condition (MDC).	0	0	
81.		AM/SF-01 Intermediate area (M-I) open condition (MDC).	0	0	
82.		AM/RE-04 Intermediate area (M-I) after flushing the reactor with DIPE.	0	0	

TITLE: REPORT FOR VOLATILE ORGANIC CARBON (VOC) AND LOWER EXPOSURE LEVEL (LEL) MONITORING IN WORK AREA

S. No.	Block	Location of monitoring	VOC in ppm	LEL in %	Remarks
83.		AM/CF-06 Intermediate area (M-I) open condition (DIPE).	0	0	
84.		AM/VTD-03 Intermediate area (M-I) open condition.	0	0	
85.		Outside area: after activity	0	0	
86.	AJ	Near AJ/RE-06 reactor, during flushing of reactor with methanol.	1	0	VOC & LEL monitored during UDA batch, Process & Cleaning activities.
87.		Near AJ/CF-02, during unloading of wet material.	1	0	
88.		Near AJ/AT-02, during cleaning with methanol.	1	0	
89.		Near wash area, during cleaning of accessories with methanol.	1	0	
90.		Outside area AJ/MLTCF-01, after collection of methanol.	0	0	
91.		Outside area AJ/CFCP-01, after collection of methanol.	0	0	
92.	D	D/RE-16 Intermediate area, during washing time.	0	0	VOC & LEL monitored during Capecitabine batch, Process & Cleaning activities.
93.		D/SF-01 Intermediate area, during dish opening time.	0	0	
94.		D/SF-01 Intermediate area, during washing time.	0	0	
95.		Outside area-D/CFMLT-01: Toluene MLs collection	0	0	
96.		Pharma Area-D/CF-01 & D/GB-01: wet material unloading	0	0	
97.		Washing area- Pharma: While accessories cleaning	1	0	
98.	AI	AI/RE-05 Intermediate Area, while IPA charging.	0	0	VOC & LEL monitored during Axitinib batch, process & cleaning activities.
99.		AI/PNF-01 Intermediate Area, while reaction mass filtration.	0	0	
100.		AI/PNF-01 Intermediate Area, while opening pressure nutsche filter.	0	0	
101.		AI/PNF-01 Intermediate Area, after cleaning.	0	0	

TITLE: REPORT FOR VOLATILE ORGANIC CARBON (VOC) AND LOWER EXPOSURE LEVEL (LEL) MONITORING IN WORK AREA

S. No.	Block	Location of monitoring	VOC in ppm	LEL in %	Remarks
102.		AI/RC-02 Outside Area, while unloading distilled IPA from receiver.	0	0	
103.		AI/PNFMLT-01 Outside Area, while unloading filtrate MLs.	0	0	
104.		Pharma area-AI/GT-10: While sucking methanol.			
105.		Pharma area-AI/MF-04: While opening the micron filter.			
106.		Pharma area-AI/MF-04: While cleaning the micron filter.			
107.	I	I/RE-05 Intermediate Area (Module-I), while flushing with MDC.	1	0	VOC & LEL monitored during Bendamustine Hydrochloride batch, Process & Cleaning activities.
108.		I/RF-04 Intermediate Area (Module-I), open condition MDC traces.	1	0	
109.		I/CF-01 Intermediate Area (Module-I), while wet material unloading.	1	0	
110.		I/VTD-02 Intermediate Area (Module-II), while loading wet material.	1	0	
111.		I/VTD-02 Intermediate Area (Module-II), while unloading dry material.	0	0	
112.		Washing Area Intermediate Area (Module-II), after accessories cleaning.	0	0	
113.		I/RE-17 Intermediate Area (Module-I), while flushing with water.	0	0	
114.		I/RF-04 Intermediate Area (Module-I), open condition MDC traces.	1	0	
115.		I/CF-02 Intermediate Area (Module-I), while wet material unloading.	1	0	
116.		I/VTD-01 Intermediate Area (Module-I), while loading wet material.	1	0	
117.		I/VTD-01 Intermediate Area (Module-I), while unloading dry material.	0	0	
118.		Washing Area Intermediate Area (Module-I), after accessories cleaning.	0	0	
119.		Outside area I/MLTNF-01, drying with nitrogen.	0	0	
120.		Pharma area I/RE-12, flushing with methanol.	1	0	

S. No.	Block	Location of monitoring	VOC in ppm	LEL in %	Remarks
121.		Pharma area- accessories cleaning with methanol.	1	0	
122.	G	G/RE-05 First Floor, After flushing with Acetone	1	0	VOC & LEL monitored during UDCA batch, Process & cleaning activities.
123.		G/RE-05 First Floor, under Acetone charging	1	0	
124.		G/CF-01 Ground Floor, under wet material unloading.	1	0	
125.		G/TD-01 Second Floor, under wet material loading.	1	0	
126.		G/TD-01 Second Floor, under dry material unloading.	0	0	
127.		Washing Area, after accessories cleaning with methanol.	0	0	
128.		G/MLTCF-01 Outside area - during collection of acetone MLs.	0	0	
129.		G/MLTCF-02 Outside area - during collection of ethyl acetate MLs	0	0	
130.		G/HMC-01 Outside area – during solvent collection.	0	0	
131.		G/FST-01 Outside area – during solvent collection.	0	0	
132.		G/RST-01 Outside area – during solvent collection.	0	0	
133.	WH	Dispensing Area-01, with operation.	0	0	Warehouse during activities VOC & LEL levels.
134.		Dispensing Area-02, with operation.	0	0	
135.		Sampling Area, with operation.	0	0	
136.		Acid Dispensing Booth, with operation.	0	0	
137.		Drum Storage Yard-01, with operation.	1	0	
138.		Drum Storage Yard-02, with operation.	0	0	
139.		Solvent Dispensing Area, with operation.	1	0	
140.		Solvent Tanks outside area, with operation.	N/A	0	
141.		Dispensing Area-01, without operation.	0	0	Warehouse without activities VOC
142.		Dispensing Area-02, without operation.	0	0	

S. No.	Block	Location of monitoring	VOC in ppm	LEL in %	Remarks
143.		Sampling Area, without operation.	0	0	& LEL levels
144.		Acid Dispensing Booth, without operation.	0	0	
145.		Drum Storage Yard-01, without operation.	0	0	
146.		Drum Storage Yard-02, without operation.	0	0	
147.		Solvent Dispensing Area, without operation.	0	0	
148.		Solvent Tanks outside area, without operation.	1	0	
149.	QC	Weighing balance SPL2/QC/SB/001 during CPC material weighing.	0	0	Quality Control during activities & cleaning VOC & LEL levels
150.		Mobile preparation Capecitabine.	1	0	
151.		Weighing balance SPL2/QC/WB/007 during Tranexamic acid material weighing.	0	0	
152.		Washing area accessories, test tube, pipet cleaning with methanol.	1	0	

From the above results, it is clear that, the airborne concentration of organic solvents (hazardous material) in the work area is negligible and the personnel can execute day-to-day operations without any adverse health effect.

However, the obtained LEL results were correlated with theatrical Threshold Limit Values (TLV) of majority of organic solvents used in the site and accordingly conclusions are draw as follows.

Threshold Limit Value (TLV): The maximum average airborne concentration of a hazardous material to which healthy adult workers can be exposed during an 8-hour workday and 40-hour workweek—over a working lifetime—without experiencing significant adverse health effects.

Immediately Dangerous to Life and Health Limits (IDLHs): The concentration of a chemical in the air to which healthy adult workers could be exposed (if their respirators fail) without suffering permanent or escape-impairing health effects.

TITLE: REPORT FOR VOLATILE ORGANIC CARBON (VOC) AND LOWER EXPOSURE LEVEL (LEL) MONITORING IN WORK AREA

S. No.	Name of the Organic Solvent	TLV (ppm)	IDLH (ppm)	Block	Maximum volume (L) of Solvent used block wise in Process & Cleaning			
					Product	Stage	Process	Cleaning
1.	Acetic Anhydride	5	200	AJ	RK	II	714.286	0
				AI	Axitinib	IV	16.0	0
2.	Acetic Acid	10	50	AM	Eltrombopag (EBA)	III	16.046	0
				AI	Fingolimod HCl	I	14.4	0
				AO	Oxcarbazepine	I	128.08	0
				E	Montelukast Sodium	I	300.0	0
				D	Bicalutamide	II	550.048	0
				C	Capecitabine	III	84.5	0
				H	Melphalan HCl	I	252.0	0
				I	Lenvatinib Mesylate	IV	16.0	0
3.	Acetonitrile	20	500	I	Lenvatinib Mesylate / LNT	III	123.05	0
				E	Tenofovir Disoproxil Fumarate	I	1305.0	0
				H	Busulfan	I	5.5	0
				AM	Lenvatinib Mesylate / LVT	II	74.25	0
				AI	Pomalidomide	I	170.6	0
				C	TP1RM	I	2250.0	0

TITLE: REPORT FOR VOLATILE ORGANIC CARBON (VOC) AND LOWER EXPOSURE LEVEL (LEL) MONITORING IN WORK AREA

S. No.	Name of the Organic Solvent	TLV (ppm)	IDLH (ppm)	Block	Maximum volume (L) of Solvent used block wise in Process & Cleaning			
					Product	Stage	Process	Cleaning
4.	Acetone	500	2500	AO	Tranexamic Acid (TXO)	VI	5147.0	0
				E	Montelukast Sodium	I	80.051	0
				C	Capecitabine	I	20.0	0
				D	Azacitidine (AZD)	I	2985.0	0
				H	Busulfan	I	372.0	0
				AM	Eltrombopag (EBA)	III	861.0	0
				AI	Zoledronic Acid	III	103.12	0
5.	n-Butanol	100	1400	E	Tenofovir Alafenamide Fumarate	I	6.48	0
6.	Cyclohexane	100	1300	G	K / Rectified 2-Butanol	6K	100.0	0
				E	TF7	I	2305.0	0
7.	Dichloro methane (DCM)	50	2,300	D	Imatinib Mesylate	I	9160.0	0
				C	Capecitabine	III	4200.0	0
				G	Rectified MDC from PC-III	-	17.045	0
				AJ	K	5	325.758	0
				I	Lenvatinib Mesylate	III	2235.682	0
				AI	Carmustine	I	140.152	0
				AM	Target-A	II	0	127.5
				E	TF7	I	2025.0	0
				H	Pemetrexed Disodium	I	1074.15	0
				AO	Oxcarbazepine	III	295.15	0

TITLE: REPORT FOR VOLATILE ORGANIC CARBON (VOC) AND LOWER EXPOSURE LEVEL (LEL) MONITORING IN WORK AREA

S. No.	Name of the Organic Solvent	TLV (ppm)	IDLH (ppm)	Block	Maximum volume (L) of Solvent used block wise in Process & Cleaning			
					Product	Stage	Process	Cleaning
8.	Dimethyl Formamide (DMF)	10	500	AI	Pomalidomide	I	120.0	0
				AM	Eltrombopag (EBA) Int	III	82.503	0
				C	TP1RM	I	223.01	0
				D	Imatinib Mesylate	I	1210.0	0
				H	Pemetrexed Disodium	I	250.15	0
				I	Pemetrexed Disodium Heptahydrate	I	96.07	0
9.	Ethanol	1000	3300	H	Abiraterone Acetate	IV	442.0	0
				AM	Eltrombopag Olamine	I	68.1	0
				AI	Fingolimod HCl	I	84.6	0
				I	Pemetrexed Disodium Heptahydrate	II	148.3	0
10.	Hexane	500	1100	AI	Clofarabine	I	40.6	0
				AM	Varenicline Tartrate	I	42.6	0
				E	Montelukast Sodium	I	1085.07	0
				H	Abiraterone Acetate	III	739.0	0
				C	Enzalutamide KSM-III/ICT	I	523.0	0
11.	n-Heptane	400	750	AI	Carmustine	I	101.778	0
				C	Capecitabine	II	84.0	0
				D	Capecitabine (J)	II	60.0	0
				E	Montelukast Sodium	II	498.074	0
				I	Bendamustine HCl	II	240.889	0

TITLE: REPORT FOR VOLATILE ORGANIC CARBON (VOC) AND LOWER EXPOSURE LEVEL (LEL) MONITORING IN WORK AREA

S. No.	Name of the Organic Solvent	TLV (ppm)	IDLH (ppm)	Block	Maximum volume (L) of Solvent used block wise in Process & Cleaning			
					Product	Stage	Process	Cleaning
12.	Isopropyl Alcohol	400	2000	AM	Prucalopride Succinate	III	91.72	0
				AI	Azacitidine (AZA)	I	56.41	0
				D	Imatinib Mesylate	II	2945.0	0
				H	Imatinib Mesylate (DMN)	I	850.0	0
				E	Tenofovir Disoproxil Fumarate	I	2455.0	0
				I	Azacitidine (ATZ)	I	328.0	0
				AO	Citicoline Sodium	I	1575.0	0
13.	Methanol	200	6000	AM	Eltrombopag olamine	I	---	779.0
				AI	Bortezomib	II	---	587.0
				AJ	K	5	---	2565.0
				G	K	6	---	1790.0
				AO	Tranexamic Acid (TXO)	V	---	1022.0
				C	Capecitabine	III	---	4720.0
				D	Capecitabine (PCJ)	I	---	2898.0
				E	Nor-Ursodeoxycholic Acid	I	---	2405.5
				H	Ibrutinib	IV	---	1028.0
				I	Lenvatinib Mesylate	III	---	1453.0
14.	n-Propanol	100	800	AM	Propyl Gallate	I	1680.4	0
15.	Tetrahydrofuran (THF)	50	2000	AI	Axitinib	III	53.7	0
				AM	Eltrombopag olamine	I	149.6	0
				H	Ibrutinib	I	710.0	0
16.	Toluene	50	500	AI	Bortezomib	II	19.1	0
				C	Capecitabine	III	2358.0	0
				D	Capecitabine (J)	III	3000.0	0
				H	Erlotinib HCl	III	2295.5	0
				E	Montelukast Sodium	I	2895.0	0

S. No.	Name of the Organic Solvent	TLV (ppm)	IDLH (ppm)	Block	Maximum volume (L) of Solvent used block wise in Process & Cleaning			
					Product	Stage	Process	Cleaning
17.	Triethyl Amine	10	200	AI	Pomalidomide	I	5.076	0
				AM	Prucalopride Succinate	I	6.8	0
				G	Ursodeoxycholic Acid	II	55	0
				AJ	RK	II	1074.4	0
				C	TP1RM	I	180	0
				E	Praziquantel	I	447.7	0
				H	Lenalidomide	I	27.931	0

2.0 CONCLUSION:

From the work area monitoring (VOC & LEL) results, it is clear that, the airborne concentration of organic solvents (hazardous material) in the work area is negligible and the personnel can execute day-to-day operations without any adverse health effect. Moreover, the obtained results are far less than the TLV limits of respective organic solvents (hazardous material).

Hence, the risk of personnel exposure to organic vapors of hazardous chemicals is remote and the use of PPEs while handling organic solvents will give even more protection to personnel working in manufacturing area.

3.0 ATTACHMENTS:

3.1 Attachment-I : VOC & LEL monitoring raw data

ATTACHMENT-I

[VOC & LEL MONITORING RAW DATA]

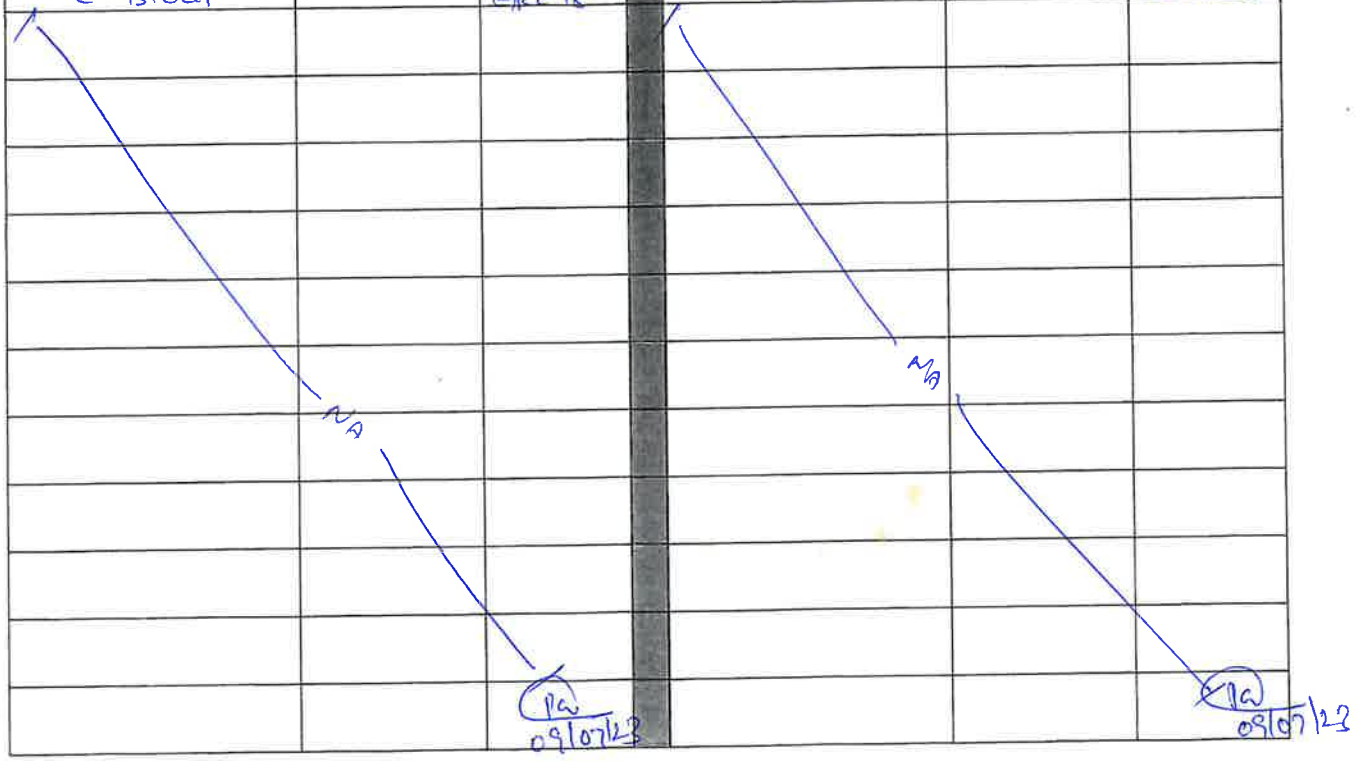
Issued By QA
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SHILPA PHARMA LIFESCIENCS LIMITED (UNIT
VOC & LEL MONITORING LOG IN WORK AREA
ANNEXURE-1

Protocol No.: PC/PD/VOC&LEL/WA/001/23	Effective date: 13/05/23
	Page 1 of 1

Work Area ID	E-Block	Date & Time: 09/07/23 & 07/30
VOC Meter ID	54/096/02-002	
LEL Meter ID	MA 221 - 04 0248	

Location for monitoring of VOC	VOC Result	Remarks	Location for monitoring of LEL	LEL Result	Remarks
Outside of E-Blocks	0 ppm	During cleaning of ERC-18	Outside of E-blocks	0 %	During cleaning of ERC-18



Sign & Date (monitored by): 09/07/23.

Reviewer Comments: During cleaning of ERC-18 VOC and LEL levels verified

Reviewer Sign & Date: 10/07/23

	Prepared By	Reviewed By	Approved by
Name	Mr. Awnesh Kumar Goswami	Mr. Govindappa Galagali	Mr. N. Saravanan
Designation	Dy. Manager-PD	AGM-PD	AGM-QA
Sign & Date	13/05/23	13/05/23	13/05/23

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SHILPA PHARMA LIFESCIENCS LIMITED (UNIT	
VOC & LEL MONITORING LOG IN WORK AREA	
ANNEXURE-1	
Protocol No.: PC/PD/VOC&LEL/WA/001/23	Effective date: 13/05/23
	Page 1 of 1
Work Area ID: E block	Date & Time: 15/07/23 5:14/40
VOC Meter ID: 541096/02-002	
LEL Meter ID: MA221-040248	

Location for monitoring of VOC	VOC Result	Remarks	Location for monitoring of LEL	LEL Result	Remarks
Repacking area washing room	0 PPM	During cleaning of E/VSF-04	Repacking area washing room	0 %	During cleaning of E/VSF-04
		15/07/23			15/07/23

NA

Sign & Date (monitored by): 15/07/23

Reviewer Comments: During Cleaning of E/VSF-04, VOC and LEL level verified

Reviewer Sign & Date: 15/07/23

	Prepared By	Reviewed By	Approved by
Name	Mr. Awnesh Kumar Goswami	Mr. Govindappa Galagali	Mr. N. Saravanan
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SHILPA PHARMA LIFESCIENCS LIMITED (UNIT-2)

VOC & LEL MONITORING LOG IN WORK AREA

ANNEXURE-1

Protocol No.: PC/PD/VOC&LEL/WA/001/23	Effective date: 13/05/23
	Page 1 of 1

Work Area ID	A0-Block Crystallizer Area	Date & Time: 24/07/23, 14/25
VOC Meter ID	54096102-002	
LEL Meter ID	MA221-040248	

Location for monitoring of VOC	VOC Result	Remarks	Location for monitoring of LEL	LEL Result	Remarks
In between A0/RE-16 & A0/RE-17	0 PPM	Batch processing	In process area b/w A0/RE-16 & A0/RE-17	0%	During process activity
In between A0/RE-16 & A0/RE-17	0 PPM	Batch to Batch cleaning	In process area b/w A0/RE-16 & A0/RE-17	0%	During B2B cleaning
During centrifugation	1 PPM	Batch processing	During centrifugation	0%	During process activity
During centrifuge Batch to Batch cleaning	0 PPM	Batch to Batch cleaning	During centrifuge Batch to Batch Cleaning	0%	During B2B cleaning

NA

N 24/07/23

Sign & Date (monitored by): N 24/07/23

Reviewer Comments: –

Reviewer Sign & Date: M.Ramu 24/07/23

	Prepared By	Reviewed By	Approved by
Name	Mr. Awnesh Kumar Goswami	Mr. Govindappa Galagali	Mr. N. Saravanan
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SHILPA PHARMA LIFESCIENCS LIMITED (UNIT-2)

VOC & LEL MONITORING LOG IN WORK AREA

ANNEXURE-1

Protocol No.: PC/PD/VOC&LEL/WA/001/23	Effective date: 13/05/23
	Page 1 of 1

Work Area ID	Ao-Block outside area	Date & Time: 24/07/23, 14/45
VOC Meter ID	54096102-002	
LEL Meter ID	MA221-040248	

Location for monitoring of VOC	VOC Result	Remarks	Location for monitoring of LEL	LEL Result	Remarks
Near Ao/ST-11, Ao/ET-02 Area	1 ppm	During NH3 Solution preparation	Near Ao/ST-11, Ao/ET-02 Area	0%	During NH3 Solution prep
Near Ao/ST-11, Ao/ET-02 Area	0ppm	Idle condition (with Stirring)	Near Ao/ST-11, Ao/ET-02 Area	0%	Idle condition (with stirring)
Ao/ST-12, Ao/ST-14A Area	0ppm	During MIS receiving	Ao/ST-12, Ao/ST-14A Area	0%	During MIS receiving
Ao/ST-12, Ao/ST-14A Area	0ppm	Idle condition (with Stirring)	Ao/ST-12, Ao/ST-14A Area	0%	Idle condition (with stirring)
Ao/ST-19 Area	0ppm	During water collection	Ao/ST-19 Area	0%	During water collection
Ao/ST-19 Area	0ppm	During Idle Condition	Ao/ST-19 Area	0%	During Idle Condition

NA

24/07/23

Sign & Date (monitored by): 24/07/23

Reviewer Comments: —

Reviewer Sign & Date: M.Ram 24/07/23

	Prepared By	Reviewed By	Approved by
Name	Mr. Awnesh Kumar Goswami	Mr. Govindappa Galagali	Mr. N. Saravanan
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SHILPA PHARMA LIFESCIENCS LIMITED (UNIT-2)

VOC & LEL MONITORING LOG IN WORK AREA

ANNEXURE-1

Protocol No.: PC/PD/VOC&LEL/WA/001/23	Effective date: 13/05/23
	Page 1 of 1

Work Area ID	Ao Intermediate Area (Ao7)	Date & Time: 22/07/23 & 13/00
VOC Meter ID	541096102-002	
LEL Meter ID	MA221-040248	

Location for monitoring of VOC	VOC Result	Remarks	Location for monitoring of LEL	LEL Result	Remarks
Ao/PNF-06	0 ppm	Batch U/processing	Ao/PNF-06	0%	Batch U/processing
Ao/PNF-06	0 ppm	Batch to Batch Cleaning	Ao/PNF-06	0%	Batch to Batch Cleaning
Equipment wash Area	1.0 ppm	During cleaning	Equipment wash Area	0%	During cleaning
Equipment wash Area	0 ppm	Idle	Equipment wash Area	0%	Idle
Ao/RE-18	1.0 ppm	During NH3 paring	Ao/RE-18	0%	During NH3 paring
Ao/RE-18	0 ppm	Idle with residue	Ao/RE-18	0%	Idle with residue
Ao/RE-20	0 ppm	During distillation	Ao/RE-20	0%	During distillation
Ao/RE-20	0 ppm	During Batch to Batch clearing	Ao/RE-20	0%	During Batch to Batch clearing
Ao/ANFD-03	0 ppm	During process	Ao/ANFD-03	0%	During process
Ao/ANFD-03	0 ppm	During B to B Clearing	Ao/ANFD-03	0%	During Batch to Batch
Ao/RE-19	0 ppm	During HMA addition	Ao/RE-19	0%	During HMA addition
Ao/RE-19	0 ppm	During Batch to Batch Clearing	Ao/RE-19	0%	During Batch to Batch clearing

Sign & Date (monitored by): 22/07/23

Reviewer Comments: –

Reviewer Sign & Date: M. Ramu 22/07/23

	Prepared By	Reviewed By	Approved by
Name	Mr. Awnesh Kumar Goswami	Mr. Govindappa Galagali	Mr. N. Saravanan
Designation	Dy. Manager-PD	AGM-PD	AGM-QA
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SHILPA PHARMA LIFESCIENCS LIMITED (UNIT-2)

VOC & LEL MONITORING LOG IN WORK AREA

ANNEXURE-1

Protocol No.: PC/PD/VOC&LEL/WA/001/23	Effective date: 13/05/23
	Page 1 of 1

Work Area ID	Ao Intermediate Area (A07)	Date & Time:	22/07/23 & 13/00
VOC Meter ID	541096102-002		
LEL Meter ID	MA221-040248		

Location for monitoring of VOC	VOC Result	Remarks	Location for monitoring of LEL	LEL Result	Remarks
Ao/RE-24	0 ppm	Batch processing	Ao/RE-24	0%	Batch processing
Ao/RE-24	0 ppm	Batch to Batch cleaning	Ao/RE-24	0%	Batch to Batch cleaning
Ao/ST-64	0 ppm	Batch tranfering	Ao/ST-64	0%	Batch tranfering
Ao/ST-64	0ppm	Idle	Ao/ST-64	0%	Idle
Ao/ST-66	0 ppm	Batch tranfering	Ao/ST-66	0%	Batch tranfering
Ao/ST-66	0 ppm	Batch Idle	Ao/ST-66	0%	Idle

NA

22/07/23

Sign & Date (monitored by): 22/07/23

Reviewer Comments: —

Reviewer Sign & Date: M Ram 24/07/23

	Prepared By	Reviewed By	Approved by
Name	Mr. Awnesh Kumar Goswami	Mr. Govindappa Galagali	Mr. N. Saravanan
Designation	Dy. Manager-PD	AGM-PD	AGM-QA
Sign & Date	13/05/23	13/05/23	13/05/23

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SHILPA PHARMA LIFESCIENCS LIMITED (UNIT-2)

VOC & LEL MONITORING LOG IN WORK AREA

ANNEXURE-1

Protocol No.: PC/PD/VOC&LEL/WA/001/23	Effective date: 13/05/23
	Page 1 of 1

Work Area ID	Ao-Intermediate Area (Ao7)	Date & Time: 22/07/23, 13/00
VOC Meter ID	541096102-002	
LEL Meter ID	MA221-040248	

Location for monitoring of VOC	VOC Result	Remarks	Location for monitoring of LEL	LEL Result	Remarks
At Emergency Exit	0 ppm	At batch running time	At Emergency Exit	0.0%	At batch running time
At Emergency Exit (Module-1)	0 ppm	At batch running time	At Entrance area (Module-1)	0.0%	At batch running time
At Entry Ao7 (Module-2)	0 ppm	At batch running time	At Entrance area (Module-2)	0.0%	At batch running time
At Ao/ cooling tower	0 ppm	At batch running time	At cooling tower	0.0%	At batch running time

NA

22/07/23

Sign & Date (monitored by): 22/07/23

Reviewer Comments: —

Reviewer Sign & Date: M. Ramu 22/07/23

	Prepared By	Reviewed By	Approved by
Name	Mr. Awnesh Kumar Goswami	Mr. Govindappa Galagali	Mr. N. Saravanan
Designation	Dy. Manager-PD	AGM-PD	AGM-QA
Sign & Date	13/05/23	13/05/23	13/05/23

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SHILPA PHARMA LIFESCIENCS LIMITED (UNIT
VOC & LEL MONITORING LOG IN WORK AREA
ANNEXURE-1

Protocol No.: PC/PD/VOC&LEL/WA/001/23	Effective date: 13/05/23
	Page 1 of 1

Work Area ID	H	Date & Time:
VOC Meter ID	541096102-002	
LEL Meter ID	MA221-040248	

Location for monitoring of VOC	VOC Result	Remarks	Location for monitoring of LEL	LEL Result	Remarks
SS Reactor H/RE-03	1 PPM	SPAS charging & CF washing	SS Reactor H/RE-03	0%	SPAS charging & CF washing
H/MLTCF-06	0 PPM	During ML's collection	H/MLTCF-06	0%	During ML's collection
Centrifuge H/CF-06	1 PPM	Wet Material unloading	Centrifuge H/CF-06 13/07/23	0%	Wet Material unloading
Drying H/VTD-01	1.PPM	Wet material loading	Drying H/VTD-01	0%	Wet material loading
Drying H/VTD-01	0 %	Dry material unloading	Drying H/VTD-01	0%	Dry material unloading
Washing area ACC Assonics	1.PPM	Dry material Unloading	Scoop H/SC-99	0%	After cleaning Method
					16/07/23

Sign & Date (monitored by): 16/07/23

Reviewer Comments: outside & inside area 3 equipments H/RE-03, H/MLTCF-06, H/CF-06, H/VTD-01 VOC & LEL verified

Reviewer Sign & Date: 17/07/23

	Prepared By	Reviewed By	Approved by
Name	Mr. Awnesh Kumar Goswami	Mr. Govindappa Galagali	Mr. N. Saravanan
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SHILPA PHARMA LIFESCIENCS LIMITED (UNIT-

VOC & LEL MONITORING LOG IN WORK AREA

ANNEXURE-1

Protocol No.: PC/PD/VOC&LEL/WA/001/23	Effective date: 13/05/23
	Page 1 of 1

Work Area ID	Am-Block (Intermediate Bay-1)	Date & Time:	17/07/23 & 12:50
VOC Meter ID	541096102-002		
LEL Meter ID	MA221-040248		

Location for monitoring of VOC	VOC Result	Remarks	Location for monitoring of LEL	LEL Result	Remarks
AM1RE-02 (InterArea)	0 PPM	After flushing	AM1RE-02 (InterArea)	0-1.	After flushing with meoH
AM1RE-04 (Inter Area)	1.0PPM	After flushing	AM1RE-04 InterArea	0-1.	After flushing with meoH.
AM1RE-09 (Inter Area)	0 PPM	After flushing	AM1RE-09 (Inter Area)	0-1.	After flushing with meoH.
AM1PNF-01 (InterArea)	0 PPM	open condition	AM1PNF-01 (InterArea)	0-1.	~~After flushing~~ open condition MDC
AM1SF-01 (InterArea)	0 PPM	open condition	AM1SF-01 (InterArea)	0-1.	open condition MDC
AM1RE-04 (Inter Area)	0 PPM	After flushing	AM1RE-04 (Inter Area)	0-1.	After flushing with DIPE
AM1CF-06 (Inter Area)	0 PPM	open condition	AM1CF-06 (Inter Area)	0-1.	open condition DIPE
AM1VTD-03 Inter Area	0 PPM	open condition	AM1VTD-03 (Inter Area)	0-1.	open condition

NA

Sign & Date (monitored by): 17/07/23

Reviewer Comments:

Reviewer Sign & Date: NRJ 17/07/23

	Prepared By	Reviewed By	Approved by
Name	Mr. Awnesh Kumar Goswami	Mr. Govindappa Galagali	Mr. N. Saravanan
Designation	Dy. Manager-PD	AGM-PD	AGM-QA
Sign & Date	13/05/23	13/05/23	13/05/23

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SHILPA PHARMA LIFESCIENCS LIMITED (UNIT-	
VOC & LEL MONITORING LOG IN WORK AREA	
ANNEXURE-1	
Protocol No.: PC/PD/VOC&LEL/WA/001/23	Effective date: 13/05/23
	Page 1 of 1

Work Area ID	Am-Block (Intermediate Area Bay-II outside Area)	Date & Time:	17/07/23 @ 1600
VOC Meter ID	5U1096102-002		
LEL Meter ID	MA221-0402408		

Location for monitoring of VOC	VOC Result	Remarks	Location for monitoring of LEL	LEL Result	Remarks
Am-Block outside Area	0 PPM	After activity	Am-Block outside Area	0%	After activity

NA

17/07/23

Sign & Date (monitored by): 17/07/23

Reviewer Comments:

Reviewer Sign & Date: NRS 17/07/23

	Prepared By	Reviewed By	Approved by
Name	Mr. Awnesh Kumar Goswami	Mr. Govindappa Galagali	Mr. N. Saravanan
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Sign & Date	13/05/23	13/05/23	13/05/23

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D/T: 20/05/23 16:52

SHILPA PHARMA LIFESCIENCS LIMITED (UNIT
VOC & LEL MONITORING LOG IN WORK AREA
ANNEXURE-1

Protocol No.: PC/PD/VOC&LEL/WA/001/23	Effective date: 13/05/23
	Page 1 of 1

Work Area ID	AJ-Block (outside Area)	Date & Time: 18/07/23 & 09:50
VOC Meter ID	541096102-002	
LEL Meter ID	MA221-040248	

Location for monitoring of VOC	VOC Result	Remarks	Location for monitoring of LEL	LEL Result	Remarks
outside Area AJ/OLTCP-01	0 PPM	After collection of methanol	outside Area AJ/MLTCP-01	0%	After collection of methanol
outside area AJ/LCP-01	0 PPM	After collection of methanol	outside Area AJ/LCP-01	0%	After collection of methanol
					18/07/23

Sign & Date (monitored by): 18/07/23

Reviewer Comments: AJ block outside area VOC & LEL result

Reviewer Sign & Date: Verified on 18/07/23

	Prepared By	Reviewed By	Approved by
Name	Mr. Awnesh Kumar Goswami	Mr. Govindappa Galagali	Mr. N. Saravanan
Designation	Dy. Manager-PD	AGM-PD	AGM-QA
Sign & Date	13/05/23	13/05/23	13/05/23

Issued By QA
I.Jagannadham
D/T:21/07/23 14:18

SHILPA PHARMA LIFESCIENCS LIMITED (UNI	
VOC & LEL MONITORING LOG IN WORK AREA	
ANNEXURE-1	
Protocol No.: PC/PD/VOC&LEL/WA/001/23	Effective date: 13/05/23
	Page 1 of 1

Work Area ID	D	Date & Time: 31/07/23 09:30
VOC Meter ID	541096102-002	
LEL Meter ID	MA221-040248	

Location for monitoring of VOC	VOC Result	Remarks	Location for monitoring of LEL	LEL Result	Remarks
D/CFMLT-01	0 PPM	Toluene ML's collecting	D/CFMLT-01	0%	Toluene ML's collecting
Centrifuge D/CF-01 & D/GB-01	0 PPM	wet material unloading	Centrifuge D/CF-01 & D/GB-01	0%	wet material unloading
washing area Accessories	1 PPM	while accessories cleaning	washing area Accessories	0%	while accessories cleaning
					31/07/23

Sign & Date (monitored by): 31/07/23

Reviewer Comments: D/CFMLT-01 & D/CF-01 & D/GB-01 and Accessories area VOC & LEL verified.

Reviewer Sign & Date: 31/07/23

	Prepared By	Reviewed By	Approved by
Name	Mr. Awnesh Kumar Goswami	Mr. Govindappa Galagali	Mr. N. Saravanan
Designation	Dy. Manager-PD	AGM-PD	AGM-QA
Sign & Date	13/05/23	13/05/23	13/05/23

Issued By QA
I.Jagannadham
D/T: 03/06/23 10:32

SHILPA PHARMA LIFESCIENCS LIMITED (UNIT
VOC & LEL MONITORING LOG IN WORK AREA
ANNEXURE-1

Protocol No.: PC/PD/VOC&LEL/WA/001/23	Effective date: 13/05/23
	Page 1 of 1

Work Area ID	AI Block pharma Area	Date & Time: 16/06/23 & 09/15
VOC Meter ID	541096/02 002	
LEL Meter ID	MA 221 - 040248	

Location for monitoring of VOC	VOC Result	Remarks	Location for monitoring of LEL	LEL Result	Remarks
AI/GAT-10	0 PPM	while sucking methanol in AI/GAT-10	AI/GAT-10	0	while sucking methanol in AI/GAT-10
AI/MF-04	0 PPM	while opening AI/MF-04	AI/MF-04	0	while opening AI/MF-04
AI/MF-04	0 PPM	while After cleaning AI/MF-04	AI/MF-04	0	while After cleaning AI/MF-04

N/A

GM 16/06/23

Sign & Date (monitored by): GM 16/06/23

Reviewer Comments: LEL ~~OEL~~ & VOC checked during Axitinib batch no. ATBL230003

Reviewer Sign & Date: Cor 16/06/23

Cor 16/06/23

	Prepared By	Reviewed By	Approved by
Name	Mr. Awnesh Kumar Goswami	Mr. Govindappa Galagali	Mr. N. Saravanan
Designation	Dy. Manager-PD	AGM-PD	AGM-QA
Sign & Date	13/05/23	13/05/23	13/05/23

Issued By QA
I.Jagannadham
D/T:05/08/23 16:05

SHILPA PHARMA LIFESCIENCS LIMITED (UNI	
VOC & LEL MONITORING LOG IN WORK AREA	
ANNEXURE-1	
Protocol No.: PC/PD/VOC&LEL/WA/001/23	Effective date: 13/05/23
	Page 1 of 1

Work Area ID	I - Block Pharma area	Date & Time: 17/08/23 & 17/50
VOC Meter ID	541096102-002	
LEL Meter ID	MA221-040248	

Location for monitoring of VOC	VOC Result	Remarks	Location for monitoring of LEL	LEL Result	Remarks
Pharma area Reactor I/RF-12	1 PPM	Flushing with methanol	Pharma area reactor I/RF-12	0%	Flushing with methanol
Pharma area Accessories cleaning	1 PPM	Flushing with methanol	Pharma Area Accessories cleaning	0%	Flushing with methanol

NA

20/08/23

Sign & Date (monitored by): 20/08/23

Reviewer Comments: I-Block Pharma area Randomly monitored the VOC and LEL result found ok

Reviewer Sign & Date: 20/08/23

	Prepared By	Reviewed By	Approved by
Name	Mr. Awnesh Kumar Goswami	Mr. Govindappa Galagali	Mr. N. Saravanan
Designation	Dy. Manager-PD	AGM-PD	AGM-QA
Sign & Date	13/05/23	13/05/23	13/05/23

Issued By QA
I.Jagannadham
D/T: 05/08/23 16:05

SHILPA PHARMA LIFESCIENCS LIMITED (UNI	
VOC & LEL MONITORING LOG IN WORK AREA	
ANNEXURE-1	
Protocol No.: PC/PD/VOC&LEL/WA/001/23	Effective date: 13/05/23
	Page 1 of 1

Work Area ID	B-Block outside area	Date & Time: 17/08/23 & 14:55
VOC Meter ID	541096102-002	
LEL Meter ID	MA221-040248	

Location for monitoring of VOC	VOC Result	Remarks	Location for monitoring of LEL	LEL Result	Remarks
outside area 3 (METHOD)	0 ppm	Drying with Nitrogen	outside area 3 (METHOD)	0 %	Drying with Nitrogen

17/08/23

Sign & Date (monitored by): 17/08/23

Reviewer Comments: B-Block outside area Random sample by VOC and LEL result found OK

Reviewer Sign & Date: 17/08/23

	Prepared By	Reviewed By	Approved by
Name	Mr. Awnesh Kumar Goswami	Mr. Govindappa Galagali	Mr. N. Saravanan
Designation	Dy. Manager-PD	AGM-PD	AGM-QA
Sign & Date	13/05/23	13/05/23	13/05/23

Issued By QA
I.Jagannadham
D/T: 23/05/23 12:35

SHILPA PHARMA LIFESCIENCS LIMITED (UNIT

VOC & LEL MONITORING LOG IN WORK AREA

ANNEXURE-1

Protocol No.: PC/PD/VOC&LEL/WA/001/23	Effective date: 13/05/23
	Page 1 of 1

Work Area ID	G-Block (outside Area)	Date & Time: 18/07/23 @ 11:00
VOC Meter ID	541096102-002	
LEL Meter ID	MA221-040248	

Location for monitoring of VOC	VOC Result	Remarks	Location for monitoring of LEL	LEL Result	Remarks
outside area G/MLTCF-01	0 ppm	During collection of Acetone MLs	outside area G/MLTCF-01	0.1	During collection of Acetone MLs
outside area G/MLTCF-02	0 ppm	During collection of E/A MLs	outside area G/MLTCF-02	0.1	During collection of E/A MLs
outside area G/HMC-01	0 ppm	During solvent collection	outside area G/HMC-01	0.1	During solvent collection
outside area G/FST-01	0 ppm	During solvent collection	outside area G/FST-01	0.1	During solvent collection
outside area G/RST-01	0 ppm	During solvent collection	outside area G/RST-01	0.1	During solvent collection

18/07/23

Sign & Date (monitored by): 18/07/23

Reviewer Comments: G. block out side area VOC & LEL results on 18/07/23

Reviewer Sign & Date: Verified on 18/07/23

	Prepared By	Reviewed By	Approved by
Name	Mr. Awnesh Kumar Goswami	Mr. Govindappa Galagali	Mr. N. Saravanan
Designation	Dy. Manager-PD	AGM-PD	AGM-QA
Sign & Date	13/05/23	13/05/23	13/05/23

Issued By QA
I.Jagannadham
D/T:18/06/23 09:36

SHILPA PHARMA LIFESCIENCS LIMITED (UNIT

VOC & LEL MONITORING LOG IN WORK AREA

ANNEXURE-1

Protocol No.: PC/PD/VOC&LEL/WA/001/23	Effective date: 13/05/23
	Page 1 of 1

Work Area ID	Quality control.	Date & Time: 18/06/23
VOC Meter ID	541096102-002	
LEL Meter ID	MA221-040248.	

Location for monitoring of VOC	VOC Result	Remarks	Location for monitoring of LEL	LEL Result	Remarks
Weighing Balance SPL21QAISB1001 Capecitabine weighing	0 ppm	During weighing	Weighing Balance SPL21QAISB1001 Capecitabine Weighing	0 ppm	During weighing
Mobile preparation Capecitabine	1 ppm	HPLC mobile phase	Mobile preparation Capecitabine	0 ppm	During weighing
Weighing Balance SPL21QAIW3107 Tranexamic Acid	0 ppm	During weighing	Weighing Balance SPL21QAIW3107 Tranexamic Acid	0 ppm	During weighing
Washing Area Accessories Test Tube, Pipet	1 ppm	cleaning Area	Washing Area Accessories Test Tube, Pipet.	0 ppm	cleaning after with meth
				2no 18/06/23	

Sign & Date (monitored by): 18/06/23

Reviewer Comments:

Reviewer Sign & Date: 2no 18/06/23.

	Prepared By	Reviewed By	Approved by
Name	Mr. Awnesh Kumar Goswami	Mr. Govindappa Galagali	Mr. N. Saravanan
Designation	Dy. Manager-PD	AGM-PD	AGM-QA
Sign & Date	13/05/23	13/05/23	13/05/23

Shilpa Pharma Lifesciences Limited
Raichur, Karnataka, INDIA
Review Frequency: Monthly
Sustainable Procurement Objectives and KPIs

Review Date: 12/08/24

KPI No	SA Policy / Supplier Code of Conduct / SUP Process Ref (KRA for)	Objectives linked to (KRA)	Objectives (KPI)	Units	KPI-Achieved						Remarks	GRI standard Reference	Year	2023
					KPI-Target	FY21-22	KPI-Target	FY22-23	KPI-Target	FY23-24			Mapping to UNGC Principles	Mapping to UNSDGs
1	Suppliers Environental & Social Assessmnet (SOP/U-2/PR/GEN/001/01), Section 6.8 Page No 3.	Sustainable Procurement	Awareness training on Sustainable Procurement practices to Buyers.	%	100%	100%	100%	100%	100%	100%	Training Condcuted to all the buyers and Record attached -Attachment No 36 Ref Page no 339 to 346 of 715	GRI No 308 GRI No 414	Principles 1 to 10	1, 2, 3, 6, 7, 8, 9, 11, 12, 13, 14, 15, 16
2	Suppliers Environental & Social Assessmnet (SOP/U-2/PR/GEN/001/01), Section 6.11 Page No 4.	Sustainable Procurement	Communicate the requirements of sustainable procurement practices to suppliers through Purchase Order	%	60% of Key Suppliers	50%	70% of Key Suppliers	66%	80% of Key Suppliers	69%	Enclosed Mail cummuication to vendor. Attachment No 37 Ref Page no 347 to 350 of 715	GRI No 308 GRI No 414	Principles 1 to 10	1, 2, 3, 6, 7, 8, 9, 11, 12, 13, 14, 15, 16
3	Suppliers Environental & Social Assessmnet (SOP/U-2/PR/GEN/001/01), Section 6.11 Page No 4.	Sustainable Procurement	Communicate the Supplier Code of Conduct to suppliers.	%	100%	100%	100%	100%	100%	100%	Suuppliers ESG requiremnet capture in purchase Order. Attachment No 38 Ref Page no 351 to 352 of 715	GRI No 308 GRI No 414	Principles 1 to 10	1, 2, 3, 6, 7, 8, 9, 11, 12, 13, 14, 15, 16
4	Suppliers Environental & Social Assessmnet (SOP/U-2/PR/GEN/001/01), Section 6.9 Page No 3.	Sustainable Procurement	Discussing the requirements of sustainable procurement practices with selected key suppliers based on Self-Assessment Questionnaire (SAQ) for due dilligence.	%	100% whom SAQ Send	100%	100% whom SAQ Send	100%	100% whom SAQ Send	100%	Through Team meeting with vendor and filied questionaire Attached. Attachment No 39 Ref Page no 353 to 354 of 715	GRI No 308 GRI No 414	Principles 1 to 10	1, 2, 3, 6, 7, 8, 9, 11, 12, 13, 14, 15, 16
5	Suppliers Environental & Social Assessmnet (SOP/U-2/PR/GEN/001/01), Section 6.4 Page No 3.	Sustainable Procurement	Conducting selected key suppliers self-assessment on Sustainability Procurement practices using SAQ.	%	100% whom SAQ Send	100%	100% whom SAQ Send	100%	100% whom SAQ Send	100%	Refer Attachment No 39 Ref Page no 355 to 361 of 715	GRI No 308 GRI No 414	Principles 1 to 10	1, 2, 3, 6, 7, 8, 9, 11, 12, 13, 14, 15, 16
7	Suppliers Environental & Social Assessmnet (SOP/U-2/PR/GEN/001/01), Section 6.7 Page No 3.	Sustainable Procurement	Follow-up with selected key suppliers on CAPAs from Suppliers Assessment on Sustainability Procurement Practices.	%	100% whom SAQ Send	100%	100% whom SAQ Send	100%	100% whom SAQ Send	100%	Attachment No 40 Ref Page no 362 to 364 of 715	GRI No 308 GRI No 414	Principles 1 to 10	1, 2, 3, 6, 7, 8, 9, 11, 12, 13, 14, 15, 16
8		Internal Audit	Conducting SUP Internal Audits Annualy	Number	1	1	1	1	1	1	Attachment No 41 Ref Page no 365 to 366 of 715	GRI-403-8 GRI-416-2	Principles 1 to 10	1, 2, 3, 6, 7, 8, 9, 11, 12, 13, 14, 15, 16
9		Management Review	Conducting SUP Management Review Meeting Annualy	Number	1	1	1	1	1	1	Attachment No 42 Ref Page no 367 to 371 of 715	GRI-403-1	Principles 1 to 10	1, 2, 3, 6, 7, 8, 9, 11, 12, 13, 14, 15, 16

	Prepared By		Reviewed By		Approved By
Name	Vijay Kumar N	Name	Manjunatha DN	Name	K Sharath Reddy
Designation	Executive-EHS	Designation	DGM-ENV	Designation	Technical Director
Sign & Date	12/08/24	Sign & Date	12/08/24	Sign & Date	13/08/24

SHILPA PHARMA LIFESCIENCES LIMITED (UNIT-2)

TRAINING ATTENDANCE RECORD

Document No.: SOP/U-2/PA/GEN/005
Form No: FM-PA-005-05 Page No.: 827

Title of Program : Suppliers Environmental & Social Assessment (SOP/U-2/PR/GEN/001/01)

Training location : Training Hall Date : 17/07/23

Trainer Name : Ravikumar. D Time : From 11/00 To 11/30

Trainer EMP. code : 1369

S.No.	Emp.Code	Employee Name	Designation	Department	Signature
1	1228	Raghavendra Kumar	Sr. Executive	Purchase	
2	4240	Srinivas	Jr. Executive	P&A	
3	5957	Shanmukharao	Jr. Executive	EHS	
4	1386	Naresh.e.	Sr. Assistant	P&A	
5	6808	R. Elangovan	DGM	EHS	
6	6512	Bhimareddy	Executive	EHS	
7	5503	S. SUMAN	Jr. Executive	EHS	

Here by it is certified that above mentioned personnel have undergone the below training activities. Tick "√" Whichever is applicable

Annual/ refresher Training [ ] cGMP training [ ] Adhoc training [√] External Agency [ ]

Remarks: Training evaluation done with the aid of ~~TMS~~ / written / ~~oral test~~ on above said topic and training found Satisfactory / ~~Not satisfactory~~.

Signature of Trainer:
Date: 17/07/23

SHILPA PHARMA LIFESCIENCES LIMITED (UNIT-2)	Page 1 of 1
TRAINING EVALUATION FORM	

TOPIC/SOP	:	**SUPPLIERS ENVIRONMENTAL & SOCIAL ASSESSMENT (SOP/U-2/PR/GEN/001/01)**
Venue	:	Training Hall

Name of the Employee	:	Raghavendra Kumar C	Employee Code	:	1228
Department	:	Purchase	Date of Training	:	17/07/23
Trainer Name	:	Ravi Kumar. O	Duration	:	00:30
			Training Time	:	From: 11:00 To: 11:30

❖ ***Choose the most appropriate answer (a/b/c/d) and enter in respective brackets.*** ***Marks: 5 X 2 = 10***

1	Which department is responsible to arrange virtual/on-site assessment on mutually agreed dates and communicate the same to concerned team?				[ ]
	A	EHS	B	PR	
	C	P&A	D	None of above	
2	What does SCM stands for?				[ ]
	A	Supply chain management	B	Supply consultant management	
	C	Supply Capital Management	D	None of above	
3	Duly filled Self-Assessment Questionnaire to be sent to Buyer by KSP at least _____ before the assessment date.				[ ]
	A	One week	B	Two week	
	C	Three week	D	Four week	
4	Which team should follow-up and collect the action plan for closure of observations within one month of sharing the assessment report				[ ]
	A	Analytical	B	Selling	
	C	Finance	D	Buying	
5	What does KSP stands for ?				[ ]
	A	Key Suppliers & Segment Producer	B	Key Suppliers & Service Producer	
	C	Key Suppliers & Service Provider	D	Key services & Supplier Producer	

Marks obtained	:	10
% of Marks	:	100 %

Signature of Employee	:	17/7/23

Comments of the trainer :

1. ***Knowledge and understanding level is Satisfactory/Not ~~satisfactory~~***
2. ***Retraining ~~required~~ / not required***

17/7/23

Signature of the Trainer:

Form No.: FM-PA-041

SHILPA PHARMA LIFESCIENCES LIMITED (UNIT-2)			Page 1 of 1
TRAINING EVALUATION FORM			
TOPIC/SOP	:	SUPPLIERS ENVIRONMENTAL & SOCIAL ASSESSMENT (SOP/U-2/PR/GEN/001/01)	
Venue	:	Training Hall	

Name of the Employee	:	Srinivas	Employee Code	:	4240
Department	:	P&A	Date of Training	:	17/07/23
Trainer Name	:	Ravi kumar. D	Duration	:	00:30
			Training Time	:	From: 11:00 To: 11:30

❖ ***Choose the most appropriate answer (a/b/c/d) and enter in respective brackets.*** ***Marks: 5 X 2 = 10***

1	Which department is responsible to arrange virtual/on-site assessment on mutually agreed dates and communicate the same to concerned team?				[B] ✓
	A	EHS	B	PR	
	C	P&A	D	None of above	
2	What does SCM stands for?				[A] ✓
	A	Supply chain management	B	Supply consultant management	
	C	Supply Capital Management	D	None of above	
3	Duly filled Self-Assessment Questionnaire to be sent to Buyer by KSP at least _____ before the assessment date.				[A] ✓
	A	One week	B	Two week	
	C	Three week	D	Four week	
4	Which team should follow-up and collect the action plan for closure of observations within one month of sharing the assessment report				[D] ✓
	A	Analytical	B	Selling	
	C	Finance	D	Buying	
5	What does KSP stands for ?				[C] ✓
	A	Key Suppliers & Segment Producer	B	Key Suppliers & Service Producer	
	C	Key Suppliers & Service Provider	D	Key services & Supplier Producer	

Marks obtained	:	10
% of Marks	:	100%

Signature of Employee	:	Ravi 17/07/23

Comments of the trainer :

1. ***Knowledge and understanding level is Satisfactory/~~Not satisfactory~~*** ✓
2. ***Retraining ~~required~~ / not required*** ✓

17/7/23

Signature of the Trainer:

Form No.: FM-PA-041

SHILPA PHARMA LIFESCIENCES LIMITED (UNIT-2)	Page 1 of 1
TRAINING EVALUATION FORM	

TOPIC/SOP	:	SUPPLIERS ENVIRONMENTAL & SOCIAL ASSESSMENT (SOP/U-2/PR/GEN/001/01)
Venue	:	Training hall

Name of the Employee	:	S Channakeshava	Employee Code	:	5957
Department	:	EHS	Date of Training	:	17/07/23
Trainer Name	:	Ravikumar D	Duration	:	00:30
			Training Time	:	From: 11:00 To: 11:30

❖ ***Choose the most appropriate answer (a/b/c/d) and enter in respective brackets.*** ***Marks: 5 X 2 = 10***

1	Which department is responsible to arrange virtual/on-site assessment on mutually agreed dates and communicate the same to concerned team?				[B]
	A	EHS	B	PR	
	C	P&A	D	None of above	
2	What does SCM stands for?				[A]
	A	Supply chain management	B	Supply consultant management	
	C	Supply Capital Management	D	None of above	
3	Duly filled Self-Assessment Questionnaire to be sent to Buyer by KSP at least _____ before the assessment date.				[A]
	A	One week	B	Two week	
	C	Three week	D	Four week	
4	Which team should follow-up and collect the action plan for closure of observations within one month of sharing the assessment report				[D]
	A	Analytical	B	Selling	
	C	Finance	D	Buying	
5	What does KSP stands for ?				[C]
	A	Key Suppliers & Segment Producer	B	Key Suppliers & Service Producer	
	C	Key Suppliers & Service Provider	D	Key services & Supplier Producer	

Marks obtained	:	10
% of Marks	:	100%

Signature of Employee	:	17/07/23

Comments of the trainer :

1. ***Knowledge and understanding level is Satisfactory/Not satisfactory***
2. ***Retraining required / not required***

17/7/23

Signature of the Trainer:

Form No.: FM-PA-041

SHILPA PHARMA LIFESCIENCES LIMITED (UNIT-2)	Page 1 of 1
TRAINING EVALUATION FORM	

TOPIC/SOP	:	SUPPLIERS ENVIRONMENTAL & SOCIAL ASSESSMENT (SOP/U-2/PR/GEN/001/01)
Venue	:	Training Hall

Name of the Employee	:	Naresh. K	Employee Code	:	1386
Department	:	P&A.	Date of Training	:	17/07/23
Trainer Name	:	Ravikumar D.	Duration	:	00:30
			Training Time	:	From: 11:00 To: 11:30

❖ ***Choose the most appropriate answer (a/b/c/d) and enter in respective brackets.*** ***Marks: 5 X 2 = 10***

1	Which department is responsible to arrange virtual/on-site assessment on mutually agreed dates and communicate the same to concerned team?				[B] ✓
	A	EHS	B	PR	
	C	P&A	D	None of above	
2	What does SCM stands for?				[A] ✓
	A	Supply chain management	B	Supply consultant management	
	C	Supply Capital Management	D	None of above	
3	Duly filled Self-Assessment Questionnaire to be sent to Buyer by KSP at least _____ before the assessment date.				[A] ✓
	A	One week	B	Two week	
	C	Three week	D	Four week	
4	Which team should follow-up and collect the action plan for closure of observations within one month of sharing the assessment report				[D] ✓
	A	Analytical	B	Selling	
	C	Finance	D	Buying	
5	What does KSP stands for ?				[C] ✓
	A	Key Suppliers & Segment Producer	B	Key Suppliers & Service Producer	
	C	Key Suppliers & Service Provider	D	Key services & Supplier Producer	

Marks obtained	:	10
% of Marks	:	100 %

Signature of Employee	:	17/07/23

Comments of the trainer :

1. ***Knowledge and understanding level is Satisfactory/~~Not satisfactory~~*** ✓
2. ***Retraining ~~required~~ / not required*** ✓

17/7/23

Signature of the Trainer:

Form No.: FM-PA-041

SHILPA PHARMA LIFESCIENCES LIMITED (UNIT-2)			Page 1 of 1
TRAINING EVALUATION FORM			
TOPIC/SOP	:	SUPPLIERS ENVIRONMENTAL & SOCIAL ASSESSMENT (SOP/U-2/PR/GEN/001/01)	
Venue	:	Train. Hall	

Name of the Employee	:	K. Elangovan	Employee Code	:	R.E 13/07/23 ~~6808~~ 6808
Department	:	EHS	Date of Training	:	17/07/23
Trainer Name	:	Ravi Kumar. D	Duration	:	00:30
			Training Time	:	From: 11:00 To: 11:30

❖ ***Choose the most appropriate answer (a/b/c/d) and enter in respective brackets.*** ***Marks: 5 X 2 = 10***

1	Which department is responsible to arrange virtual/on-site assessment on mutually agreed dates and communicate the same to concerned team?				[B] ✓
	A	EHS	B	PR	
	C	P&A	D	None of above	
2	What does SCM stands for?				[A] ✓
	A	Supply chain management	B	Supply consultant management	
	C	Supply Capital Management	D	None of above	
3	Duly filled Self-Assessment Questionnaire to be sent to Buyer by KSP at least _____ before the assessment date.				[A] ✓
	A	One week	B	Two week	
	C	Three week	D	Four week	
4	Which team should follow-up and collect the action plan for closure of observations within one month of sharing the assessment report				[D] ✓
	A	Analytical	B	Selling	
	C	Finance	D	Buying	
5	What does KSP stands for ?				[C] ✓
	A	Key Suppliers & Segment Producer	B	Key Suppliers & Service Producer	
	C	Key Suppliers & Service Provider	D	Key services & Supplier Producer	

Marks obtained	:	10
% of Marks	:	100%

Signature of Employee	:	R. 24/17/07/23

Comments of the trainer :

1. ***Knowledge and understanding level is Satisfactory/Not ~~satisfactory~~***
2. ***Retraining ~~required~~ / not required***

17/7/23

Signature of the Trainer:

Form No.: FM-PA-041

SHILPA PHARMA LIFESCIENCES LIMITED (UNIT-2)			Page 1 of 1
TRAINING EVALUATION FORM			
TOPIC/SOP	:	SUPPLIERS ENVIRONMENTAL & SOCIAL ASSESSMENT (SOP/U-2/PR/GEN/001/01)	
Venue	:	Training Hall	

Name of the Employee	:	Bhimareddy	Employee Code	:	6512
Department	:	EHS	Date of Training	:	17/07/23
Trainer Name	:	Ravi kumar. D	Duration	:	00:30
			Training Time	:	From 11:00 To 11:30

❖ ***Choose the most appropriate answer (a/b/c/d) and enter in respective brackets.*** ***Marks: 5 X 2 = 10***

1	Which department is responsible to arrange virtual/on-site assessment on mutually agreed dates and communicate the same to concerned team?				[B]
	A	EHS	B	PR	
	C	P&A	D	None of above	
2	What does SCM stands for?				[A]
	A	Supply chain management	B	Supply consultant management	
	C	Supply Capital Management	D	None of above	
3	Duly filled Self-Assessment Questionnaire to be sent to Buyer by KSP at least _____ before the assessment date.				[A]
	A	One week	B	Two week	
	C	Three week	D	Four week	
4	Which team should follow-up and collect the action plan for closure of observations within one month of sharing the assessment report				[D]
	A	Analytical	B	Selling	
	C	Finance	D	Buying	
5	What does KSP stands for ?				[C]
	A	Key Suppliers & Segment Producer	B	Key Suppliers & Service Producer	
	C	Key Suppliers & Service Provider	D	Key services & Supplier Producer	

Marks obtained	:	10
% of Marks	:	100%

Signature of Employee	:	17/07/23

Comments of the trainer :

1. ***Knowledge and understanding level is Satisfactory/~~Not satisfactory~~***
2. ***Retraining ~~required~~ / not required***

17/07/23

Signature of the Trainer:

Form No.: FM-PA-041

SHILPA PHARMA LIFESCIENCES LIMITED (UNIT-2)			Page 1 of 1
TRAINING EVALUATION FORM			
TOPIC/SOP	:	SUPPLIERS ENVIRONMENTAL & SOCIAL ASSESSMENT (SOP/U-2/PR/GEN/001/01)	
Venue	:	Training Hall	

Name of the Employee	:	S. Roman	Employee Code	:	S503
Department	:	EHS	Date of Training	:	17/07/23
Trainer Name	:	Ravi Kumar.D	Duration	:	00:30
			Training Time	:	From: 11:00 To: 11:30

❖ ***Choose the most appropriate answer (a/b/c/d) and enter in respective brackets.*** ***Marks: 5 X 2 = 10***

1	Which department is responsible to arrange virtual/on-site assessment on mutually agreed dates and communicate the same to concerned team?				[B] ✓
	A	EHS	B	PR	
	C	P&A	D	None of above	
2	What does SCM stands for?				[A] ✓
	A	Supply chain management	B	Supply consultant management	
	C	Supply Capital Management	D	None of above	
3	Duly filled Self-Assessment Questionnaire to be sent to Buyer by KSP at least _____ before the assessment date.				[A] ✓
	A	One week	B	Two week	
	C	Three week	D	Four week	
4	Which team should follow-up and collect the action plan for closure of observations within one month of sharing the assessment report				[D] ✓
	A	Analytical	B	Selling	
	C	Finance	D	Buying	
5	What does KSP stands for ?				[C] ✓
	A	Key Suppliers & Segment Producer	B	Key Suppliers & Service Producer	
	C	Key Suppliers & Service Provider	D	Key services & Supplier Producer	

Marks obtained	:	10
% of Marks	:	100%

Signature of Employee	:	Roman 17/07/23

Comments of the trainer :

1. ***Knowledge and understanding level is Satisfactory/~~Not satisfactory~~***
2. ***Retraining ~~required~~ / not required***

17/07/23

Signature of the Trainer:

Form No.: FM-PA-041

FW: Supplier assessment questionnaire for environment, Health & Safety & Social assessments

Raghavendra <raghavendra@vbshilpa.com>
Sat 7/29/2023 4:52 PM
To:'SATYA KUMAR' <sraaccsd@tgvmail.net>
Cc:Amrut Lahoti <amrut@vbshilpa.com>;K.Sharath Reddy <sharath@shilpapharma.com>

1 attachments (500 KB)
SAQ.PDF;

Dear Sir

Kindly find attached here with Supplier assessment questionnaire for environment, Health & Safety & Social assessments we request you please fill and send us the same .

Best Regards,
Raghavendra Kumar
SCM
SHILPA PHARMA LIFESCIENCES LIMITED
(A subsidiary of Shilpa Medicare Limited Formerly Shilpa Corporate Holdings Private Limited)
H. No. 12 – 6 – 214 / A – 1|
Beside new cotton market, opp to IB cross
Hyderabad Road,Raichur 584 101| India
Ph: +91 9008081984. **(Office) :** +91 8532-238704 / Extn: 48 **(Fax) :** +91 8532-238876
e-Mail: **raghavendra@vbshilpa.com**, Web:**www.vbshilpa.com**

RE: Supplier assessment questionnaire for environment, Health & Safety & Social assessments

Raghavendra <raghavendra@vbshilpa.com>
Sat 7/29/2023 4:51 PM

To:sales chem <sales@svplastochem.com>
Cc:Amrut Lahoti <amrut@vbshilpa.com>;K.Sharath Reddy <sharath@shilpapharma.com>

1 attachments (500 KB)
SAQ.PDF;

Dear Mam,

Kindly find attached here with Supplier assessment questionnaire for environment, Health & Safety & Social assessments we request you please fill and send us the same .

Best Regards,
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SCM
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e-Mail: **raghavendra@vbshilpa.com**, Web:**www.vbshilpa.com**

Supplier assessment questionnaire for environment, Health & Safety & Social assessments

Raghavendra <raghavendra@vbshilpa.com>

Sat 7/29/2023 11:22 AM

To:N N PATEL RIDDHI PHARMA <nnp@riddhipharma.in>
Cc:Amrut Lahoti <amrut@vbshilpa.com>;K.Sharath Reddy <sharath@shilpapharma.com>

1 attachments (497 KB)

SAQ.pdf;

Dear Mam,

Kindly find attached here with Supplier assessment questionnaire for environment, Health & Safety & Social assessments we request you please fill and send us the same .

Best Regards,
Raghavendra Kumar
SCM
SHILPA PHARMA LIFESCIENCES LIMITED
(A subsidiary of Shilpa Medicare Limited Formerly Shilpa Corporate Holdings Private Limited)
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Beside new cotton market, opp to IB cross
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e-Mail: **raghavendra@vbshilpa.com**, Web:**www.vbshilpa.com**

Supplier assessment questionnaire for environment, Health & Safety & Social assessments

Raghavendra <raghavendra@vbshilpa.com>

Sat 7/29/2023 4:51 PM

To:Venkateshwarlu <Venkateshwarlu@avralab.com>

1 attachments (497 KB)

SAQ.pdf;

Dear Mam,

Kindly find attached here with Supplier assessment questionnaire for environment, Health & Safety & Social assessments we request you please fill and send us the same .

Best Regards,
Raghavendra Kumar
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H. No. 12 – 6 – 214 / A – 1|
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e-Mail: **raghavendra@vbshilpa.com**, Web:**www.vbshilpa.com**

SHILPA PHARMA LIFESCIENCES LIMITED

(A subsidiary of Shilpa Medicare Limited Formerly Shilpa Corporate Holdings Private Limited)

Regd Off : # 12-6-214/A1 Hyderabad Road, Raichur 584135 INDIA Tel : +(91) 8532-238704, Fax : +(91) 8532-238876,
Email : info@vbshilpa.com Website : www.vbshilpa.com. CIN No:U24100KA2020PLC134081 PAN:ABDCS6552L

Factory Address : Plot # 33, 33A & 40 to 47, Raichur Growth Centre, Chicksugur Village Raichur 584134 INDIA

GSTIN NO :29ABDCS6552L1ZR

PURCHASE ORDER

PO No : 4520011620
PO Date : Nov 15, 2023
PR No : 1200011202
RFQ No : 6000115614
FG Code :
Vendor Code : 1003385
Project Code :
Job No :
Pur Group : Consumable -Others

ABC SYNTHETICS PRIVATE LIMITED
6226 GIDC
SACHIN 394230
Factory :

Tel : 0261-239-7101 Fax :

Kind Attn :
Mobile No :
GSTIN No : 24AACCA3232D1ZG

Bill to and Ship to Address:

SHILPA PHARMA LIFESCIENCES LIMITED
100% Export Oriented Unit
Plot # 33, 33A & 40 to 47, Raichur Growth Centre,
Chicksugur Village Raichur 584134 INDIA

Tel :
Fax:
GSTIN NO :29ABDCS6552L1ZR

SL No	Item Code	Item Description	HSN/SAC Code	TaxRate	Quantity	UOM	Unit Price	Discount	Amount in INR
1	5004170	25NB X 5000MM SS304 PTFE LINED FLEXIBLE BRAIDED HOSE PIPE WITH BOTH ENDSSWIVEL FLANGED		18.00	1	PC	50,350	19,349.51	31,000.49

GST amount of the invoices accepted by us will be released within 10days from the date, the invoice details appears in our GSTR 2A with "Counter party submit status" as Yes.

Governing law : The order shall be Governed by the laws of India and the Parties submit to the exclusive jurisdiction of the courts of Raichur, Karnataka , India with out reference to conflict of law provisions.

Freight	0
Insurance	0
Other Charges	0
Sub Total	**31,000.49**
SGST	0
CGST	0
IGST	5,580.09
Total Tax	5,580.09
Total Amount	**36,580.58**

We hereby state that our turnover exceeded Rs.10 Crores in the previous financial year (FY 2022-23) and therefore, we would be deducting TDS u/s 194Q r.w.s. 206AB of the Income Tax Act at the applicable rates, if the purchase of goods transactions between us exceed INR 50 Lakhs for the current year. In view of the same, we request you not to collect tax u/s 206C (1H) on the sales invoices raised with effect from 01st April, 2023.

Environmental and Social Requirements:
All suppliers and service providers are required to address the Environmental and Social concerns of their activities/services/products supplied to Shilpa Pharma Life Sciences Limited and its Subsidiaries as per the applicable national, state, local level statutory requirements and other industry current good practices.
SPL has adopted the Supplier code of conduct: Click on the bellow link to access the code (https://www.vbshilpa.com/pdf/SPL-Suppliers%20Code%20of%20Conduct1.pdf)
and as a supplier you are required to adhere with the requirements of this code. For getting a soft copy of this code, please send a return email request to Us. Violation to this Supplier code of conduct and ethics ,will attract necessary action as per our company policy.

Value in Words : Rupees THIRTY SIX THOUSAND FIVE HUNDRED EIGHTY and FIFTY EIGHT Paise

Taxation Details : T4-A/P IGST 18% - Set off
Payment Terms : 90 Days the date of receipt of material at Plant
Delivery : Within 3-4 weeks.
Insurance :
Freight : Included.
Mode of Dispatch :
Packing Details :

Terms & Conditions :

Transportation:Included
Payments:90 days from the date of receipt of the material at our site
Delivery:within 3-4 weeks
Tax:Extra as applicable
P&F:Nil
Warranty:1 year replacement warranty against manufacturing defects from the date of supply

---

Material Description As below:

SS304 flexible braided hose pipe with inside (PTFE) Teflon lined,
convoluted PTFE anti-static hose with thick external helical SS304 wire reinforcement, SS304 wire braided
Moc : SS304 + PTFE LINED
Size:1'' x 5 Meter Length
End condition: Both side swivel Flanged as per ANSI b 16.5, class 150
Temperature Rating : -20°c to 150°c
Vacuum : Full vacuum.
Bend radius(mm) : 100 mm,
Max. Working pressure: 16 bar

NOTE:- This Purchase Order is Computer Generated document and it does not require a signature

SHILPA PHARMA LIFESCIENCES LIMITED

(A subsidiary of Shilpa Medicare Limited Formerly Shilpa Corporate Holdings Private Limited)

Regd Off : # 12-6-214/A1 Hyderabad Road, Raichur 584135 INDIA Tel : +(91) 8532-238704, Fax : +(91) 8532-238876, Email : info@vbshilpa.com Website : www.vbshilpa.com. CIN No:U24100KA2020PLC134081 PAN:ABDCS6552L

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SACHIN 394230
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Kind Attn :
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Chicksugur Village Raichur 584134 INDIA

Tel :
Fax:
GSTIN NO :29ABDCS6552L1ZR

STANDARD TERMS & CONDITIONS OF THE PURCHASE ORDER

Shilpa shall be governed exclusively by the following terms & conditions T&C) and no deviation on the T&C, except those expressly accepted in writing, shall be binding on for all deliveries.
1)Purchase Order Acceptance: The acceptance of this Purchase order shall be communicated in writing within three (03) Working days, failing which it will be deemed as this order has been accepted. The terms and conditions of this order shall constitute the complete and exclusive understanding between the Parties and overrides any other terms contained in any other documents issued by the Supplier.
2)Quality & Material: All materials shall be supplied in accordance with Shilpa specifications as stipulated in this order. The shelf life of the material should be not less than 90% on the date of delivery. Shilpa reserves the right of not accepting the whole or part of the supply if not found for use due to discrepancies in quality, specifications, weight, dimensions etc., or due to delay or irregular delivery. The rejected materials shall have to be lifted by the supplier from the premises within 15 days from the date of rejection at supplier's risk and expenses and Shilpa shall not be responsible for any loss or damages to the same. Shilpa will discard the material without any intimation to to the supplier after 15 days and Shilpa will not be responsible for any claim against the same in future.
3) Material Delivery: Incoterms to be followed and deliveries will be accepted on all working days between 9:30 AM and 4:30 PM. If the material is not delivered as per the delivery schedule stipulated in this Order, without notice and without prejudice to other legal rights, Shilpa may cancel this Order wholly or in part and get the material from third party supiers at your cost. In the event of deliverables are delayed beyond agreetimelines, supplier shall liable to pay the damages of (0.5%) of the order Price for every week up to sixty (60) days, and deliverables are delayed beyond sixty (60) days supplier shall liable to pay actual costs losses incurred by Shilpa as penalty. Materials should be packed with transport worthy, appropriate packing material to avoid physical damage during transit. In case of any urgency for material delivery vendor need to take prior permission from the concerned Shilpa employees. The transporter should carry the original and necessary documents as applicable. The transporter should enter only through gate by submitting all the necessary document to get "Gate Entrance" at Security office. After security clearance with Gate Entrance in the documents. The materials to be delivered to the respective stores as mentioned in the purchase order and get the acknowledgement from respective stores in the duplicate/triplicate copy of invoice.
4) Specification: Supplier to deliver the materials strictly as per the specification indicated in the order. Any deviations, whatsoever from the said specification are liable to be rejected wholly or partly. How ever, the supplier has the right at any time, by written order, to make the changes in the designs, specifications, quantity as applicable covered by the Purchase order.
5) Price: Price mentioned in the Purchase order will remain firm, till full delivery/completion the order. The supplier shall be invoiced exactly as in this order with agreed ordered currency. Unit rates in the order shall remain unchanged irrespective of the changes in currency value due to market fluctuations.
6) Taxes: For all domestic supplies, Taxes are applicable as per the government Rules and Regulations, which includes applicable Good and Service Tax (GST), Customs duties and similar taxes, ad valorem and imposed by any government authority for the purchase of the materials supplied must paid by the supplier and for which supplier is required by law to collect from Shilpa. Supplier shall not collect or remit and Shilpa not be liable for, any such taxes if Shilpa has provided Supplier with a tax exemption certificate.
7) Invoicing: Supplier to submit a detailed invoice, along with the consignment. Any terms and conditions in the invoices which are conflicting with the terms of the order shall be void.
8) Payment: Shilpa will make the payment as per the agreed terms on receipt of valid invoice. If the materials are not delivered in accordance with the order and invoice, the corresponding payments shall not be effected until the discrepancy is resolved.
9) Bank Guarantee: The Supplier shall provide Bank Guarantee to Shilpa before advance Payment. (as applicable)
10) Confidential Information: All the orders placed by Shilpa and documents, specifications, etc., given in pursuance of the order are strictly confidential. Supplier hereby undertakes to treat this order as confidential with respect to all information obtained from Shilpa and will use such information solely in connection with performing its obligations under this order. Without prejudice to any other legal and justifiable remedies, including damages, Shilpa shall have the right to seek injunctive relief and/or specific performance for breach of confidentiality. The supplier shall not publish or cause to be published, any details of this order without Shilpa's written consent. The supplier agrees to share details whether in written, electronic or visual form pertaining to technical details, specifications and such other information as is required to supply the materials usable for the purposes intended. The supplier shall obtain the prior written consent from Shilpa, in the event of change in which likely to have an impact on the regulatory filing subject to the confidentiality obligations. The supplier agrees to provide the Shilpa with the details of changes upon request and agrees to support Shilpa and its affiliates in the event of any litigation.
11) Intellectual Property: All materials delivered by supplier pursuant to the order shall, always, be and remain the sole and exclusive property of Shilpa. Supplier hereby grants to Shilpa a nonexclusive, perpetual, fully paid up license to use all intellectual property rights in the materials which enables routine operation, maintenance and repair of the materials, including any controlling software, with a right to transfer the license to a new owner of the materials. Supplier warrants that the materials supplied here under, does not infringe any third party intellectual property rights.
12) Warranty: The supplier agrees to comply with all applicable laws and follow to ethical business practices. Supplier warrants that all materials supplied, and all relevant regulations and would be fit and sufficient for the purpose and use intended and free from defects in material or workmanship. Warranty shall survive inspection, testing, acceptance and use by Shilpa. Warranty period as agreed between the parties. Supplier's warranty shall continue to be in effect to Shilpa, its successors, assigns and customers and users or beneficiaries of the materials.
13)Rectification: Supplier shall within two 02 days or such other mutually agreed period from delivery, installation or commissioning (as applicable), repair or replace any defective materials not conforming to the foregoing warranty, without additional cost to Shilpa. In the event of Supplier delays or defaults in repairing or replacing or reworking defective materials beyond the agreed period, Supplier shall be liable to pay damages of one percent (1%) of the Price of the materials for every week of continuing delay or default, subject to a maximum of ten percent (10%) as penalty. Notwithstanding the above if the delay to repair or rework or replace the defective materials exceeds two (02) week, without prejudice to Shilpa's rights to recover damages under law, Shilpa shall be entitled to appoint a third party to undertake such repair or replacement, and all actual costs incurred by Shilpa shall be reimbursed by Supplier. If the Supplier informs the defects in materials are incapable of rectification to meet the agreed specifications, Supplier will be liable to pay to Shilpa liquidated damages of two hundred percent of the order value or pay to Shilpa the actual costs incurred by Shilpa, including the differential price arising out of procuring the materials from a third party, whichever is lesser. If Supplier repairs or replaces the defective materials as permitted by Shilpa, the materials so repaired or replaced shall also be subject to the foregoing obligations of warranty throughout the warranty period.
14) Indemnity: Supplier shall indemnify to Shilpa and its representatives from and against all claims, losses and demands including attorneys' fees arising in whole or in part, due to Supplier (a) breach or negligence in the performance of the order or (b) any defects in the materials supplied or (c) any infringement of third party intellectual rights arising from the materials or (d) any damages to person or property of Shilpa or any other party or public caused due to negligence in packaging, handling, installing or commissioning the materials.
15) Force Majeure: Parties shall not be liable for delay in the performance of their obligations under this Order arising due to causes beyond their control, provided, the same is notified in writing to the other party within five (5) days from the date of its occurrence. The parties may agree on revised completion dates. If the force majeure situation continues for more than forty-five (45) days, unless agreed otherwise, either party may cancel this order without any liability. Failure of subcontractors and inability to obtain materials or labour shall not be considered as a force majeure delay. If the delivery, installation or commissioning (as the case may be) of materials are only partially restricted or delayed, Supplier shall use its best efforts to accommodate the requirements of Shilpa, including giving preference and priority Shilpa, Shilpa under no obligation to accept the deliveries of the materials / material here under even when such failure on the part of the supplier is due to any unforeseen event i.e. By an act of God, or of a Public Enemy, fire, earth-quake, floods, lockouts, strikes, labour trouble, transportation embargoes and / or any such other causes whatsoever beyond the control of Shilpa.
16) Amendment of the Order: Purchase order contains the complete and final agreement between supplier and Shilpa and no agreement or the course of dealings between Supplier and Shilpa or any usage or other understanding in any way purporting to modify the terms and conditions hereof shall not be binding upon Shilpa unless made in writing and signed by Shilpa. Shilpa reserves the right to make changes in the order as an amendment to the original order.
17) Materials Testing Period: Payment by Shilpa for materials delivered shall not constitute as an acceptance. Shilpa retains the right to inspect the materials and to reject part or whole of the materials supplied which are not complying with the stipulated specification in the order for a period of three (3) months or such other extended period as mutually agreed, after the date of delivery and/or installation and/or commissioning (as applicable). Goods not approved on inspection, either regarding quality or quantity shall be rejected. The supplier shall collect the goods so rejected at their own cost within 15 days of notification of rejection by Shilpa. Without prejudice to Shilpa rights to recover from the supplier any advances and or expenses incurred by Shilpa upon failure of the supplier to take delivery of the rejected supplies returned as above, Shilpa shall be entitled to sell or dispose of the supplies at any time on the account of risk of the supplier either by public auction or by private sale without any further notice to the supplier.
18) Non-Assignment: Supplier shall not assign or transfer this order without Shilpa's prior written approval.
19) Liability on Injury: If the supplier is required by the terms of this order to deliver any material on Shilpa premises, the supplier agrees that the supplier shall be responsible for any damage or injury to the persons or property including their employees and agents, workers or employees in connection with the delivery of the material and that the supplier shall save harmless and indemnify the Shilpa from and against any liability for such damages and injuries. Before commencing such delivery, the supplier shall furnish to Shilpa a certificate of insurance, for an adequate amount, covering risks under Public Liability and Property Damage and Workman's compensation Insurance.
20) Termination: Shilpa reserves the right to cancel this order or any part thereof. Notwithstanding anything contained hereto Shilpa shall be entitled to withdraw the order, in whole or in part of this order by giving thirty (30) days of prior written notice to Supplier.
21) Compliance with Laws: Supplier warrants that the materials shall comply with all applicable laws. Supplier shall obtain and maintain valid throughout the term all licenses, registrations, permissions, approvals and consents, for performing its obligations under the order. Supplier shall provide all documentation required for the qualification of materials and its usage as required by regulatory agencies, including design, installation, and performance qualification as governed by international regulatory guidelines.
22) Insurance: Supplier shall be liable for all public health, third-party damages, safety and environmental issues arising out of accidents, spillage, and pollution, emissions during transportation of the materials or materials used in relation to the materials. Supplier shall maintain all necessary and valid insurance coverage.
23) Prevention of Child and Forced Labour: Shilpa has corporate policiesagainst hiring of workers below the age of 18 years and forced labour. These requirements also apply to all the temporary workers hiredby third party contractors. (Support and respect the protection of humanrights and labour. (Abolition of child labour and elimination of discrimination).
24) Code of Conduct for Supply Chain Management: The Supplier shall comply with the Code of Conduct for Supply Chain Management.
25) Governing Law:
(i) This Purchase Order shall be governed by the laws of India, excluding however its conflict of law provisions.
(ii) The parties submit to the exclusive jurisdiction of the Courts of Raichur if the Purchase Order/agreement is between Shilpa Medicare Limited and the Supplier.
(iii) The parties submit to the exclusive jurisdiction of the Courts of Raichur if the Purchase Order/agreement is between Shilpa Biocare Pvt Ltd and the Supplier.
(iv) The parties submit to the exclusive jurisdiction of the Courts of Raichur if the Purchase Order/agreement is between Shilpa Pharma Lifesciences Limited and the Supplier.
(v) The parties submit to the exclusive jurisdiction of the Courts of Dharwad if the Purchase Order/agreement is between Shilpa Biologicals Private Limited and the Supplier.

Remarks : SS304 Flexible Braided Hose Pipe.Required for Solvent charging to reactor at E-Block Intermediate area in SPL 100% EOU.

NOTE:- This Purchase Order is Computer Generated document and it does not require a signature

Discussion on Susstainable procurement with Riddi team

K.Sharath Reddy <sharath@shilpapharma.com>

Fri 10/6/2023 10:55 AM

To:Raghavendra <raghavendra@vbshilpa.com>;qa@riddhipharma.in <qa@riddhipharma.in>;qc@riddhipharma.in <qc@riddhipharma.in>;N N PATEL - RIDDHI PHARMA <nnp@riddhipharma.in>;Amrut Lahoti <amrut@vbshilpa.com>;Tapas C <tapas.efp@gmail.com>;R Elangovan <r.elangovan@shilpapharma.com>;Jaya Kumar Kotwal <jayakumar.kotwal@shilpapharma.com>;Arvind Kumar Singh <ak.singh@shilpapharma.com>;engg <engg@shilpapharma.com>;R S Gale <rs.gale@shilpapharma.com>

Dear All,
Please attend the meeting on SAQ (supplier assessment questionnaire duly filled by Riddipharma & our comments) .
Regards
Sharath

Microsoft Teams meeting

Join on your computer, mobile app or room device
Click here to join the meeting

Meeting ID: 477 961 486 794
Passcode: z6Y3i6
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Learn More | Meeting options

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www.vbshilpa.com/



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Shilpa Pharma Lifesciences Limited

Raichur, Karnataka, India

CSR Risk Assessment and Due Diligence in Supply Chain

The questions of this Self-Assessment Questionnaire (SAQ) pertain to supplier's commitment, policies and management systems related to Corporate Social Responsibility (CSR) concerns.

The objective of this SAQ is to evaluate the CSR management systems put in place by the supplier through subsequent assessment/audit.

Please note the following points before filling the SAQ with the Reponses and relevant supporting documents:

a) Sections marked in yellow need to be filled in by the supplier before the assessment/audit.
b) Sections marked in light blue will be filled by the audit team during / after the assessment/audit.
c) Supplier and auditors are required to complete all questions that apply.
d) If a question does not apply, please mark it as NA (Not Applicable).
e) Our Supplier Code of Conduct is attached for your reference please.

If you need further information or explanations, please contact the following officials:

Level 1: R.Elangovan <r.elangovan@shilpapharma.com>
Level 2: K.Sharath Reddy <sharath@shilpapharma.com>

FACILITY INFORMATION

Company Name & Address: CONFIDENTIAL

ASSESSMENT / AUDIT REPORT INFORMATION: NOT APPLICABLE

Assessment Report Number: SPL/SUP/2324/01
Date of Assessment: 06.10.2023
Type of Assessment: Initial / Follow up / Other (please specify): Initial
Date and Type of Previous Assessment (if applicable): NA
Assessor(s) Name & Department: M/s Vijay kumar N (EHS), Arvind kumar singh (HR), Raghavendra kumar (SCM)

S No	Self-Assessment Questions	Self-Assessment Response	Please provide relevant information	Assessors Review Comments
Management System - General				
1.0	**Has your facility been audited on-site by a third party auditor with regard to CSR issues during last three years?**			
1.1	Occupational health & safety	No		R1: Consider conducting periodical internal and external (third party) safety audits of the site to check the effectiveness of occupational health and safety practices implemented at the site and periodically monitor the status of implementation of the corrective actions.
1.2	Environment	No		
1.3	Labor & human rights	No		
1.4	Business ethics	No		
1.5	Sustainable procurement	No		R2: Consider establishing and implementing relevant policy and processes for Sustainable Procurement.
Management System - Commitment				
2.0	**Does the facility have a policy endorsed by the top management pertaining to occupational health & safety, environment, labor, human rights, ethics and sustainable procurement?**			
2.1	Occupational health & safety	Yes	EHS POLICY ENCLOSED	Positive Feedback: EHS Policy is endorsed by the Partner. This shows commitment of the top management.
2.2	Environment	Yes		

S No	Self-Assessment Questions	Self-Assessment Response	Please provide relevant information	Assessors Review Comments
2.3	Labor & human rights	No		
2.4	Business ethics	No		
2.5	Sustainable procurement	No		
3.0	Does the facility have any occupational health & safety, environment, labor, human rights, ethics and sustainable procurement related management system implemented, certified or received any award?			
3.1	Occupational health & safety	Yes	ISO 14001:2015 CERTIFICATE ENCLOSED	R3: Consider certification for the occupational health & safety management system by external accredited certification body.
3.2	Environment	Yes		Positive Feedback: The manufacturing site is certified for ISO 14001:2015 by ASCB LLC.
3.3	Labor & human rights	Yes		R4: Consider certification for the labour & human rights management system by external accredited certification body.
3.4	Business ethics	No		
3.5	Sustainable procurement	No		
4.0	Has your company appointed one or more persons at managerial level to be responsible for compliance with the policy commitment and the management systems?			
4.1	Occupational health & safety	Yes	MR.JAWAHAR VARELANI, HEAD HR AND SAFETY	Positive Feedback: The company appointed a responsible person for compliance with the policy commitments in the areas of EHS, labor & human rights. This shows the commitment of the line management.
4.2	Environment	Yes		
4.3	Labor & human rights	Yes		
4.4	Business ethics	Yes		
4.5	Sustainable procurement	Yes		
Management System - Compliance				
5.0	Has your facility currently having any regulatory compliance issues with regards to occupational health & safety, environment, labor, human rights, ethics and sustainable procurement regulations?	No		
6.0	Does your facility evaluate compliance with occupational health & safety, environment, labor, human rights, ethics and sustainable procurement issues on an on-going basis?	No		R5: Consider periodic evaluation of compliance for occupational health & safety, environment, labor, human rights, ethics and sustainable procurement for ensuring ongoing compliance and improvement.
7.0	Does your facility have processes in place to communicate and enforce your policy commitments with your suppliers?	Yes		
8.0	Does the facility have the required environmental permits or authorizations?	Yes	GPCB PERMISSION IN PLACE, BEIL AND ETL CERTIFICATE ENCLOSED	R6: Consider sharing copy of the environmental permits/authorizations for review.
9.0	Does the facility have an authorization/permit for water intake from groundwater, river or a public system?	Yes	GIDC ,ANKLESHWAR	R7: Consider sharing copy of the authorization/permit for water intake for review.
Management System - Risk Management				

S No	Self-Assessment Questions	Self-Assessment Response	Please provide relevant information	Assessors Review Comments
10.0	Has your facility identified potential risks within own organization/facility and in supply chain with regards to occupational health & safety, environment, labor, human rights, ethics and sustainable procurement regulation?	No		R8: Consider establishing and implementing the risk assessment processes for occupational health & safety, environment, labor, human rights, ethics and sustainable procurement for the site to identify, assess and control related risks systematically.
11.0	Has your facility reported actual risks within own organization and in the supply chain with regard to occupational health & safety, environment, labor, human rights, ethics and sustainable procurement regulation?	No		
12.0	Is there a formal process in place for assessing the business risks for the facility routinely for occupational health & safety, environment, labor, human rights, ethics and sustainable procurement? Do the assessments include:	No		
12.1	Identified risks in own operations	Yes	HAZOP STUDIES ARE PERFORMED AND SAFETY PERMT SYSTEMS ARE INPLACE	
12.2	Identified risks in the supply chain - first tier	No		R9: Consider carrying out first tier supply chain risk assessment.
12.3	Identified risks in the supply chain - beyond first tiers	No		
13.0	Is there a formal public report where overview of the risks management process is published (like Sustainability Report, BRSR Report, etc)	No		
14.0	Has the facility taken control measures to prevent/mitigate identified potential risks and mitigate actual risks if any related to occupational health & safety, environment, labor, human rights, ethics and sustainable procurement?	Yes	PROCESS RELATED RISKS IDENTIFIED	
15.0	Does the facility have a process to manage all HSE critical changes (e.g. raw materials, processes, equipment, personnel, facilities, etc.) for the following areas?	Yes	FIRSTLY LAB TRIALS ARE TAKEN AFTER THAT PILOT TRIALS ARE PERFORMED AFTER THAT COMMERCIAL BATCHES TAKEN IN SUPERVISION OF R&D AND	R10: Consider establishing the "management of change" process for reviewing and managing EHS aspects of proposed changes.
15.1	Occupational health & safety	Yes	If Yes, please elaborate	
15.2	Environment	Yes	WE ARE THE MEMBER OF COMMON EFFLUENT TREATMENT PLANT AND SOLID WASTE DISPOSAL PLAN INPLACE.	
16.0	Does the facility have Business Continuity Plan in place to minimize the impact of potential business disruptions due to emergencies and natural disaster.	Yes	DURING CORONA PERIOD WE KEPT PRODUCTION AND RELATED ACTIVITIES CONTINUE.	
Management System - Documented Information				
17.0	Does the facility maintain following documented information?			

S No	Self-Assessment Questions	Self-Assessment Response	Please provide relevant information	Assessors Review Comments
17.1	Injury and Illness Logs	Yes	DETAILS ENCLOSED	Positive Feedback: The site has implemented a process for reporting occupational health and safety (OHS) incidents. The reported OHS incidents should be investigated based on incident potential and high potential OHS incidents should be investigated using root cause analysis method.
17.2	Environmental sustainability data	Yes	ETL AND BEIL CERTIFICATE ENCLOSED	
17.3	Worker Benefits and Pay Information	Yes	CONFIDENTIAL	
17.4	Inspections by Regulatory Agencies	Yes	BOILER INSPECTION, GPCB VISITS, FACTORY INSPECTION, LABOUR DEPARTMENTS ARE COME TO VISIT.	
17.5	Grievances/Suggestions Summary	Yes	CONFIDENTIAL	
17.6	Training Records	Yes	TRAINING SCHEDULE ENCLOSED	
17.7	Minutes of CSR Committee Meetings	NA		
17.8	Emergency Drill Records	No		
17.9	Audit findings	Yes	CONFIDENTIAL	
17.10	Management reviews	Yes	CONFIDENTIAL	
Management System - Competence and Awareness				
18.0	Are employees including contractors made aware of relevant policies and procedures including emergency procedure and are they trained accordingly in the following areas?			
18.1	Occupational health & safety	Yes	SAFETY TRAINING DETAILS ENCLOSED	Positive Feedback: The site has implemented a training process for EHS & HR. Trainings are imparted based on annual training calendar.
18.2	Environment	Yes	SAFETY TRAINING DETAILS ENCLOSED	
18.3	Labor & human rights	Yes	HR RELATED TRAINING ENCLOSED	
18.4	Business ethics	No		
18.5	Sustainable procurement	No		
19.0	Are visitors made aware of relevant policies and procedures including emergency procedure?	Yes	INSTRUCTIONS GIVEN BEFORE ENTERING THE PLANT PREMISES RELATED OPERATIONS AND SAFETY.SMOKING IS STRICTLY PROHIBITED	
Management System - Continual Improvement				
20.0	Does the facility have a formal process to assess the effectiveness of its occupational health & safety, environment, labor, human rights, ethics and sustainable procurement practices through periodic internal audits/management reviews to identify/implement corrective actions/recommendations/track corrective actions for continual improvement?	Yes	INTERNAL AUDITS PERFORMED AS PER SOP MONTHLY REVIEW ARE DONE EVERY MONTH	
21.0	At what frequency is the effectiveness of occupational health & safety, environment, labor, human rights, ethics and sustainable procurement practices assessed through periodic internal audits and management reviews ?	Yes	MONTHLY REVIEW DONE ONCE INA MONTH AND INTERNAL AUDITS ARE PERFORMED TWICE IN A YEAR.	R11: Consider sharing copies of the latest internal audit findings and minutes of management review meetings for information.

S No	Self-Assessment Questions	Self-Assessment Response	Please provide relevant information	Assessors Review Comments
Labor & Human Rights				
22.0	Does the facility have policy(ies) or statement of commitment and relevant procedures regarding the following labor practices?			
22.1	Prohibition of child labor/forced labour	Yes	POLICY IS NOT AVAILBALE BUT WE ARE NOT TAKING WITHOUT VERIFICATION OF AADHAR CARD	R12: Consider establishing and implementing relevant policy and processes for Labour, Human Rights & Ethics.
22.2	Freedom of Association	No		
22.3	Non-discrimination	No		
22.4	Non-harassment	No		
22.5	Grievance redressal mechanism	No		
22.6	Whistle blower	No		
22.7	Recruiting and termination	Yes	CONFIDENTIAL	
22.8	Wages and benefits	Yes	CONFIDENTIAL	
22.9	Working hours and leave	Yes	CONFIDENTIAL	
22.10	Employees and visitors safety	Yes	AT THE TIME OF ENTRY WE BRIEF AND ENSURE REQUIRED COMPLIANCES	
23.0	Does the facility ensure that no child labor is employed in their operations?	Yes	VERIFICATION DONE BY AADHAR CARD	
23.1	Mention the age of the youngest worker employed.	25 years	25 YEARS	
23.2	Does the facility have implemented a process with an objective of preventing employment of child labour covering remediation measures in case any child labor is detected?	No	WE ARE ENSURING 100 % COMPLIANCE TO AADHAR CARD	
23.3	Do policies of the facility align with relevant local legislation and/or ILO guideline?	No		R13: Consider aligning labour & human rights policies with relevant local legislation and/or government ratified ILO guidelines.
23.4	Does the facility ensures that persons under the age of 18 years are not engaged in hazardous or physically demanding work?	Yes	VERIFICATION DONE BY AADHAR CARD	
Business Ethics				
24.0	Does the facility have formal Policies or Codes of Conduct and relevant procedures that govern ethical business practices? If yes, please indicate if the following are included:			
24.1	Business integrity and fair competition	No	If Yes, please elaborate	R14: Consider establishing and implementing relevant policy and processes for Business Ethics.
24.2	Anti-corruption	No	If Yes, please elaborate	
24.3	Investigation of employee concerns	Yes	CONFIDENTIAL	
24.4	Prevent corruption and facilitation payments?	No	If Yes, please elaborate	
24.5	Data Privacy	Yes	CONFIDENTIAL	
24.6	General Data Protection Regulation (GDPR)	No	If Yes, please elaborate	
25.0	Does the facility work with animals as a part of its business?	No	-	
25.1	If yes, do you follow an industry standard like Association for Assessment and Accreditation of Laboratory Animal Care International (AAALAC).	No	If Yes, please elaborate	
Occupational Health & Safety				
26.0	Does the facility have documented written safe operating procedures for the following?			

S No	Self-Assessment Questions	Self-Assessment Response	Please provide relevant information	Assessors Review Comments
26.1	General safety	Yes	DETAILS ARE MENTIONED IN BMR ARE OF RESPECTIVE PRODUCTS	
26.2	Process safety	Yes	CONFIDENTIAL	
26.3	Biological safety	NA		
26.4	Industrial hygiene	No		
26.5	Emergency preparedness and response	No		R15: Consider conducting scenario based periodic emergency drills in all shifts for effective emergency preparedness and response.
27.0	Does the facility have provided adequate fire safety systems like fire hydrant, fire alarm, fire suppression, etc.	Yes	FIRE HYDRANT SYSTEM IS INPLACE	R16: Consider conducting fire safety adequacy study for the site.
28.0	Does the facility have documented OH&S objectives, targets and metrics?	No		R17: Consider setting occupational health and safety (including process safety) objectives and targets.
29.0	Indicate the number of significant OH&S incidents that occurred at this facility over the past three years?			
29.1	Fatalities	Mention number of incidents	No	
29.2	High severity injuries	Mention number of incidents	No	R18: Consider reporting unsafe practices and EHS incidents including near miss for strengthening accident prevention practices.
29.3	Major fire	Mention number of incidents	No	
29.4	Explosion	Mention number of incidents	No	
29.5	Fines or major violations	Mention number of incidents	No	
Environmental Sustainability				
30.0	Does the facility have documented written environmental procedures for significant environmental aspects?	No		
31.0	Does the facility have documented environmental objectives and metrics?	No		R19: Consider setting environmental objectives and targets.
32.0	Has the facility developed a strategy for water sourcing and management?	Yes	GIDC WATER CONNECTION AND WE ARE THE MEMBER OF COMMON EFFLUENT TREATMENT PLANT AND	
33.0	Does the facility have provided adequate waste water treatment facility as per the prescribed norms?	Yes	LESS THAN 50000 COD EFFLUENT GIVEN TO BEIL LESS THAN 10000 COD EFFLUENT GIVEN TO ETP	
34.0	Does the facility have provided adequate storage facilities for Hazardous and Non-Hazardous wastes as per the prescribed norms?	Yes	WE ARE MEMBER OF BEIL WHICH IS DOING INCINERATION AND LAND FILL ACTIVITIES.	R20: Consider sharing photographs of existing Hazardous and Non-Hazardous wastes storage facilities.
35.0	Does the facility have taken reduction program for the following environmental sustainability aspects:			
35.1	Water consumption:	No	CONSISTANTLY MONITORING THE GENERATION AND PUTTING EFFORTS TO REDUCE IT BUT NO FORMAL	R21: Consider setting water consumption reduction target.

S No	Self-Assessment Questions	Self-Assessment Response	Please provide relevant information	Assessors Review Comments
35.2	Energy consumption:	No	CONSISTANTLY MONITORING THE GENERATION AND PUTTING EFFORTS TO REDUCE IT BUT NO FORMAL TARGETS.	R22: Consider setting energy consumption reduction target.
35.3	Greenhouse gas emissions:	No	CONSISTANTLY MONITORING THE GENERATION AND PUTTING EFFORTS TO REDUCE IT BUT NO FORMAL TARGETS.	R23: Consider setting GHG emission reduction target.
35.4	Hazardous waste:	No	CONSISTANTLY MONITORING THE GENERATION AND PUTTING EFFORTS TO REDUCE IT BUT NO FORMAL TARGETS.	R24: Consider setting hazardous waste reduction target.
35.5	Non-Hazardous waste:	No	CONSISTANTLY MONITORING THE GENERATION AND PUTTING EFFORTS TO REDUCE IT BUT NO FORMAL TARGETS.	R25: Consider setting non-hazardous waste reduction target.
Declaration by the Respondent on behalf of Supplier: I hereby declare that I am authorized on behalf of my company/facility to share the requisite information and all the information are supported with verified documents available with the respondent company. We acknowledge the receipt of your company's Supplier Code of Conduct. Name & Designation of Respondent: CONFIDENTIAL				
	Name of Assessor: VIJAY KUMAR N Department: EHS Signature: Date: 09/10/23	Name of Assessor: ARVIND KUMAR SINGH Department: HR Signature: Date: 09/10/23		Name of Assessor: RAGHAVENDRA KUMAR Department: SCM Signature: Date: 09/10/23
Format No: FM-PR-001-00				

Shilpa Pharma Lifesciences Limited

Raichur, Karnataka, India

Supplier Environment & Social Assessment Report (Ref: Assessment Report Number: SPL/SUP/2324/01, Date: 06.10.2023)

Supplier Name & Address: CONFIDENTIAL

Ref No	Elements	Requirements	Findings	Priority	Opportunities for Improvement	Planned CAPAs	Assigned To	Target Date	Attachments/Reference Documents	Status of Review by SKPL
1.1	Management System - General	Has your facility been audited on-site by a third party auditor with regard to Occupational Health & Safety issues during last three years?	The company representative has informed that no such audit has been conducted.	Minor	R1: Consider conducting periodical internal and external (third party) safety audits of the site to check the effectiveness of occupational health and safety practices implemented at the site and periodically monitor the status of implementation of the corrective actions.	Procedure for conducting periodical internal audits to check for EHS compliance is inplace and internal audits are being conducted as per the schedule. The identified audit findings were discussed with relevant functional incharges and necessary CAPAs recommended. CAPA implementation is being monitored and the internal audit report is closed after effective implementation of CAPA	NA	NA	Internal audit report and CAPA enclosed	Closed
2.5	Management System - Commitment	Does the facility have a policy endorsed by the top management pertaining to sustainable procurement?	EHS Policy available.	Minor	R2: Consider establishing and implementing relevant policy and processes for Sustainable Procurement.	Procedure for Sustaibale procedurement is implemented and all the employees were trainined on the procedure	NA	NA	NA	Closed
3.1	Management System - Commitment	Does the facility have any occupational health & safety related management system implemented, certified or received any award?	Company is certified for ISO 14001:2015.	Minor	R3: Consider certification for the occupational health & safety management system by external accredited certification body.	The process for getting accreditations about health & safety management system by authorized external certitification body is inprogress	NA	NA	NA	Closed
3.3	Management System - Commitment	Does the facility have any occupational labor & human rights related management system implemented, certified or received any award?	Company is certified for ISO 14001:2015.	Minor	R4: Consider certification for the labour & human rights management system by external accredited certification body.	The process for getting accreditations about labour & human rights management system by authorized external certitification body is inprogress	NA	NA	NA	Closed
6.0	Management System - Compliance	Does your facility evaluate compliance with occupational health & safety, environment, labor, human rights, ethics and sustainable procurement issues on an on-going basis?	The company representative has informed that they are currently not evaluating compliance w.r.t occupational health & safety, environment, labor, human rights, ethics and sustainable procurement.	Major	R5: Consider periodic evaluation of compliance for occupational health & safety, environment, labor, human rights, ethics and sustainable procurement for ensuring ongoing compliance and improvement.	The procedure for periodic evaluation of compliance for occupational health & safety, environment, labor, human rights, ethics and sustainable procurement for ensuring ongoing compliance and improvement is in place. All employees are trainined on the procedure.	NA	NA	NA	Closed
8.0	Management System - Compliance	Does the facility have the required environmental permits or authorizations?	The company representative has informed that environmental permits/authorizations are in place.	Minor	R6: Consider sharing copy of the environmental permits/authorizations for review.	Yes, copies of the environmental permits/authorizations shared	NA	NA	Environmental permits/ authorizations	Closed
9.0	Management System - Compliance	Does the facility have an authorization/permit for water intake from groundwater, river or a public system?	The company representative has informed that permit for water intake is available.	Minor	R7: Consider sharing copy of the authorization/permit for water intake for review.	Yes, copies of the authorization/permit for water intake shared	NA	NA	Authorization/ permit for water intake	Closed
10.0	Management System - Risk Management	Has your facility identified potential risks within own organization/facility and in supply chain with regards to occupational health & safety, environment, labor, human rights, ethics and sustainable procurement regulation?	The company representative has informed that this is currently not in place.	Major	R8: Consider establishing and implementing the risk assessment processes for occupational health & safety, environment, labor, human rights, ethics and sustainable procurement for the site to identify, assess and control related risks systematically.	Risk assessment procedure is prepared and implemented and this procedure is applicable for occupational health & safety, environment, labor, human rights, ethics and sustainable procurement for the site to identify, assess and control related risks systematically. All employees are trainined on the procedure.	NA	NA	NA	Closed

Ref No	Elements	Requirements	Findings	Priority	Opportunities for Improvement	Planned CAPAs	Assigned To	Target Date	Attachments/Reference Documents	Status of Review by SKPI
12.2	Management System - Risk Management	Is there a formal process in place for assessing the business risks for the facility routinely for occupational health & safety, environment, labor, human rights, ethics and sustainable procurement? Do the assessments include identified risks in the supply chain - first tier	The company representative has informed that this is currently not in place.	Minor	R9: Consider carrying out first tier supply chain risk assessment.	Yes, first tier supply chain risk assessment will be carried-out and the recommended mitigation strategies will be implemented	NA	NA	NA	Closed
15.0	Management System - Risk Management	Does the facility have a process to manage all HSE critical changes (e.g. raw materials, processes, equipment, personnel, facilities, etc.) for the following areas?	The company representative has informed that this is currently part of quality change control procedure.	Minor	R10: Consider establishing the "management of change for EHS checklist" for reviewing and managing EHS aspects of proposed changes.	The checklist on Management of change for EHS requirements is implemented as part of change control management program and all employees are trainined on the implementation of checklist while executing/implementing change	NA	NA	NA	Closed
21.0	Management System - Continual Improvement	At what frequency is the effectiveness of occupational health & safety, environment, labor, human rights, ethics and sustainable procurement practices assessed through periodic internal audits and management reviews?	The company representative has informed that monthly review is in place.	Minor	R11: Consider sharing copies of the latest internal audit findings and minutes of management review meetings for information.	Yes, copies of the latest internal audit findings and minutes of management review meetings shared	NA	NA	Latest internal audit report and minutes of MRM	Closed
22.1	Labor & Human Rights	Does the facility have policy(ies) or statement of commitment and relevant procedures regarding prohibition of child labor/forced labour?	The company representative has informed that policy is not available but age verification is done.	Minor	R12: Consider establishing and implementing relevant policy and processes for Labour & Human Rights.	Labour & Human Rights policy is established and implemented. All employees are trainined and aware of the requirements of the policy	NA	NA	NA	Closed
23.3	Labor & Human Rights	Do policies of the facility align with relevant local legislation and/or ILO guideline?	The company representative has informed that this is currently not in place.	Minor	R13: Consider aligning labour & human rights policies with relevant local legislation and/or government ratified ILO guidelines.	Labour & Human rights policy is prepared inline with relevant local legislation and/or government ratified ILO guidelines.	NA	NA	NA	Closed
24.1	Business Ethics	Does the facility have formal Policies or Codes of Conduct and relevant procedures that govern ethical business practices? If yes, please indicate if business integrity and fair competition are included there.	The company representative has informed that this is currently not in place.	Minor	R14: Consider establishing and implementing relevant policy and processes for Business Ethics.	Business Ethics policy is established and implemented. All employees are trainined and aware of the requirements of the policy	NA	NA	NA	Closed
26.5	Occupational Health & Safety	Does the facility have documented written safe operating procedures for emergency preparedness and response?	The company representative has informed that this is currently not in place.	Major	R15: Consider conducting scenario based periodic emergency drills in all shifts for effective emergency preparedness and response.	Periodic emergency drills are conducting in all shifts for effective emergency preparedness and response. The outcome of the drills is reported along with photographs	NA	NA	NA	Closed

Ref No	Elements	Requirements	Findings	Priority	Opportunities for Improvement	Planned CAPAs	Assigned To	Target Date	Attachments/Reference Documents	Status of Review by SKPL
27.0	Occupational Health & Safety	Does the facility have provided adequate fire safety systems like fire hydrant, fire alarm, fire suppression, etc.?	The company representative has informed that fire safety precautions are in place.	Major	R16: Consider conducting fire safety adequacy study for the site.	Fire safety adequacy study is completed and details shared	NA	NA	Fire safety adequacy study report	Closed
28.0	Occupational Health & Safety	Does the facility have documented OH&S objectives, targets and metrics?	The company representative has informed that this is currently not in place.	Minor	R17: Consider setting occupational health and safety (including process safety) objectives and targets.	The concept of setting occupational health and safety (including process safety) goals & objectives for every financial year and monitoring its progress at regular intervals is implemented	NA	NA	NA	Closed
29.2	Occupational Health & Safety	Indicate the number of OH&S incidents that occurred at this facility over the past three years.	The company representative has reported that occupational injuries are reported.	Minor	R18: Consider reporting unsafe practices and near misses for strengthening accident prevention practices.	Procedure for reporting unsafe acts and near misses is implemented and all the employees are trained to follow the practice of reporting unsafe acts and near misses regulary there by to prevent occurrence of accidents	NA	NA	NA	Closed
31.0	Environmental Sustainability	Does the facility have documented environmental objectives and metrics?	The company representative has informed that this is currently not in place.	Minor	R19: Consider setting environmental objectives and targets.	The concept of setting Environmental sustainability goals & objectives for every financial year and monitoring its progress at regular intervals is implemented	NA	NA	NA	Closed
34.0	Environmental Sustainability	Does the facility have provided adequate storage facilities for Hazardous and Non-Hazardous wastes as per the prescribed norms?	The company representative has informed that this is in place.	Minor	R20: Consider sharing photographs of existing Hazardous and Non-Hazardous wastes storage facilities.	Yes, photographs of photographs of existing Hazardous and Non-Hazardous wastes storage facilities shared for your reference	NA	NA	Photos of existing Hazardous and Non-Hazardous wastes storage facilities	Closed
35.1	Environmental Sustainability	Does the facility have taken reduction program for water consumption?	The company representative has informed that this is currently not in place.	Minor	R21: Consider setting water consumption reduction target.	Water consumption reduction is considered in Environment sustainability Goals & Objectives. The set goals were being monitored to know the status	NA	NA	NA	Closed
35.2	Environmental Sustainability	Does the facility have taken reduction program for energy consumption?	The company representative has informed that this is currently not in place.	Major	R22: Consider setting energy consumption reduction target.	Energy consumption reduction is considered in Environment sustainability Goals & Objectives. The set goals were being monitored to know the status	NA	NA	NA	Closed
35.3	Environmental Sustainability	Does the facility have taken reduction program for greenhouse gas emissions?	The company representative has informed that this is currently not in place.	Major	R23: Consider setting GHG emission reduction target.	GHG emission reduction is considered in Environment sustainability Goals & Objectives. The set goals were being monitored to know the status	NA	NA	NA	Closed
35.4	Environmental Sustainability	Does the facility have taken reduction program for hazardous waste?	The company representative has informed that this is currently not in place.	Minor	R24: Consider setting hazardous waste reduction target.	Environment sustainability goals were set with a target to reduce generation of hazardous waste. The set goals were being monitored to know the status	NA	NA	NA	Closed
35.5	Environmental Sustainability	Does the facility have taken reduction program for non-Hazardous waste?	The company representative has informed that this is currently not in place.	Minor	R25: Consider setting non-hazardous waste reduction target.	Environment sustainability goals were set with a target to reduce generation of non-hazardous waste. The set goals were being monitored to know the status	NA	NA	NA	Closed

It is not possible in an audit, with a limited time frame, to identify every area requiring attention. It is the responsibility of the audited party to establish, implement and maintain effective systems and procedures that comply with the regulatory and other business related compliance requirements.

Critical Findings: Are very high risk findings that require immediate action to protect human life, the health of employees or the environment; May result in loss of license to operate or serious damage to reputation; Require immediate corrective action by the supplier; Need to be communicated to the audit sponsor prior to audit report finalization.

Name of Assessor: VIJAY KUMAR N Department: EHS Signature: Date: 16/10/23	Name of Assessor: ARVIND KUMAR SINGH Department: HR Signature: Date: 16/10/23	Name of Assessor: RAGHAVENDRA KUMAR Department: SCM Signature: 16/10/23

Format No:FM-PR-002-00

SHILPA PHARMA LIFESCIENCES LIMITED (UNIT-2)
INTERNAL AUDIT CHECKLIST FOR SUSTAINABLE PROCUREMENT

Sl. No	Description	Findings and Observations	Remarks
1.	Does the requirement of compliance to local PCB requirements and any pending notices from PCB verified as part of supplier assessment.	Yes, Complied to PCB and verified no pending notices	
2.	Does the requirement of compliance to Labor law, Child labor policy verified as part of supplier assessment.	Yes, Verified and compliance	
3.	Does awareness training provided to suppliers on sustainable procurement practices.	Yes	
4.	Does the requirements of sustainable procurement practices are part of Purchase Order	Yes	
5.	Does the Code of Conduct requirements communicated to suppliers and are compliant	Yes & Complied	
6.	Does the suppliers communicated about whistle blower requirements and are compliant	Yes, Communicated	
7.	Does the requirements of having EHS policies and its compliance is verified as part of supplier assessment	Yes, Verified	
8.	Does the sustainable procurement practices were made part of self-assessment questionnaire	Yes	
9.	Does the suppliers site compliance for ISO standard requirements were made part of self-assessment questionnaire	Yes	
10.	Does the supplier MRM and reports review done as part of self-assessment questionnaire	Yes	
11.	Does the CAPA against self-assessment questionnaire is received and reviewed for compliance	Yes, Complied	

SHILPA PHARMA LIFESCIENCES LIMITED (UNIT-2)
INTERNAL AUDIT CHECKLIST FOR SUSTAINABLE PROCUREMENT

Audit Findings:

Name of the Department: SCM

Date of Internal audit: 12/10/2023

S.No	Audit Findings and Observations	Category M/Min/C/R
1		
2		
3		

Note: Depending on the nature and criticality w.r.t. EHS requirements, observations can classify as Critical, Major, Minor and Recommendation.

M : Major
Mn : Minor
C : Critical
R : Recommendation

Internal Auditors:

Name:	Signature:
R. Elangovan	R. 12/10/23

Auditee: Avinash. J. M

Sign & Date: 12/10/2023

Raghavendra Kumar

12/10/23

SHILPA PHARMA LIFESCIENCES LIMITE
MANAGEMENT REVIEW ON SUSTAINABLE PROCUREMENT

Date : **20.10.2023**

Time : **11:00 hrs to 12:30 hrs**

Review Period : **01.07.23 to 30.09.23**

The Following persons were attended

Name	Designation	Signature
Mr. K. Sharath Reddy	Director	20/10/23
Mr. K H Honneshaiah	Head-Operations	20/10/23
Mr. Veereshappa	Senior GM - PD	20/10/23
Mr. Govindappa Galagali	AGM – PD	20/10/23
Mr. AK Singh	DGM - HR	20/10/23
Mr. R. Elangovan	DGM – EHS	20/10/23

The agenda of Management review meeting as follows;

- **Supplier Compliance to Local & State PCB requirements**
- **Supplier Compliance to Labor Law and Child Labor Policy**
- **Awareness Training to Supplier on Sustainable Procurement**
- **Supplier Capabilities to ensure compliance to EHS Goals & Objectives**
- **Supplier Compliance to Environment sustainability & Energy conservation**
- **Supplier Assessment Questionnaire Review and Open observations (If any)**
- **Open CAPAs from suppliers (If any)**

1) Supplier Compliance to Local & State PCB requirements

The requirement of ensuring compliance to local & state PCB requirements is part of supplier assessment questionnaire. NOC certificate from local PCB shall be attached as along with supplier assessment questionnaire. Any pending / open observations related to PCB compliance shall inform to Shilpa as part of supplier assessment.

2) Supplier Compliance to Labor Laws, Child Labor Policy and Code of Conduct

All the suppliers were compliant to Labor Law and Child Labor Policy and the compliance to this requirement is verified as part of supplier assessment. This is the mandatory requirement of factories of act which will be fulfilled as part of Factory License.

3) Awareness Training to Supplier on Sustainable Procurement

Awareness training providing to suppliers on sustainable procurement in order to ensure the continued supply of materials and to avoid any non-compliance to energy conservation and environment sustainability.

The suppliers have business continuity plan and onsite emergency plan to avoid the risk of interruptions in manufacturing and supply of materials.

4) Supplier Capabilities to ensure compliance to EHS Goals & Objectives

The requirement of defining EHS Goals & Objectives and ensuring its compliance is verified as part of supplier assessment. All the supplier taking steps to ensure improvements w.r.t. EHS practices thereby to minimize interruptions in manufacturing & supply due to sudden incidents / accidents or plant shut down due to PCB issues.

5) Supplier Compliance to Environment sustainability & Energy conservation

All the suppliers are complies with Environment sustainability & energy conservation requirements and is being assessed as part supplier assessment questionnaire. All the suppliers have independed EHS department which will ensure the compliance to latest Environment sustainability & Energy conservation requirements as per local and state regulations.

6) Supplier Assessment Questionnaire Review and Open observations (If any)

Supplier Assessment questionnaires are reviewed as part vendor assessment and any non-compliance to requirements is communicated to suppliers for necessary corrections and CAPA.

Key Material Suppliers were audited as per the schedule and Compliance reports received from suppliers for observations.

Any changes to the supplier / supplier manufacturing site, fresh supplier assessment questionnaires shall be received from supplier to ensure the compliance to legal and statutory requirements.

Approved suppliers list is maintained and no supplier is allowed to supply materials without completing the supplier assessment program.

7) Open CAPAs from suppliers (If any)

Supplier Assessment Questionnaires and Supplier Audit Reports were reviewed and all proposed CAPAs were closed. No open CAPA from any of the suppliers.

SHILPA PHARMA LIFESCIENCES LIMITE

MANAGEMENT REVIEW ON SUSTAINABLE PROCUREMENT

Summary of Environment & Social Assessment (ESA) of Key Suppliers

S No	Vendor Name	Origin	Type of Material	Shared SAQ	Received Filled SAQ	ESA Completed	CAPA Shared
1	Riddhi Pharma	INDIA	Raw Materials	Yes	Yes	Yes	Yes
2	Avra Laboratories	INDIA	Raw Materials	Yes	Yet to Receive	No	No
3	S V Plastochem Chem	INDIA	LDPE bags	Yes	Yet to Receive	No	No
4	TGV SRAA LTD	INDIA	Raw Materials	Yes	Yet to Receive	No	No
5	AMAR EQUIPMENTS PVT LTD	INDIA	High Pressure Vessels / Autoclaves	Yes	Yet to Receive	No	No
6	ANNAPURNA ENGNEERING WORKS	INDIA	Process Equipment& Accessories	Yes	Yet to Receive	No	No
7	ASTOM CORPORATION	JAPAN	Bi-Polar Systems	Yes	Yes	Being Assessed	No
8	BLUESTAR INDIA LTD	INDIA	AC, Chillers & Cold Storage Facility	Yes	Yet to Receive	No	No
9	CHEMOFAB INDUSTRIES LLP	INDIA	Centrifuges	Yes	Yet to Receive	No	No
10	MICROFINISH PUMPS PVT LTD	INDIA	Process & Utilities Pumps	Yes	Yet to Receive	No	No
11	DYNA FILTERS PVT LTD	INDIA	HEPA Filters	Yes	Yet to Receive	No	No
12	EVEREST BLOWER SYSTEMS PVT. LTD	INDIA	Vacuum Pumps & Blowers	Yes	Yet to Receive	No	No
13	FLORA POLYMER INDUSTRIES	INDIA	PTFE Consumables	Yes	Yet to Receive	No	No
14	FORBES MARSHALL PVT LTD	INDIA	Steam / Condensate Pipelines Fittings / Accessories	Yes	Yet to Receive	No	No
15	GLOBAL ENVIRO AIR SYSTEMS	INDIA	HVAC/Air Handling Systems	Yes	Yet to Receive	No	No
16	LEO EQUIPMENTS	INDIA	Process Equipment & Accessories	Yes	Yet to Receive	No	No
17	SAI SASTHA IND FAB	INDIA	Process Equipment & Accessories	Yes	Yet to Receive	No	No

SHILPA PHARMA LIFESCIENCES LIMITE
MANAGEMENT REVIEW ON SUSTAINABLE PROCUREMENT

S No	Vendor Name	Origin	Type of Material	Shared SAQ	Received Filled SAQ	ESA Completed	CAPA Shared
18	STANDARD FLORA PVT. LTD.	INDIA	Lined Equipment & Halar Lining Works	Yes	Yet to Receive	No	No
19	ROCHEM SEPARATION SYSTEMS	INDIA	ETP Equipment & Accessories	Yes	Yet to Receive	No	No
20	SHANTI BOILERS & PRESSURE VESSELS (P) LTD	INDIA	Boilers & Thermic Fluid heating System	Yes	Yet to Receive	No	No
21	SIDDHANT EQUIPMENTS PVT LTD	INDIA	Cooling Towers	Yes	Yet to Receive	No	No
22	THERMAX LIMITED	INDIA	Boilers & its Accessories	Yes	Yet to Receive	No	No
23	POLY VALVE TECH	INDIA	Process & Utilities Valves	Yes	Yet to Receive	No	No
24	VALVE FLOW ENGINEERS	INDIA	Process & Utilities Valves	Yes	Yet to Receive	No	No
25	UPHILL ENGINEERING SOLUTIONS	INDIA	Process Equipment & Accessories	Yes	Yet to Receive	No	No
26	HLE GLASCOAT LIMITED	INDIA	Glass Lined Reactors & tanks	Yes	Yet to Receive	No	No
27	GMM PFAUDLER LIMITED	INDIA	Glass Lined Reactors & tanks	Yes	Yet to Receive	No	No
TOTAL				**27**	**2**	**1**	**1**

Review of Suppliers on Sustainable Procurement				
Total No. of Key Suppliers	Total SAQs shared		Filled SAQs received	
	Number	Percentage	Number	Percentage
27	27	100%	2	7.4%

Review of Suppliers on Sustainable Procurement				
Total No. of SAQs received	ESA completed		CAPA received	
	Number	Percentage	Number	Percentage
2	1	50%	1	50%

Total 27 key suppliers identified and Supplier Assessment Questionnaires (SAQs) sent to all key suppliers to assess the compliance to Environment, Health & Safety, Social Accountability requirements and Human Rights & Labor Laws.

Out of 27 SAQs, 02 suppliers filled and shared the SAQs and 25 SAQs yet to receive.

Out of two filled SAQs, one supplier Environment & Social Assessment is completed and CAPA received for recommendations.

However, our SCM department is following-up with remaining suppliers to arrange filled SAQs. Upon receipt of filled SAQ from remaining vendors, Environment & Social Assessment will be carried-out and observations will be shared with vendors for necessary CAPA. Follow-ups will be made with vendors to implement proposed CAPAs and supporting details will obtain from vendors.

Conclusion:

From the Management Review it is evident that, the supplier assessment program is capable to ensure sustainable procurement and no instances of irruptions in supply of materials noticed due to failure or non-compliance to EHS requirement.

Prepared by: 20/10/23

Verified by: 20/10/23

SHILPA PHARMA LIFESCIENCES LTD

Review Frequency: Quarterly **Review Date: 23.08.2024**

Anti-Corruption releted Objectives and KPIs

KPI No	SA Policy / Code of Conduct Policy / Process Ref (KRA for)	Objectives linked to (KRA)	Objectives (KPI)	Units	KPI-Target	FY24-25	Remarks	GRI standard Reference	Mapping to UNGC Principles	Mapping to UNSDGs
1	As per the Anti Corruption,Bribery & Code of Policy	Anti Corruption,Bribery & Code of Conduct	Training on Anti Corruption: No of persons trained initially / Total no of employees	%	100%	100%	At the time of joining every employee undergo the Induction training & Along with policies & procedure of Shipla Pharma Lifesciences Ltd & also we have provided Annual training to all employees **(Ref: Enclosed Induction Training record,Policies & Procedures Manual & Annual Training Record on policies & procedures as Annexure-01)** **Refer Page No: 373 To 504**	GRI No 205, 205-1 & 205-2	Principle 10	16
2	As per the Anti Corruption,Bribery & Code of Policy	Anti Corruption,Bribery & Code of Conduct	No of Code of Conduct Policy Violations	Nos	0	0	No violations are happened **(Enclosed Consolidated Monthly LHRE Dashboard As Annexure-2. Refer S.No:6 &7)** **Refer Page No 505 To 511**	GRI No 205, 205-1 & 205-2	Principle 10	16
3	As per the Anti Corruption,Bribery & Code of Policy	Anti Corruption,Bribery & Code of Conduct	Percentage of sites implemented whistle blower procedures.	%	1	0%	No whistleblower incidents are happened **(Enclosed Consolidated Monthly LHRE Dashboards As Annexure-2. Refer S.No: 04 in LHRE dash board)** **Refer Page No 505 To 511**	GRI No 205, 205-1 & 205-2	Principle 10	16
4	As per the Anti Corruption,Bribery & Code of Policy	Anti Corruption,Bribery & Code of Conduct	No of whistle blower grievances received and action taken	Nos	0	0	Not received any complaints on whitleblower grievances **(Enclosed Mail Acknowledgement of Reprenestative Persons as Annexure-3)** **Refer Page No 507 To 511**	GRI No 205, 205-1 & 205-2	Principle 10	16
5	As per the Anti Corruption,Bribery & Code of Policy	Anti Corruption,Bribery & Code of Conduct	% of employees signed Non Disclosure Agreement (NDA)	%	100%	100%	All employees are sigined on non Disclosure Agreement **(Enclosed 01 Sample copy As Annexure-4)** **Refer Page No 512 To 516**	GRI No 205, 205-1 & 205-2	Principle 10	16
6	Risk Assessment Code of Conduct ,	Anti Corruption,Bribery & Code of Conduct	Number of anti-corruption risk assessment performed.	Number	1	1	Risk Assessment performed **(Enclosed Annexure No-5)** **Refer Page No 517 To 518**	GRI No 205, 205-1 & 205-2	Principle 10	16
7	As per Social accountabilty policy	Anti Corruption,Bribery & Code of Conduct	Conducting Management Review Meeting Monthly	Number	Monthly once	Monthly once	Monthly Once Shared Consolidated report to Management for conducting a review meeting **(Enclosed Email conversations as a Annexure-6)** **Refer Page No 519 To 528**	-	Principle 10	16

Prepared By Date:- 23/08/24

Reviewed By Date:- 23/08/24

Approved By Date:- 23/08/24

SHILPA PHARMA LIFESCIENCES LIMITED (UNIT-2)

INDUCTION PROGRAMME SCHEDULE

Doc.Ref.No. SOP/U-2/PA/GEN/009

Form No: FM-PA-019-05

 266

Date: 09/08/24

To

Dear Mr. K. Siva Naga Raju **Designation:** Trainee chemist **Department:** production

Sub: Induction Programme

Welcome to the family of M/s. Shilpa Pharma Lifesciences Ltd, Unit-2. We are pleased to inform you that we have worked out the following Induction Programme for you. Accordingly, you are requested to get in touch with the respective departments as follows,

Date	Department	Contact Person	Designation	Signature
09/08/24	Personal and administration	R. Surender	Dy. manager	
09/08/24	EHS	Shaikh. B'H	Jr. Executive	
09/08/24	Engineering	Manjunatha DM	DGM	
12/08/24	Electrical	P. Ranjith Kumar	manager	
12/08/24	Quality Control	Lyamesh coar shep	Manager	
12/08/24	Warehouse	Chandrashekhar S. Pudhari	Sr. Manager	
13/08/24	Production (Onco)	D.P. Singh	DGM	
13/08/24	Production (Non-Onco)	M. Rama	Dy. Manager	M. Rama
13/08/24	R&D	Dr. Bhagat Raj	AVP	B. Raj
13/08/24	AR&D	B. Gopal	GM	
13/08/24	IT	A Koshtash te	Sr. Executive	
13/08/24	Regulatory Affairs	N. Rakesh kumar	Sr. Manager	
13/08/24	Quality Assurance	Sachin babaulu	Asst. Manager	

The Departmental Heads/Sectional Heads concerned will brief you on the working of their respective departments. At the end of the Induction Programme you are required to submit a report in writing to the undersigned.

Thanking you,

Yours faithfully,

for Shilpa Pharma Lifesciences Limited (unit-2)

09/08/24

~~Head~~–PA/ Designee.

Head Operations/ Technical Director

09/08/24

Shilpa Pharma Lifesciences Limited(unit-2)

All HODs /Sectional Heads with a request to do the needful accordingly

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INDUCTION PROGRAMME SCHEDULE

Doc.Ref.No. SOP/U-2/PA/GEN/009

Form No: FM-PA-019-05

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Induction Program Schedule:

Department	Designation	Induction Program Details	Induction status
Human Recourses	~~Head~~ /Designee	Joining Formalities	Completed / ~~Not Completed~~
		Introduction of Company	Completed / ~~Not Completed~~
		Rules & Regulations	Completed / ~~Not Completed~~
		Leaves & its Procedure	Completed / ~~Not Completed~~
		Facilities etc.	Completed / ~~Not Completed~~
EHS Dept.	~~Head~~ /Designee	Induction of Safety	Completed / ~~Not Completed~~
Engineering Dept.	~~Head~~ /Designee	Induction of Engg. SOPs and Work Details	Completed / Not Completed
Electrical	~~Head~~ /~~Designee~~	Induction of Electrical	Completed / ~~Not Completed~~
QC	Head /Designee	Induction of QC and SOPs etc	Completed / ~~Not Completed~~
Warehouse	~~Head /Designee~~	Induction of Ware House And SOPs etc	Completed / Not Completed
Production (Onco)	~~Head~~ /Designee	Induction of Production and SOPs etc	Completed / ~~Not Completed~~
Production (Non-Onco)			
R&D	Head /~~Designee~~	Induction of R&D	Completed / ~~Not Completed~~
AR&D	~~Head~~ /Designee	Induction of AR&D	Completed / ~~Not Completed~~
IT	~~Head~~ /Designee	Induction of IT	Completed / ~~Not Completed~~
Regulatory Affairs	~~Head~~ /Designee	Induction of RA	Completed / ~~Not Completed~~
Quality Assurance	~~Head~~ /Designee	Induction of QA and SOPs etc	Completed / ~~Not Completed~~

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Document Reference No.: SOP/U-2/PA/GEN/005
Form No.: FM-PA-034-08

Effective Date: 22/07/24

INDUCTION TRAINING FOR FRESHER AND EXPERIENCED EMPLOYEES

Name of New Employee	K. Siva Naga Raju
Employee Code	7796
Department	production
Designation	Trainee chemist
Total experience in years	Fresher
Date of Joining	09/08/24
Induction training starting date	09/08/24
Induction training completion date	13/08/24

M/s SHILPA PHARMA LIFESCIENCES LIMITED (UNIT-2)

Plot Nos. : 33, 33A, 40 to 47
Raichur Industrial growth centre,
Chicksugur-584 134, District: Raichur, Karnataka (India)

Corporate Office
#12-6-214/A-A, Hyderabad road, Raichur-584 135
Website: info@vbshilpa.com

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SHILPA PHARMA LIFESCIENCES LIMITED

QUALITY POLICY

We Management and Staff at **Shilpa Pharma Lifesciences Limited** are committed to manufacture and supply of High Quality and Cost Effective APIs and Formulations.

We are committed to follow current Good Manufacturing Practices and implement Quality Management System with continual improvements to meet global regulatory expectations, customer satisfaction and aspirations.

We will achieve this by:

- Conforming to the international standards,
- Use of Best-In-Class Technologies,
- Implementing robust Quality Management System by continuous education and training.
- Consistently meeting appropriate technical, regulatory and legal requirements.

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SHILPA PHARMA LIFESCIENCES LIMITED (UNIT-2)

Document Reference No.: SOP/U-2/PA/GEN/005
Form No.: FM-PA-034-08

INDUCTION TRAINING – P&A DEPARTMENT

Responsibilities and Activities of P&A Department.

P&A Department must ensure the employment of appropriate personnel for the all activities carried out inside the premises of the unit.

Activities of P&A:

1.0 Employment of appropriate employees for all the Departments
2.0 Co-ordination for training to the new employees
3.0 Ensure the personnel Hygiene of all employees and contract labours.
4.0 Ensure proper Housekeeping.
5.0 Co-ordinating and Monitoring all Pest control activities.
6.0 To ensure smooth functioning of security department and overall responsibility of security activities.
7.0 All the needs and facilities required for the departmental activities for the employees are to be ensured.
8.0 Ensuring all statutory requirements are fulfilled.
9.0 Company rules and regulations i.e., leaves related, working timings, Bus facility, other facilities given to employees, Training management software (TMS) usage and procedure, Training competition through TMS (Training management software , Job description acceptance procedure,

Declaration of the New Employee: The activities of P&A department is briefed by Mr. R. Surender Designation Dy. Manager and understood the same.

Employee Name: K. Sivanaga Raju
Sign & Date: 09/08/24

Evaluation by P&A: The understanding level of the new employee is found Satisfactory / ~~Not Satisfactory~~.

Name: R. Surender
Sign & Date: 09/08/24

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SHILPA PHARMA LIFESCIENCES LIMITED (UNIT-2)

Document Reference No.: SOP/U-2/PA/GEN/005
Form No.: FM-PA-034-08

INDUCTION TRAINING –ENVIRONMENT HEALTH & SAFETY DEPARTMENT

Responsibilities and Activities of Environment Health & Safety Department are,
EHS must ensure the safety, Health of the employees and ensure the effluent released from the process are appropriately treated and disposed.

Activities of Environment Health & Safety Department:

1. Ensuring all the safety devices like fire alarms, fire extinguishers are in correct place and in working conditions.
2. Disposal of all effluents and solid waste hazards are disposed appropriately.
3. Maintains the health care centre and Ensure appropriate treatments were given to the injured and ill fell employees.
4. Issuance of safety permits and ensuring the safety of the workmen involved in the hazardous works.
5. Issuance and ensure the availability of all personnel protective equipment at all critical operations.
6. Ensuring all statutory requirements for safety and health and environment is fulfilled.

Declaration of the New Employee: The activity of Environment health and safety department is briefed by Mr Shaikh. B. H Designation: Jr. Executive and understood the procedures.

Employee Name: K. Sivanaga Raju
Sign & Date: 09/08/24

Evaluation by EHS: The understanding level of the new employee is found satisfactory/ ~~not satisfactory~~.

Name: Shaikh. B. H
Sign & Date: 09/08/24

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SHILPA PHARMA LIFESCIENCES LIMITED (UNIT-2)

INDUCTION TRAINING – ENGINEERING DEPARTMENT

The following said activities are carried out by the Engineering department.

Operation and Maintenance of the following systems.

Utility systems:

1. Purified water generation and distribution system
2. HVAC system, Compressed Air, Nitrogen gas, Boiler, Cooling towers
3. Generator

Other systems

4. Electrical and Instrumentation related.
5. Drainage system
6. Civil construction and repairs
7. Preventive maintenance and Break down maintenance of Manufacturing equipment and other equipment except QC department equipment.
8. Equipment qualifications (DQ, IQ, OQ)

Declaration of the New Employee: The above activities of Maintenance department briefed by Mr. Manjunath DN Designation DGM and understood the activities of engineering department.

Employee Name: K. Siva Naga Raju
Sign & Date: 09/08/24

Evaluation by Engineering: The understanding level of the new employee is found satisfactory/~~not satisfactory~~.

Name Manjunatha D.N.
Sign & Date: 09/08/24.

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SHILPA PHARMA LIFESCIENCES LIMITED (UNIT-2)

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INDUCTION TRAINING – QUALITY CONTROL DEPARTMENT.

Responsibilities and activities of Quality Control Department:

- ⇒ Preparation of Specifications of Raw material, packing material and finished product
- ⇒ Sampling of Raw material, packing material and finished product.
- ⇒ Receipt of In-process samples.
- ⇒ Analysing all the samples and approve or reject the quality of sample categorically.
- ⇒ Carrying out Stability studies
- ⇒ Carrying out the Analytical method validations.

Quality control Department Description:

The quality control department consists of separate instrument section, chemical lab, in process analysis area, balance room, stability study area and control sample room. Instrumentation / Control sample room is provided with controlled temperature.

Wet Lab:

In wet lab the following activities are carried out.

1. Volumetric analysis,
2. Moisture content, (KF auto titrator)
3. Bulk density (Tap density meter)
4. pH.
5. Residue on ignition (using Muffle furnace)

In Instrumentation lab:

1. HPLC,
2. UV spectrophotometer,
3. Infra-red spectrophotometer & Related analysis was carried out.

Declaration of the New Employee: The activity of QC department is briefed by Mr. Gyaneshwar Shep Designation Manager and understood the activities of quality control department.

Employee Name: K. Siva Naga Raju

Sign & Date: ~~12/08/24~~ 12/08/24 12/08/24

Evaluation by QC: The understanding level of the new employee is found satisfactory / ~~not satisfactory~~.

Name: Gyaneshwar Shep

Sign & Date: 12/08/24

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SHILPA PHARMA LIFESCIENCES LIMITED (UNIT-2)

INDUCTION TRAINING – WARE HOUSE DEPARTMENT.

Description of the warehouse & activities:

Warehouse consists of four divisions.

1. Raw material **(RM)** Receipt, storage, Dispensing.
2. Engineering Material receipt, storage, Issuance
3. Finished goods **(FG)** receipt from production, storage, and dispatch
4. Packing materials **(PM)** receipt storage and Issuance.
   - Raw materials, packing material and finished goods of Oncology products stored under appropriate conditions at Ware house-I
   - Raw materials, packing material and finished goods of Non-Oncology products stored under appropriate conditions at Ware house-II.
   - Engineering materials were stored Engineering stores building.

Brief description of RM & PM receipt, storage and dispensing:

1. All Raw materials and Packing materials were received only from Approved vendors.
2. On receipt the RM and PM were checked for their integrity. Kept at quarantine area till their approval from QC
3. Both RM and PM will be issued to Production based on FIFO/FEFO principle, as per their requirement.
4. All RMs will be dispensed in dispensing room.

Brief description of finished product storage and dispatch:

1. The finished product will be transferred from Production to FG and stored at appropriate storage conditions.
2. On receipt of Approval from QA warehouse department will dispatch the finished product through appropriate procedures.

Declaration of the New Employee: The activity of warehouse department is briefed by Mr. Chandrashekhar S. Dudhani Designation Sr. Manager understood the activities of warehouse department.

Employee Name: K. Siva Naga Raju

Sign & Date: 12/08/24

Evaluation by warehouse: The understanding level of the new employee is found satisfactory/~~not satisfactory~~.

Name: Chandrashekhar S. Dudhani

Sign & Date: 12/08/24

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SHILPA PHARMA LIFESCIENCES LIMITED (UNIT-2)

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Form No.: FM-PA-034-08

INDUCTION TRAINING - PRODUCTION DEPARTMENT

1. Production department consists of two types of Production Blocks,
   1.1 Onco Production Blocks
   1.2 Non Oncology production blocks.
2. Production area consists of
   2.1 Intermediate Stage production area.
   2.2 Pharma area [Clean room].
   2.3 Purified water storage and distribution system.
3. The finished product will be transferred to finished goods stores for Storage at appropriate conditions.
4. Entry and exist procedures for production areas.

Declaration of the New Employee: The activity of Production department is briefed by Mr. Arun Kumar Designation Dy. Manager and understood the procedures.

Employee Name: K. Siva Naga Raju
Sign & Date: 13/08/24

Evaluation by Production: The understanding level of the new employee is found satisfactory/~~not satisfactory~~.

Name: Arun Kumar
Sign & Date: 13/08/24

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SHILPA PHARMA LIFESCIENCES LIMITED (UNIT-2)

INDUCTION TRAINING – QUALITY ASSURANCE DEPARTMENT.

Responsibilities and activities of Quality Assurance Department:

Quality assurance must ensure the systems appropriate to manufacturing of Pharmaceutical products which are correctly processed and checked (analysed) in accordance with established procedures.

Activities of QA

1 Approval of all standard procedures related to all departments activities.
2 Ensuring all the activities are carried out as per the lay down standard procedures.
3 Issuance and control of documents.
4 Conducting Internal audits [Self inspection] and ensuring all CAPA were implemented.
5 Ensuring all the activities related trainings were imparted to all related employees.
6 Investigation of all product related customer complaints and ensuring recurrence of the defects by implementation of appropriated CAPA.
7 Investigation of Out of specifications
8 investigation of deviations and implementing appropriate CAPA
9 Implementation of change control systems to avoid unauthorized changes to the validated systems and procedures.
10 Co-ordination with all other departments during customer and regulatory audits and ensuring the stringent adherence to cGMP compliances.
11 Carrying out Annual Product reviews and ensuring the status of validation of all systems and procedures
12 Sending samples for the customers for product promotions and co-ordination with marketing and purchase department.
13 Co-Ordination with RA department for updation of DMFs

Declaration of the New Employee: The activity of QA department is briefed by the Mr Sankabole designation Asst. manager and understood the procedures.

Employee Name: K. Siva Naga Raju
Sign & Date: 13/08/24

Evaluation by QA: The understanding level of the new employee is found satisfactory/~~not satisfactory~~.

Name: Sankabole
Sign & Date: 13/08/24

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SHILPA PHARMA LIFESCIENCES LIMITED (UNIT-2)

Document Reference No.: SOP/U-2/PA/GEN/005
Form No.: FM-PA-034-08

DATA INTEGRITY DECLARATION

I S. Sivanagaraju (Employee name) hereby declare that, I will involve myself in my respective area and I will be responsible for cGMP compliance and will giving commitment to the Management that I shall not involve any of the following specified data integrity issues,

- Falsification of data.
- Alteration of data and events.
- Misleading information, statements or facts.
- Misrepresentation of what really happened.
- Untruthful statements.
- Forgery.
- Questionable information, statements, events or facts.
- Misreporting or selective reporting information.
- Not recording activities contemporaneously.
- Back dating.
- Copying existing data as new data
- Releasing failing product. (but not limited to…)

Prerequisite Training:

I have completed and understand CGMP, Good hygiene practices & data integrity perspective.

Signature of employee: [signature] **Date:** 13/08/24

To be completed by Quality Assurance:

Reviewed by (Sign/Date): [signature] 13/08/24

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D/T: 07/08/24 14:33

SHILPA PHARMA LIFESCIENCES LIMITED (UNIT-2)

QUALITY ASSURANCE EVALUATION

Name of New employee : K. Siva Naga Raju
Employee Code : 7796
Department : Production
Designation : Trainee chemist

Contents	Date of Completion	Qualified / ~~Not Qualified~~	Sign/Date of QA ~~HOD~~/Designee
Induction Programme schedule	13/08/24	Qualified	13/08/24

Quality Assurance Comments:

~~He~~ / ~~She~~ has undergone training under supervision and found Qualified / ~~Not qualified~~ for induction training.

Signature of QA ~~HOD~~/Designee:

Date: 13/08/24

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IT USAGE POLICY

	Author	Reviewed By	Approved By
Name	Akeshkashte	M.P. Naidu	K.H. Hameedhaid
Designation	System Administrator	GM- QA	Head operation
Signature			
Date	05/01/23	05/01/23	05/01/23

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IT USAGE POLICY

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IT USAGE POLICY

1.0 Purpose

The purpose of this policy is to establish the appropriate use of Computing, Telecommunication networks, Computing equipment, and Technology for information security protection for Shilpa Pharma Life Sciences Ltd. These resources are owned/leased/ rented by the company and are provided primarily to enable/ facilitate the official duties and responsibilities of the intended users. This policy sets out the responsibilities and limitations on the use of the Company's computer systems and the intention is to avoid any unauthorized use which may cause damage to the system, loss of data, or criminal/ civil liability for you and the Company.

Shilpa Pharma Life Sciences Ltd.'s intentions for publishing, an IT Accepted Use Policy are not to impose restrictions that are contrary to the organization's established culture of openness, trust, and integrity. The company is committed to protecting its employees, partners, clients, and the company from illegal or damaging actions by individuals, either knowingly or unknowingly. Hence it is the responsibility of every computer user to know these guidelines and to conduct their activities accordingly.

2.0 Scope

This policy applies to all associated unit employees, contractors, consultants, trainees, other workers, and who's having access to the systems at Shilpa Pharma Life Sciences Ltd, including all personnel affiliated with third parties.

3.0 Enforcement

All Shilpa Medicare employees and IT resources user(s) need to adhere to this policy. Any employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment or contract or agreement as the case may be. Violation of this policy may also invite legal implication/solicitation under applicable law.

4.0 Policy

4.1 General Use and Ownership

4.1.1 All users are responsible for the appropriate use of IT resources per company policies, standards, and guidelines. Company resources must not be used for any illegal or prohibited purpose.

4.1.2 All users are responsible for ensuring the protection of assigned information and information processing facilities

4.1.3 Use of facilities and services for personal and commercial purposes is prohibited.

4.1.4 User must switch off computer system before leaving the office every day (unless required otherwise for official reasons)

4.1.5 Do not send any official data/information to internal/external users for non-business-related purposes/persons. If it is necessary then next-level permission is required from the Management.

4.1.6 Unauthorized data access is strictly prohibited for all users.

4.1.7 Business-critical data should be on the network file server for data protection.

4.1.8 The physical movement of the PC or any other hardware equipment

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should be done by IT department only.

4.1.8 Any changes to the hardware configuration of the allotted PC/ Laptop are strictly prohibited and any changes noticed must be reported immediately to the IT department.

4.1.9 Printers must be used only for printing necessary documents and use duplex printing (printing on both sides of the paper) for any bulk printing like manuals, e- books except GMP documents, etc.

4.1.10 All workstations, printers, and other desks must be cleared of all redundant and non-usable documents before leaving for the day.

4.1.11 Do not leave your computer's system logged in and unattended for long durations. Ideally whenever you are leaving your PC unattended then either it must be logged off or it must be locked (Ctrl+Alt+Del). Automatic log-off is enabled for 5 minutes.

4.1.12 Providing information about, or lists of, SML employees to parties outside SML is strictly prohibited.

4.1.13 Transportation of Media (USB, Drives) should be done with prior approval from the respective HOD. The user should get the media full scan by the IT dept.

4.1.14 Sharing of information/ data through the mobile device to an unauthorized person is strictly prohibited.

4.1.15 Users are not to carry any official document e.g. Xerox outside of the office premises without prior approval from the management.

4.1.16 The usage of personnel smartphones for data capture by using mobile cameras is strictly prohibited.

4.4.17 Authorized mobile phones shall be allowed in office premises as per the P&A approved list.
Note: P&A department shall prepare and circulate the list of approved list of authorized mobile user

4.4.18 P&A shall allow the Mobile and Laptop devices to the visitor with prior approval from Department Head and Unit /Site Head temporarily.

4.2 User Access Management of Domain Controller

4.2.1 The user raises a request to be granted access to any hardware through e-mail, which has to be approved by his/her respective department head and further sent to the IT department for action.

4.2.2 Unique user ids are issued to each user.

4.2.3 Sharing a User ID, and Password is strictly prohibited.

4.2.4 The user is solely responsible for all actions conducted by using that user id. Thus it is expected to take all necessary steps to protect against misuse of user id, which is not limited to periodically changing quality passwords, etc.

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Users are precluded from installing, removing, or editing scripts that affect system configuration.

4.2.6 Any unauthorized deliberate action that causes a system to malfunction or disrupts the normal performance of the system and /or the connection terminals is a security violation, irrespective of the system location or time duration.

4.2.7 Users should not make any attempt to gain unauthorized access to restricted files or networks or damage or modify computer equipment or software.

4.2.8 Users will respect the privacy of other users and will refrain from attempting to view or read material being used by others.

4.2.9 Users are responsible for the security of data, accounts, and systems under their control along with the IT Department. (Except for the failure of the hardware itself.)

4.3 E-Security

4.3.1 Change temporary passwords at the first log-on.

4.3.2 Select quality passwords with a minimum of 8 characters which are:

4.3.2.1 Password should be alphanumeric with a special character.

4.3.2.2 Not based on anything somebody else could easily guess or obtain using person-related information, e.g. names, telephone numbers, date of birth, etc.

4.3.2.3 Free of consecutive identical characters

4.3.2.4 Passwords used in 3 previous cases should not be used again.

4.3.2.5 Avoid keeping a paper record of passwords and users should not divulge passwords to other users. Authorized users are responsible for the security of their passwords.

4.3.2.6 Change passwords at regular intervals maximum password age is 30 Days and also do it whenever there is any indication of possible system or password compromise.

4.3.2.7 Don't include passwords in the automated log-on process, e.g. stored in a macro or function key

4.3.2.8 The user account will be locked out automatically after 5 wrong password attempts.

4.3.2.9 To enhance security password complexity has been enabled.

4.3.2.10 The password should not contain the information of your name.

4.3.3 IT Department should keep auto scanning enabled for all the systems.

4.3.4 Port scanning or security scanning is strictly prohibited

4.3.5 Executing any form of network monitoring which will intercept data not intended for the employee's host, unless this activity is a part of the

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employee's normal job/duty is prohibited.

4.3.6 Personal chatting on the internet is strictly prohibited. In special cases, where chatting with the external client is required, authorization should be taken from the

4.3.7 Access to a USB mass drive is strictly prohibited.

4.3.8 Access to a USB mass drive shall be provided in special cases after the senior management approves over the mail.

4.3.9 Temporary approved USB access shall be revoked after completion of user activity or within 24 hours

4.3.10 Authorized CD media, data cards, and USB, where required, should be scanned and cleaned before use.

4.3.11 The Company's computer network must not be used to disseminate, view, or store commercial or personal advertisements, solicitations, promotions, destructive code (e.g., viruses, self-replicating programs, etc.), illegal material, pornographic text or images, or any other unauthorized materials.

4.3.12 The user is responsible for the security and appropriate use of the company's network resources under their control. Using company resources for the following is strictly prohibited:

4.3.12.1 Causing a security breach to network resources, including, but not limited to, accessing data, servers, or accounts to which you are not authorized; circumventing user authentication on any device; or sniffing network traffic.

4.3.12.2 Transmitting on or through any of our services, any material and/or message that is illegal, false, obscene, threatening, sexual or obscene, defamatory, offensive, abusive, hateful, or encourages conduct that could constitute a criminal offense, give rise to civil liability, or otherwise violate any local, national or international law.

4.3.12.3 Indulging in any illegal activity and/or crime such as breach of confidentiality and leakage of data, video voyeurism, e-commerce frauds like phishing, identity theft, etc.

4.3.13 USB access is kept open only for the dedicated system with reading or download access to the images from the camera.

4.4 IT/ Software Compliances

4.4.1 Downloading and installing any unauthorized software or mobile app extension on the company Computer *I* Laptop without prior approval from the IT department /Site Head. This includes software like MS Office, VB, Screensavers, Games (except for default games loaded with the windows operating system), etc.

4.4.2 Use of pirated software is prohibited on any computer system of the company and also the media containing such software should not be

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brought into the organization's premises.

4.4.3 Downloading software from the Internet without prior IT permission is prohibited.
Employees are prohibited from bringing software from outside and installing it into the computer system or Laptop.

4.4.5 Approved inventory for Hardware/Software/Licenses shall be maintained at each respective site.

4.4.6 The system owner i.e. user, site IT Administrator, and Site Head shall be accountable for the installed software on each computer system.

4.4.7 The internal audit shall be performed for the License and software usage at each respective site and the report shall be shared with Senior Management.

4.5 E-Mail

4.5.1 When communicating on the official email system, the utmost care has to be taken as well as high professional standards must be followed because you are representing the organization while sending or replying to an official mail id.

4.5.2 No personal email id must be used to interact for official reasons with (including but not limited to) vendors, customers, service providers, or partners. Only an official email id must be used to do any official email correspondence.

4.5.3 Personnel use of official e-mail id is strictly prohibited.

4.5.4 The best effort must be made to restrict the size of the email to a minimum. Tools like WinRAR must be used to reduce the size of email attachments.

4.5.5 Employees must use extreme caution when opening e-mails and specifically attachments received from unknown senders, which may contain viruses, worms, or Trojan horse code.

4.5.6 Sensitive attachment types like PIF & SCR (more extensions might be added from time to time) are blocked at the gateway level, hence no mail must be sent with these extensions.

4.5.7 Forging email headers is prohibited. Similarly sending emails from someone else PC without the prior approval of that user is not allowed.

4.5.8 Company policy strictly prohibits creating, circulating, distributing, storing, and/or downloading (internally or externally) any:

4.4.8.1 Chain letters, Religious, political, or business solicitations that do not relate to your duties as an employee of the Company

4.4.8.2 Any files (including games, screen savers, .jpg or .wav or .mp3 or .scr or .bin or .zip files or other software and shareware) which are not Business related.

4.5.9 All the time users are responsible for the professional, ethical and lawful

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use of email and other network systems

4.5.10 Named e-mail id shall be provided to Assistant Manager and the above category. In case of any exception then prior approval has to be taken from the reporting manager and Management

4.6 Internet

4.6.1 Different level of Internet access is provided to employees depending on the job's responsibility and other parameters. Using someone else password to gain a different level of access is prohibited and users must stick to the level of access allowed to them.

4.6.2 Internet will not be used for illegal activity, to access illegal materials, or to access/publish materials that are obscene /pornographic/ sexually explicit material.

4.6.3 No online storage accounts like yahoo or another briefcase must be accessed to store official or personal information.

4.6.4 Use of an Internet Proxy Server other than that provided by the company is prohibited.

4.6.5 Use of personal external devices, such as Internet Data Cards/USB, to establish Internet or external connection(s) is strictly prohibited.

4.7 Remote/ Teleworking

4.7.1 Listed below are the security measures, which should be taken when working from home or offsite.

4.7.2 The local Administrator password for the laptop user should be assigned by the IT administrator (do not keep the password blank) to avoid unauthorized access to admin share like C$ on the network.

4.7.3 Treat company property and data as you would in the office, according to company information security procedures.

4.7.4 IT administrator is to ensure that adequate and up-to-date virus protection software is installed on the official Laptop / Desktop. Also same applies to any personal computer being used to connect to the official network.

4.7.5 Do not allow a laptop issued for business purposes to be used by family or friends.

4.7.6 Specifically, protect all sensitive business documents stored on laptops by using password protection.

4.7.7 Use a password- protected screensaver to lock it during the period of inactivity.

4.7.8 Where appropriate use a BIOS password to restrict authorized users only to starting the system.

4.7.9 Turn your system off when it is not being used. If the Laptop is to be used frequently then even hibernate can be done, to ensure faster boot-up time.

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4.8 Laptop Usage

4.8.1 Backup of business-critical data shall be taken by IT Administrator while working **at the** office or traveling.
Note: The user has to give advance intimation to the IT department to take the data back

4.8.2 Protect individual files from unauthorized access by password protection.

4.8.3 Regularly update the virus scan definitions.

4.8.4 Tum off or shut down the laptop, ensure that all lights are out, all external cables are unplugged, and no removable media is inside then place it in the laptop case.

4.8.5 Never check in a laptop as luggage.

4.8.6 Always carry software authorization and virus certificates from IT while traveling overseas.

4.8.7 If the laptop is lost or stolen, it should be reported immediately to IT and necessary action to be initiated like FIR or so.

4.8.8 Do not place heavy objects on the laptop. Handle the laptop with care.

4.8.9 Do not have liquids or other eatables near a laptop to prevent damage from spilling or dropping.

4.8.10 Do not hit or push the screen display of a laptop to its extremes.

4.8.11 Do not move the laptop when it is running and do not remove the power connector by pulling out the cord, rather grasp the plug itself when removing.

4.8.12 Do not expose the laptop to extreme temperatures. Extreme cold can cause the screen to crack and condensation to form when returning to a warm room. Extreme heat can melt important components of the laptop. Laptops should also be kept away from other sources of heat such as radiators.

4.8.13 Ensure that laptops are kept secure at all times.

4.8.14 The company shall issue laptops to the employee based on their work profile and not necessarily based on seniority. IT department shall ensure that such laptops shall be loaded with all required security software at the time of handing over the laptop to the employee.

4.8.15 Laptops shall be issued to employees based on mail confirmation from the site head and shall be approved by Management.

4.8.16 The laptop shall be retrieved from the employee after their resignation as per the HR Policy.

5.0 Privacy

Shilpa Pharma Life Sciences Ltd has full respect for individual privacy and rights. However, users should not have any expectation of privacy in respect of their usage of company IT

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resources. The Company's IT resources are the backbone for running the organization's business and nothing must be done to compromise this in any way even if this is unintentional. Please note that the Company may/will monitor or keep a record of communications (at any time with or without notice) either directly or via an external agency and/or record your use of the IT Resources to (including, but not limited to):

5.1 To detect/investigate any unwanted elements like viruses etc. which might be destructive

5.2 Detect and/or prevent crime

5.3 Ascertain and/or demonstrate whether you and/or the Company are complying with the Company's rules and policies (including, but not limited to, this policy) and also with legal and/or regulatory obligations which you and/or are subject to Company
Ascertain whether communications are relevant to the Company's
Business the Company while conducting such monitoring activities, will
use all reasonable.

endeavors to comply with regulatory guidelines and to respect your privacy and that of third parties using the IT Resources.

6.0 Acceptance

All users further agree, acknowledge and confirm that:

5.5 The company reserves the right to revise, amend, or modify this policy at any time and in any manner. However, a notice of any revision, amendment, or modification will be notified to all Shilpa personnel via email.

5.6 Reading and practicing any future release(s) of this policy, periodically, is solely the user's responsibility; however, understanding of any part of this policy shall be provided on written request to the quality assurance department.

5.7 The provision(s) and obligation(s) of this policy, and its future release(s), shall apply and continue in effect for a period of their employment from the date hereof.

7.0 Classification of Information / Data

All the information and data must be classified according to an appropriate level of Confidentiality, Integrity, and Availability.

5.8 Classifying The Information.

The information shall be classified into one of the following categories:

Sensitive / Restricted: This classification applies to strategic business information, which is most critical and intended strictly for use within a closed group of Shilpa Pharma Life Sciences Ltd. Any unauthorized disclosure could seriously and adversely impact Shilpa Medicare and its stakeholders, business partners, and customers leading to legal and financial repercussions and adverse public opinion (Example: business plans, trade secrets, information security data customer data, pricing strategy, etc.).

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Confidential: This classification applies to less sensitive business information, which is intended for use within the Shilpa Pharma Life Sciences Ltd group. Its unauthorized disclosure could adversely impact Shilpa Medicare employees, customers, stakeholders, and business partners (For example employee performance evaluation, CTC details, internal audit report, marketing plans, analysis of competitive products/services, etc.).

Internal Use: This classification applies to all other information, which is supposed to be shared only within Shilpa Pharma Life Sciences Ltd which does not fit into the above categories. Its unauthorized disclosure against the policy is not expected to have a serious or adverse impact on Shilpa Medicare employees, customers, stakeholders, and business partners (Example: information posted related to employee usage, HR policies, administrative circulars, training materials, manuals, etc.).

Public: This classification applies to information, which has been explicitly approved by Shilpa Medicare management for release to the public and disseminated without potential harm (Example: information posted on internet portals, product brochures, advertisements, job opening announcements, published press releases, etc.).

8.0 Ownership of the Information.

All critical applications and information shall have designated owners. The files created by individuals shall be owned and classified by them. The data owners shall also define access rules and retention periods. IT department takes responsibility for the security of the information/data based on the definition provided by the owner.

9.0 e-Waste Management:

IT assets (including but not limited to desktops, Laptops, servers, projectors, printers, etc) shall be disposed of safely when the asset is obsolete either by usability or age. Such identified assets shall be disposed of through authorized/certified e-waste partners. The information of disposed of assets shall be informed to Finance/Account for necessary treatment in books. The "Certificate of e-waste recycling" shall be documented for reference.

The provision hereof shall be governed and construed by Shilpa Pharma Life Sciences Ltd, and by your acceptance hereof you agree that you have understood this policy to your satisfaction. Please indicate your acceptance of the above by signing and returning the enclosed copy of this policy.

Name: K. Siva Naga Raju
Employee ID: 7796
Signature with Date: 13/08/24

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SOCIAL ACCOUNTABILITY MANAGEMENT SYSTEM PROCEDURES
(Based on Requirements of SA 8000:2014 Standard)

Shilpa Pharma Lifesciences Limited.

Innovating for Affordable Healthcare

Document No: SPL/SAMS/SOP
Issue No: 01
Revision No: 00

Shilpa Pharma Lifesciences Limited
Plot Nos: 33, 33A & 40-47, Raichur Industrial Growth Centre
Wadloor Road, Chicksugur Pots, Raichur 584134, Karnataka, INDIA

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0.1 REVISION HISTORY:-

Manual/ Section No.	Rev. No. & Eff. Date	Brief Description of Changes	Change Approver
Whole Document	Rev. 00 Eff. Date: 01.04.2023	First issue of combined Procedures to address SA 8000:2014 requirements.	WTD

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0.2 ABBREVIATIONS:-

Abbreviations	Full Form
API	Active Pharmaceutical Ingredients
CSR	Corporate Social Responsibility
Eff.	Effective
EHS	Environment Health Safety
ESI	Employees State Insurance
HOD	Head of Department
HR	Human Resources
ILO	International Labour Organization
LIC	Life Insurance Corporation
OHS	Occupational Health & Safety
PF	Provident Fund
POSH	Prevention of Sexual Harassment
PSCI	Pharmaceutical Supply Chain Initiatives
PSMS	Process Safety Management System
SAMS	Social Accountability Management System
SDG	Sustainable Development Goals
SPL	Shilpa Pharma Lifesciences Limited
SSC	Secondary School Certificate
TA	Travel Allowance
TDS	Tax Deducted at Source
UNGC	United Nations Global Compact
WTD	Whole Time Director

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0.3 MANUAL DISTRIBUTION

MASTER COPY

Master Copy is the one, which is duly approved (signed) and authorized for use.

CONTROLLED COPY

Soft Copy of the Master Copy will be made accessible (READ only) through intranet in shared folder for READ only access and use by all employees.

One Hard Copy of the Master Copy will be kept with HR Head as "Controlled Copy" for auditor's use and use for reference.

UNCONTROLLED COPY

Any other copy of the document, which is generated on want basis, shall be referred to as "Uncontrolled Copy".

OBSOLETE COPY

Old version of the Master Copy of the document, which is not in use but kept for knowledge preservation, shall be referred to as "Obsolete Copy".

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0.4 PROFILE OF SHILPA PHARMA LIFESCIENCES LIMITED

Shilpa Pharma Lifesciences Limited (SPL), a subsidiary of Shilpa Medicare Limited, established in 1987, produces and exports consistently high-quality active pharmaceutical ingredients, fine chemicals, intermediates, herbal products, and specialty chemical products using sophisticated technology, meticulously following international specifications and good environment, health, and safety practices. Currently SPL is one of the leaders in the oncology market and offer a complete range of products in this segment spanning across APIs, Formulations and are striving to put in our efforts in field of novel drug delivery systems and biotech products along with widening our focus to other therapy areas. SPL provides high-quality, affordable medicines trusted by healthcare professionals and patients in over 100 countries worldwide.

SPL is committed to integrate relevant SDGs & PSCI Principles in the business processes within the context of our Vision "Innovating for Affordable Healthcare" by formulating and implementing this Social Accountability Policy adopting a systematic approach to contribute for the Social Pillars of Sustainability as described in the manual.

SPL recognizes its commitment to the community in which it operates through its Corporate Social Responsibility initiatives. We reach out to underserved communities and work towards making a meaningful difference to them. SPL's CSR programs are focused on
education, health, environment, and women empowerment.

OUR VISION

Innovate for providing affordable healthcare.

Beyond any discrimination or boundaries, so as to bring a pleasant difference to patient's lives.

OUR MISSION

Making the medicines affordable by inclusive participation of the stakeholders, with minimum impact on environment, social accountability & exceed customer expectations.

OUR VALUES

Assuring compliance by continuously improving the systems by adhering to Environment, Health, safety & Social accountability Practices.

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0.5 NORMATIVE ELEMENTS & INTERPRETATION

SPL shall comply with applicable national, local, and other laws, industry standards, other requirements to which SPL subscribes and SA 8000 requirements.

SPL shall also respect the ILO conventions as per the policy of the Government of India and the respective State Governments.

List of key national and local regulations on Social Aspects are as follows:

a) Factories Act, 1948
b) Labour Welfare Fund Act, 1987
c) Factories & Establishments (National, Festival & Other Holidays), Act 1974
d) Payment of Wages Act, 1936
e) Employment Exchange (Compulsory Notification of Vacancies) Act 1959
f) Contract Labour Act (Regulation & Abolition) Act, 1970
g) Employees State Insurance Act 1948
h) Employees Provident Fund & Miscellaneous Provisions Act 1952
i) Apprenticeship Act 1961:
j) Payment of Bonus Act 1965
k) Payment of Gratuity Act 1972
l) Minimum Wages Act 1948
m) Child Labour Act 2016
n) Maternity Benefit Amendment Act 2017

List of key ILO Conventions on Social Aspects are as follows:

a) ILO Convention 1 (Hours of Work - Industry) and Recommendation 116 (Reduction of Hours of Work)
b) ILO Conventions 29 (Forced Labour) and 105 (Abolition of Forced Labour)
c) ILO Convention 87 (Freedom of Association)
d) ILO Convention 98 (Right to Organise and Collective Bargaining)
e) ILO Conventions 100 (Equal Remuneration) & 111 (Discrimination Employment)
f) ILO Convention 102 (Social Security - Minimum Standards)
g) ILO Convention 131 (Minimum Wage Fixing)
h) ILO Convention 135 (Workers' Representatives)
i) ILO Convention 138 and Recommendation 146 (Minimum Age)
j) ILO Convention 155 and Recommendation 164 (Occupational Safety and Health)
k) ILO Convention 159 (Vocational Rehabilitation/Employment-Disabled Persons)

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l) ILO Convention 169 (Indigenous and Tribal Peoples)
m) ILO Convention 177 (Homework)
n) ILO Conventions 181 (Private Employment Agencies)
o) ILO Convention 182 (Worst Forms of Child Labour)
p) ILO Convention 183 (Maternity Protection)
q) ILO Code of Practice on HIVIAIDS and the World of Work
r) Universal Declaration of Human Rights
s) The International Covenant on Economic, Social and Cultural Rights
t) The International Covenant on Civil and Political Rights
u) The UN Convention on the Rights of the Child
v) The UN Convention on Elimination of All Forms of Discrimination against Women.
w) The UN Convention on the Elimination of All Forms of Racial Discrimination
x) UN Guiding Principles on Business and Human Rights

0.6 Terms & Definitions

Attendance: Physical presence of the employee or Contract Personnel concerned at the place or places where he or she is required to work or report for duty remain on duty/work after making or getting the attendance marked.

Child: Any person under 15 years of age, unless the minimum age for work or mandatory schooling is higher by local law, in which case the stipulated higher age apples in that locality.

Child Labour: Any work performed by a child younger than the age(s) specified in the above definition of a child.

Collective Bargaining Agreement: A contract specifying the terms and conditions for work, negotiated between an organisation (e.g., employer) or group of employers and one or more worker organisation(s).

Corrective Action: Action to eliminate the cause(s) and root cause(s) of a *detected* non-conformance. Corrective action is taken to prevent recurrence.

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Preventive Action: Action to eliminate the cause(s) and root cause(s) of a *potential* non-conformance. Preventive action is taken to prevent occurrence.

Forced or Compulsory Labour: All work or service that a person has not offered to do voluntarily and is made to do under the threat of punishment or retaliation or that is demanded as a means of repayment of debt.

Home Worker: A person who is contracted by the organisation or by its supplier, sub supplier or subcontractor, but does not work on their premises.

Human Trafficking: The recruitment, transfer, harbouring or receipt of persons, by means of the use of threat, force, deception, or other forms of coercion, for the purpose of exploitation.

Interested Parties: An individual or group concerned with or affected by the social performance and/or activities of the organisation.

Living Wage: The remuneration received for a standard work week by a worker in a place sufficient to afford a decent standard of living for the worker and her or his family. Elements of a decent standard of living include food, water, housing, education, health care, transport, clothing, and other essential needs including provision for unexpected events.

Management Representative: A member of the management appointed by the Top Management of SPL to establish and implement the requirements of the standard and report the performance to the top management.

Muster Roll: Includes any Register or Registers or other records maintained by SPL and the suppliers / sub-contractors for the purpose of keeping a list of employees employed by SPL and the Contract personnel deployed in the company for the purpose of making attendance of said employees and contract personnel.

Non-conformance: Non-compliance with a requirement.

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Notice: Official communication in writing given or exhibited on the "Notice Board" or any other place specified by the Management for the purpose disseminating information.

Notice Board: Designated location specially maintained in a conspicuous place at or near the entrance to the work area, canteen and/or administrative office for the purpose of displaying notices required to be posted or affixed.

Personnel: All individuals employed or contracted by an organisation, including but not limited to directors, executives, managers, supervisors, workers, and contract workers such as security guards, canteen workers, dormitory workers, and cleaning workers.

Worker: All non-management personnel.

Private Employment Agency: Any entity, independent of the public authorities, which provides one or agency: more of the following labour market services: Matching offers of and applications for employment, without the agency becoming a party to the employment relationship(s) which may occur; Employing workers with a view to making them available to a third party entity, which assigns their tasks and supervises the execution of these tasks.

Remediation of Child Labourers: All support and actions necessary to ensure the safety health education and development of children who have been subjected to child labour, as defined above, and whose work has been terminated.

Risk Assessment: A process to identify the health, safety and labour policies and practices of an organisation and to prioritise associated risks.

Worker Representative(s): One or more worker representative(s) freely elected by workers to facilitate communication with the management representative(s) and senior management on matters related to social concerns.

Social performance: An organisation's achievement of full and sustained compliance withSA8000 requirement while continually improving.

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Stakeholder engagement: The participation of interested parties, including but not limited to the organisation, trade unions, workers, worker organisations, suppliers, contractors, buyers, consumers, investors, NGOs, media, and local and national government officials.

Standard Workday/Shift: 8½ Hours with a tolerance of 15 minutes including rest/lunch period of 30 minutes.

Supplier/Contractor: Any entity or individual(s) in the supply chain that directly provides the organisation with goods or services integral to, utilised in or to produce the organisation's goods or services.

Sub-supplier/Sub-contractor: Any entity or individual(s) in the supply chain that provides the supplier with goods and/or services integral to, utilised in or to produce the supplier's or the organisation's goods or services.

Worker organisation: An autonomous voluntary association of workers organised for the purpose of furthering and defending the rights and interests of workers.

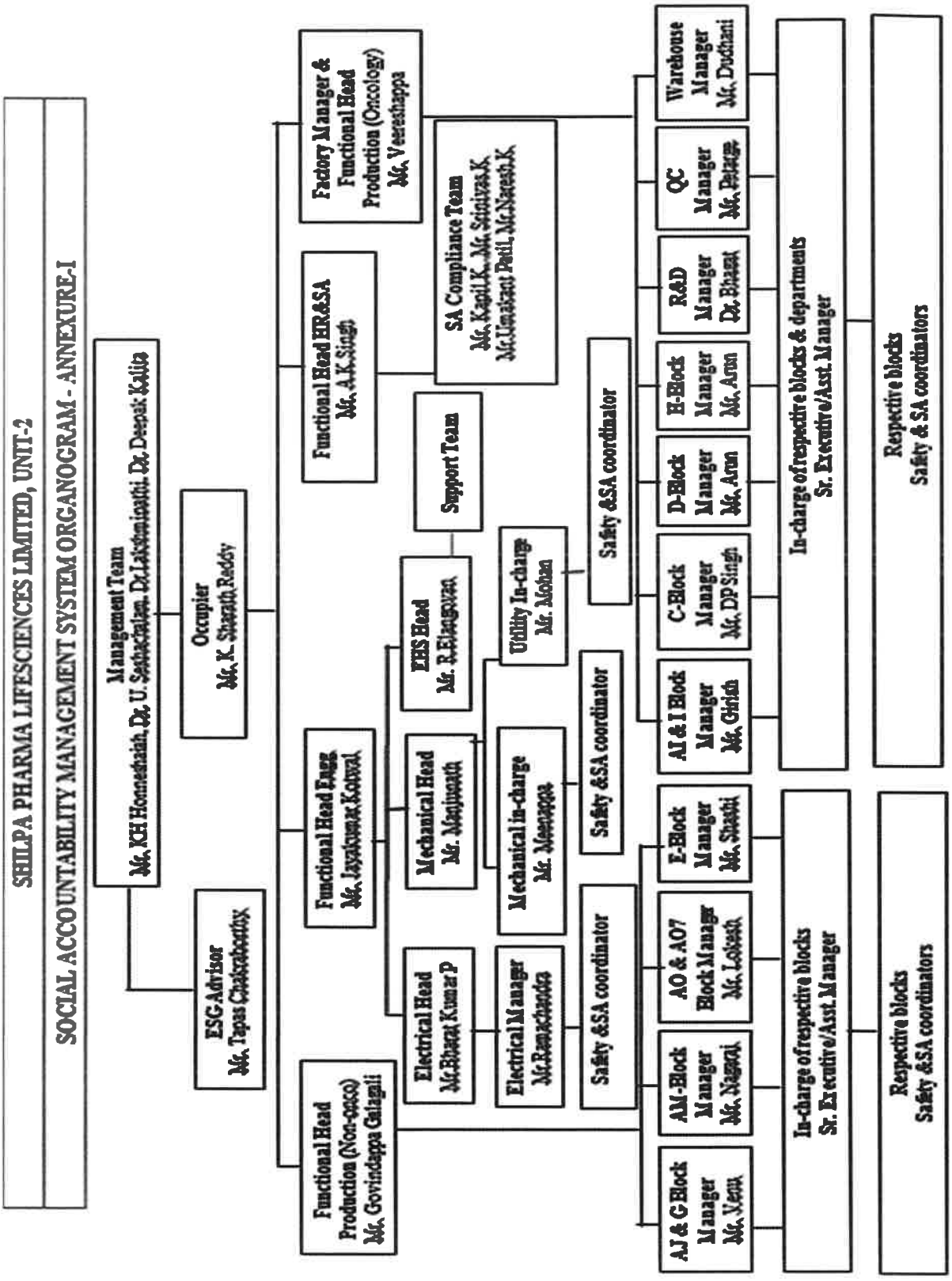
Work Premises/Workplace: Includes premises and precincts of the factory / establishment/ departments / plants / go-downs / sheds procurement centres and offices including ancillary departments owned, hired and/or managed by the Company and includes place or places where any employee is required to be present and/or work whether within or outside the factory premises.

Young worker: Any worker under the age of 18 but over the age of a child, as defined above.

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0.7 ORGANOGRAM FOR SOCIAL ACCOUNTABILITY MANAGEMENT SYSTEM:

Annexure 1 - Organogram for Social Accountability Management System



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0.8 SCOPE:

The scope of the Social Accountability Management System of SPL covers meeting the requirements of SA 8000:2014 with respect to its activities related to:

"Manufacture and Supply of Active Pharmaceuticals Ingredients (APIs) and Intermediates."

This scope is applicable for SPL's manufacturing sites located at the following addresses:

Shilpa Pharma Lifesciences Limited
Unit 1, Plot No: 1A to 5B, Deosugur Industrial Area
Deosugur, Raichur 584170, Karnataka, INDIA.

Shilpa Pharma Lifesciences Limited
Unit 2, Plot Nos: 33, 33A & 40-47, Raichur Industrial Growth Centre
Wadloor Road, Chicksugur Pots, Raichur 584134, Karnataka, INDIA

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0.9 SOCIAL ACCOUNTABILITY POLICY

Shilpa Pharma Lifesciences Limited, a subsidiary of Shilpa Medicare Limited, established in 1987, produces and exports consistently high-quality active pharmaceutical ingredients, fine chemicals, intermediates, herbal products, and specialty chemical products using sophisticated technology, meticulously following international specifications and good environment, health, and safety practices. Currently SPL is one of the leaders in the oncology market and offer a complete range of products in this segment spanning across APIs, Formulations and are striving to put in our efforts in field of novel drug delivery systems and biotech products along with widening our focus to other therapy areas. SPL provides high-quality, affordable medicines trusted by healthcare professionals and patients in over 100 countries worldwide.

SPL is committed to integrate relevant UNGC, SDG & PSCI Principles in the business processes within the context of its Vision "Innovating for Affordable Healthcare" by formulating a Social Accountability Policy and implementing same adopting a systematic approach to adopt a proactive and risk-based approach towards social accountability management through:

1. Complying with the applicable national, local, other subscribed statutory social obligations related to labour, human rights, and ethics,

2. Ensuring no engagement of or support to use of child labour, forced or compulsory labour,

3. Preventing ill health and injury to personnel at workplace,

4. Respecting freedom of association, right to collective bargaining and preventing discrimination,

5. Respecting all personnel with dignity, implementing ethical work practices, engaging with stakeholders, and ensuring minimum wages to the personnel,

6. Setting social objectives to improve working standards of employees and continual improvement of social performance.

We believe that implementation of this policy in our facilities and supply chain will support in meeting expectations of our stakeholders and business.

We engage and work with our supply chain partners to understand each other's expectations on social aspects and adopt good practices.

This policy applies to all SPL sites. It is made available to relevant stakeholders on request and periodically reviewed, as necessary.

Mr. K Sharath Reddy
Technical-Director

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SOCIAL ACCOUNTABILITY MANAGEMENT SYSTEM PROCEDURES

1. CODE OF CONDUCT POLICY:-

1. APPLICABILITY:

This Code of Conduct is applicable to all employees (whether permanent, temporary or on contract, direct or through contractor, retainer or full-me consultant), and members of the Board of Directors of the Company ("Personnel"). Unless the context requires otherwise, the term "Shilpa Medicare Ltd.," in this Code includes Shilpa Pharma Lifesciences Ltd., and its subsidiaries, affiliates and business units within and outside India, except any publicly held companies in any jurisdiction on and subsidiaries and affiliates of those publicly held companies. Shilpa Pharma Lifesciences also expects that its business partners including suppliers, service providers, agents, channel partners (dealers, distributors and others) to adhere to the principles of the code.

Shilpa Pharma Lifesciences Ltd., Code is designed to prevent, detect, and address any alleged on of misconduct and to provide guidance to Personnel in recognizing and dealing with important ethical and legal issues and to foster a culture of honesty and accountability within the organization on. All Personnel must conduct themselves according to this Code and seek to avoid improper behavior.

This Code is not intended to cover every legal or ethical issue that may arise in the course of the business. If you have any questions or concerns regarding this Code or its applicable on yourself in any circumstance, you should contact the Human Resources Head of Company.

This Code is, at places, more restrictive than the applicable laws and regulations, and Personnel are required to abide by the Code even when it imposes requirements that go beyond legal obligations. If employees are uncertain of the applicable legal requirements or if they believe that they are subject to conflicting legal obligations, they must bring the matter to attention of the Human Resources Head of Company.

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2. GENERAL STATEMENT OF COMPANY POLICY

Shilpa Pharma Lifesciences Ltd., is committed to developing and commercializing high quality pharmaceutical products that meet the needs of patients and health care providers, as well as providing value to our stockholders and employees. We are also committed to integrity and the pursuit of excellence in all that we do. We will fulfill these commitments while upholding a high level of ethical conduct and meeting our responsibilities as good corporate citizens at all times.

This Code of Conduct (the "Code") is one element of Shilpa Pharma Lifesciences Ltd.,' efforts to ensure lawful and ethical conduct by the company and its subsidiaries and their employees, officers and directors. It is part of a larger process that includes compliance by all employees, officers and directors with all corporate policies and procedures, open communication throughout the company, and the use and expectation of the highest integrity and good judgment. Although laws and customs will vary in different locations where we may operate, our basic ethical responsibilities are global.

3. OVERVIEW OF THE CODE OF CONDUCT:

The Code of Conduct applies to all employees, officers and directors of Shilpa Pharma Lifesciences Ltd., and its subsidiaries and references herein to "employees" are intended to cover all employees and officers of the company. Under the Code, each employee and director individually must:-

1 Act with honesty and integrity at all times as a representative of the company;

2 Become familiar with, and conduct company business in compliance with, applicable laws, rules and regulations;

3 Understand and comply with the company's standards of business conduct and underlying policies and procedures;

4 Adhere to company standards for protecting the safety and health of our employees, our customers, as well as our communities;

5 Treat patients, customers, partners and suppliers in an honest and fair manner, with integrity;

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6 Be able to identify and appropriately handle actual or apparent conflicts of interest and avoid situations where personal interests are, or appear to be, in conflict with company interests;

7 Safeguard and properly use company proprietary information, assets and resources, as well as those of our customers, vendors and collaboration partners, which are entrusted to us;

8 Maintain confidentiality of the company's non-public information;

9 Protect the company's assets and ensure their efficient use; and

10 Take the initiative to promptly report any violation or possible violation of this Code in accordance with the reporting procedures set forth in this Code.

This Code provides general principles and information to employees and directors on their basic ethical and legal responsibilities. This Code is not intended to address every situation or set forth every rule, procedure or policy of Shilpa Pharma Lifesciences Ltd., and it is not a substitute for the responsibility of each employee and director to exercise good judgment and common sense. If employees have questions about how to apply the company's business standards, policies or procedures, they should seek clarification from their supervisors or, if necessary, from the company's Human Resources Department. If a director has a question about the company's standards, policies or procedures, he/she should contact the Human Resources Head of Company or, if the question concerns the company's compliance policies, this compliance officer of Company.

A. HONEST AND ETHICAL CONDUCT AND FAIR DEALING:

Employees and directors should endeavor to deal honestly, ethically and fairly with Shilpa Pharma Lifesciences Ltd., all employees, partners, customers, suppliers, agents, independent contractors, consultants and shareholders and competitors in compliance with all applicable laws, rules and regulations. Shilpa Pharma Lifesciences Ltd., all employees and directors is prohibited from or must not take unfair advantage of anyone through manipulation, concealment, abuse of privileged information, misrepresentation of material facts or any other unfair-dealing practice. We pursue to outpace our competition fairly, honestly and ethically. We pursue competition advantages through snootier performance, never through unethical or illegal business practices. Stealing other companies' proprietary information, possessing trade secret information that was obtained without the owner's consent, or inducing such

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disclosures by past or present employees of other companies is prohibited.

B. COMPLIANCE WITH THE LAW, RULES AND REGULATIONS:

Compliance with applicable laws, rules and regulations is an overriding principle of Shilpa Pharma Lifesciences Ltd., standards of conduct. To maintain the Company's reputation, compliance with our quality standards and safety requirements is essential. In the context of ethics, quality requires that our products and services reflect our ethical obligations. All operations and process must be conducted in accordance with all applicable laws and regulations. It is the company's policy that the company and each employee and director conduct business in accordance with applicable federal, state and local laws, rules and regulations, and those of other countries in which the company does business. Employees and directors should understand the laws that apply to the performance of their jobs, and ensure that company operations with which they are involved are conducted in conformity with those laws. Violations of the law can seriously damage the company's reputation, subject the company to liability and/or adverse governmental proceedings, and in some cases, subject individual employees and directors to personal liability. Employees and directors may not instructor request, either directly or indirectly, other employees or directors to violate the law. Each employee and director must be alert and sensitive to situations that could result in illegal, unethical or improper action. Questions concerning any legal responsibility or interpretation of legal requirements should be referred to the General Counsel. Obeying the law, in spirit, is the foundation on which the Company's ethical standards are built. In conducting the business of the Company, all employees shall comply with applicable laws, rules and regulations in India and in any other jurisdiction in which the Company does business. Although not all Personnel is expected to know the details of these laws, it is important to have sufficient knowledge about the applicable local, state and national laws to determine when to seek advice from supervisors, managers or other appropriate personnel of the Company.

C. CONFIDENTIAL INFORMATION:

Shilpa Pharma Lifesciences Ltd., believes in and respects personal privacy and dignity. Shilpa Pharma Lifesciences Ltd., collects and retains personal information. All Employees must maintain the confidentiality of information entrusted to them by Shilpa Pharma Lifesciences Ltd., or other companies with which we have business

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relationships, including our suppliers, customers and partners, except when disclosure is legally mandated or covered by an appropriate confidentialityagreement.

Unauthorized disclosure of confidential information is prohibited. Confidential and proprietary information generated and gathered in our business is a valuable Company asset. Protecting this information is vital to our continued growth and ability to compete. All confidential and proprietary information should be maintained in strict confidence, except when disclosure is authorized by the Company. All Personnel is required to use Confidential Information of Shilpa Pharma Lifesciences Ltd., for business purposes only and must always keep such information in strict confidence. This responsibility extends to Confidential Information of third parties that the Company has received under confidential disclosure agreements. Employees must also abide by any lawful obligations that they have to their former employers. These obligations may include restrictions on the use and disclosure of confidential information and restrictions on the solicitation of former colleagues to work at Shilpa Pharma Lifesciences Ltd., Any employee who believes he or she has obligations to former employers in addition to general ongoing confidentiality obligations should discuss the matter with the company's Human Resources Head of Company, and should provide the General Advice with a copy of any agreements the employee has signed with former employers covering matters such as intellectual property, noncompetition and no solicitation.

D. INSIDER TRADING:

From time to time employees and directors may have or receive information about Shilpa Pharma Lifesciences or other companies that has not been disclosed publicly ("inside information"). Inside information that is likely to be considered important by investors is material. Employees or directors who have material inside information about the company must refrain from trading in the company's stock, advising anyone else to do so or communicating the information to anyone outside the company until the information is disseminated to the public. The prohibition on insider trading also apply to the securities of companies with which Shilpa Pharma Lifesciences Ltd., does business and as to which employees and directors may have important information that has not been publicly disclosed. Regardless of whether they have material inside information, employees and directors are not permitted to engage in speculative transactions in the company's securities, including short sales, transactions in put or

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call options, hedging transactions and other inherently speculative transactions.

All employees and directors should be familiar with the company's insider trading policy. Violation of Shilpa Pharma Lifesciences Ltd., insider trading policy may result in civil liability and criminal penalties, as well as disciplinary action by the company. Questions about the company's policy should be directed to the Head of Human resource.

E. EMPLOYMENT PRACTICES AND NON-DISCRIMINATION:

1. **Treatment of employee:** Shilpa Pharma Lifesciences Ltd., regards the diversity of its Personnel as an important asset. The Company is firmly committed to provide equal opportunity in all aspects of employment. The diversity and talent of Shilpa Pharma Lifesciences Ltd., all employees represent a highly valuable company asset. Consistent with our respect for individual employees, Shilpa Pharma Lifesciences Ltd., is committed to providing a work environment free from discrimination based on race, color, religion, national origin, sex, age, disability, sexual orientation, marital status or any other unlawful factor. This means that we comply with applicable employment laws, including laws against discrimination, in all aspects of employment, including recruiting, hiring, compensation, promotion and termination. It also means that Shilpa Pharma Lifesciences Ltd., does not permit conduct that creates an intimidating or offensive work environment as defined under employment law. Such conduct may include, but is not limited to, racist, sexist, or ethnic comments or jokes; sexual advances or inappropriate physical contact; or sexually-oriented gestures, pictures, jokes or statements and will not tolerate any illegal discrimination or harassment of any kind including but not limited to derogatory comments based on racial or ethnic characteristics and unwelcome sexual advances.

a) **Sexual harassment:** Any unwelcome sexual advance, request for sexual favor or other verbal, non-verbal or physical conduct of a sexual nature that creates a threatening, unfriendly or offensive work environment will be considered as a sexual harassment. Any Personnel engaging in sexual harassment will be subject to disciplinary action up to and including termination of employment and/or liable to indemnify the Company for the loss incurred by the Company. Shilpa Pharma encourages Personnel to share relevant information about actions that may either violate or have the potential to violate this Code, with the concerned superior(s) or

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report the same as per the provisions of the 'Policy on Prevention, Prohibition and Redressal of Sexual Harassment.' Superiors need to be alert to any potential cases of threatening or harassment, and ensure that this situation is terminated as soon as possible.

b) **Health and Safety.** Shilpa Pharma Lifesciences Ltd., is committed to providing its employees with a safe and healthy work environment. To support that commitment, employees must abide by all safety rules and practices and assume responsibility for taking the necessary precautions to protect themselves and their co-workers. Employees are also responsible for immediately reporting accidents, injuries and unsafe practices or conditions, and for taking appropriate, timely action to correct unsafe conditions. To help ensure a safe work environment, Shilpa Pharma Lifesciences Ltd., prohibits threatening, reckless or violent behavior by employees, possession of weapons on company property or while conducting company business and willful destruction of property. Shilpa Pharma Lifesciences Ltd. is also committed to a drug-free workplace. The misuse of drugs or alcohol, both legal and illegal, while on company premises or business interferes with a safe, healthy and productive work environment and is prohibited. Specifically, Shilpa Pharma Lifesciences Ltd., prohibits the use, sale, purchase, transfer or possession of illegal drugs (or any offer to do so), or the abuse of legal drugs or alcohol, on its premises, in its vehicles and while conducting company business.

F. PRODUCT QUALITY:COMPLIANCE:

The safety and quality of Shilpa Pharma Lifesciences Ltd., products and services are essential to customers & indirectly physicians and their patients and are key to our mission and values. The company maintains quality and regulatory compliance systems that conform to our internal requirements and comply with applicable laws. These systems are and will be described in quality policies, standard operating procedures and training programs adopted from time to time by the company. They incorporate a management review process that includes quality audits and system effectiveness reviews. Employees should become familiar with these systems and work with their supervisors to obtain all necessary training. Management will consider disciplinary actions, up to and including immediate dismissal, for violations of the company's quality system policies and procedures. Each employee is responsible for

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the quality of his or her work, for implementing the relevant provisions of the quality system and for complying with Shilpa Pharma Lifesciences Ltd., policies and procedures. Any violations of the law or non-conformances with company procedures must be reported promptly to a supervisor, the Chief Regulatory Officer or the General Counsel.

Shilpa Pharma Lifesciences Ltd., quality practices encompass regulatory submissions, manufacturing, advertising, labeling, promotional materials and activities, and other product and service requirements. The practices, policies and procedures are designed to ensure compliance with applicable laws and regulations. The company also establishes: design control procedures to ensure that products and manufacturing processes conform to applicable regulations, a supplier quality assurance program to ensure that purchased products and services conform to specifications and regulatory requirements; and procedures to isolate and control nonconforming products, to investigate the causes of nonconformance, and to implement corrective action to prevent a recurrence.

An employee who violates Shilpa Pharma Lifesciences Ltd.,' quality policies, practices and procedures may be personally liable for intentional violations of regulatory and legal requirements. Deliberate deception or fraud is not tolerated by the company. Employees in a supervisory capacity may be liable for violations committed by employees under their supervision. Employees are expected to exert due diligence in preventing and detecting violations of laws and regulations. Any questions concerning potential violations may be referred to a member of the Quality or Regulatory departments.

G. SALES AND MARKETING PRACTICES:

Shilpa Pharma Lifesciences Ltd., products must be marketed and sold fairly and honestly, solely on the basis of their quality, capabilities, price, service level and other genuine attributes. The company intends to succeed in the marketplace through superior performance, not by unethical or manipulative practices. Each employee and director must treat customers and vendors honestly and fairly. Employees should not make false or misleading remarks to customers or suppliers about other customers/suppliers or about competitors of the company, their products or their services. Each employee and director must avoid deprecation and criticism of competitors, their products or services, but employees and directors may state truthful descriptions of specifications and shortcomings of such products or services.

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H. ADVERTISING, SALES AND PACKAGING:

Each employee, in performing his or her duties, is responsible for truthfully conveying product attributes. An employee must not misstate facts or create misleading impressions in any labeling, advertising, packaging, literature or public statements. Employees also must not promote a product for a use other than that specified in the official product label. Omissions of important facts or wrongful emphasis of material may be misleading; the total impression of the message must be balanced. Many laws, regulations, guidelines policies and procedures are applicable to the sale and marketing of our products, including regulations of the FDA guidelines, among others. Shilpa Pharma Lifesciences provides specific training in these matters to the sales and marketing organization and others in the company involved in these activities. Management will consider disciplinary actions, up to and including immediate dismissal, for violations of these laws, regulations, policies and procedures.

I. GIFTS, GRATUITIES, BRIBES AND KICKBACKS AND ANTI-MONEY LAUNDERING:

Shilpa Pharma Lifesciences is committed to doing business with integrity. We will abide by all applicable anti-bribery laws and the local laws in every country in which we undertake business. Company does not tolerate corruption or bribery under any circumstances and will not deviate from regulations to expedite approvals and thus gain advantage over competitors. Offering gifts, gratuities or entertainment that are not reasonable complements to a business relationship, but that are primarily intended to obtain sales or otherwise win favour or influence, must be avoided with all parties with whom the company does business. Reasonable non-cash gifts, gratuities and entertainment of modest value are generally permissible business courtesies when dealing with non-government customers. Such business courtesies should be reasonably related to a legitimate purpose and otherwise in compliance with Shilpa Pharma Lifesciences' policies and procedures. Gifts must be reported in the manner prescribed by the Finance and Corporate Compliance Departments. No employee must give, offer, promise to offer, or authorize the offer, directly or indirectly (proxy bribing), anything of value (such as money, shares, goods or service), any type of gratuity, kickback, bribe, payoff or advantage (whether in cash or any other form) to

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government officials, customers, potential customers, foreign officials including officials of any public international organizations which could be regarded as influencing any business decision or to obtain improper advantage. Shilpa Pharma Lifesciences Ltd., is committed to comply with all laws that prohibit money laundering or financing for illegal or illegitimate purposes. "Money laundering," is the process by which persons or groups try to conceal the proceeds of illegal activities or try to make the sources of their illegal funds look legitimate.

J. CONFLICT OF INTEREST; CORPORATE OPPORTUNITIES:

Each employee's primary employment responsibility is to Shilpa Pharma Lifesciences Ltd. Any outside activity, such as a second job or self-employment, should be kept totally separate from activities with Shilpa Pharma Lifesciences. An employee may not use company time, name, influence, assets, facilities, materials or services of other employees for outside activities, unless specifically authorized by the company. A conflict of interest occurs when a personal interest interferes, or appears to interfere, with the interests of the Company. A conflict of interest can arise whenever Personnel take action and have an interest that prevents them from performing the Company duties and responsibilities honestly, objectively and effectively. All Personnel must act in the best interests of the Company and must refrain from engaging in any activity or having a personal interest that presents a conflict of interest.

Disclosure: It is the responsibility of each employee and director to disclose any transaction or relationship that reasonably could be expected to give rise to a conflict of interest to the company's Head of Human resource of company or, if the employee is an executive officer, to the Board of Directors, who will be responsible for determining whether the transaction or relationship constitutes a conflict of interest. Some loans are expressly prohibited by law and applicable law requires that our Board of Directors approve all loans and guarantees to employees. As a result, all loans and guarantees by Shilpa Pharma Lifesciences must be approved in advance by the Board of Directors or the Audit Committee.

In addition, annual disclosures of affiliations and potential conflicts of interest are to be furnished in writing by executive officers, directors and other designated employees of the company. This disclosure regarding potential conflicts of senior management personnel will be submitted for review by the Audit Committee of the Shilpa Pharma Lifesciences Ltd., Board of Directors.

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Corporate Opportunities: Employees and directors must not take for themselves personally or for family members or other businesses any opportunities that are discovered through the use of Shilpa Pharma Lifesciences Ltd., property, information or position; use any Shilpa Pharma Lifesciences Ltd., property, information or position for personal gain; or compete with the company. Each employee and director owes a duty to the company to advance its legitimate interests whenever the opportunity to do so arises.

K. RELATED PARTY TRANSACTIONS:

The Company recognizes that Related Party Transactions in accordance with the Related Party Transactions Policy of the Company can present potential or actual conflicts of interest and create the appearance that Company decisions are based on considerations other than the best interests of the Company. A transaction involving both Shilpa Pharma Lifesciences Ltd., and one of its directors, officers or significant stockholders which presents an actual or potential conflict of interest with the person's duties to Shilpa Pharma Lifesciences Ltd., is considered a "related party transaction." The Board of Directors has adopted a policy with respect to the disclosure to and review of related party transactions by the Audit Committee. A copy of the company's Related Party Transaction policy is provided to each director and officer and is available upon request from the company.

L. ACCURATE RETENTION OF BUSINESS RECORDS:

Each employee and director must record information completely, accurately, honestly and in a timely manner. Employees and directors should use good judgment and common sense when preparing any company document and ensure that the document objectively and accurately reflects the facts of the situation it addresses. Accurate information is essential to Shilpa Pharma Lifesciences Ltd., ability to meet its legal and regulatory obligations.

Documents that require signatures, such as production or quality assurance documents or expenditure authorizations, must be actually signed by the person whose name appears on the document. This requirement applies to electronic as well as handwritten signatures.

All company books, records and accounts must be maintained in accordance with all applicable regulations and standards and accurately reflect the true nature of the

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transactions they record. Financial records must accurately reflect transactions and conform to generally accepted accounting principles. No entry may be made on the company's books or records that intentionally hides or disguises the true nature of any transaction. No accounts, assets or funds may be established that are not disclosed or recorded in the company's accounting records.

Laboratory notebooks must be used and maintained by employees in accordance with the company's laboratory notebook policies and procedures implemented by the Vice President, Intellectual Property. Keeping lab records properly is essential for the preservation of Shilpa Pharma Lifesciences Ltd., proprietary assets.

M. WHISTLE BLOWER POLICY:

The "Whistleblower Policy" of Shilpa Pharma encourages Directors and employees (hereinafter referred to as 'employees') to bring to the Company's attention, instances of unethical behavior, actual or suspected incidents of fraud or violation of the Shilpa Pharma Code, that could adversely impact the Company's operations, business performance and / or reputation. The Company will investigate such reported incidents in an impartial manner and take appropriate action to ensure that the requisite standards of professional and ethical conduct are always upheld.

N. DEALING WITH MEDIA:

To facilitate achievement of our business plans, it is necessary to communicate our plans and achievements in the most effective manner through media to our Internal & External Stakeholders including customers, employees, and to the community at large in which Shilpa Pharma operates.

O. RESPONDING TO GOVERNMENT REQUESTS:

It is Shilpa Pharma policy to cooperate with all reasonable requests concerning company operations from federal, state, municipal and foreign government agencies, such as the Food and Drug Administration, the Drug Enforcement Administration, the Securities and Exchange Commission and the Department of Justice. However, employees should consult with the Legal Department or Regulatory Affairs, as appropriate, before responding to these requests, submitting to an interview, or allowing government officials to have access to company facilities and documents or to take photographs or conduct interviews. If an employee is unclear about his or her

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area's procedures for responding to such requests, he or she should notify Regulatory Affairs or the company's Legal Department, and waits for instructions before proceeding.

P. PROHIBITION AGAINST COMPANY POLITICAL CONTRIBUTIONS:

Unless any applicable law requires otherwise, the Company funds or assets shall not be used for making political contributions of any kind, in India without the approval of the Board of Directors of the Company and in any other country without any such approval required, if any, in accordance with the applicable laws of the respective jurisdiction. This prohibition covers not only direct contributions, but indirect support of candidates or political parties; e.g., the purchase of tickets for special dinners or other fund-raising events, the loan of Personnel to political parties or committees, and the furnishing of transportation or duplicating services.

Q. COPYRIGHTED WORKS:

Copyright laws protect the original expression in, among other things, written materials, works of art and music, and prohibit their unauthorized duplication, distribution, display and performance. This means that we may not reproduce, distribute or alter copyrighted materials from books, trade journals, computers, software or magazines, or play discs or videotapes, without permission of the copyright owner or its authorized agents such as the Copyright Clearance Center.

Software used in connection with Shilpa Pharma Lifesciences Ltd.' business must be properly licensed and used only in accordance with that license. Using unlicensed software could constitute copyright infringement. If employees have questions about copyright laws, they should contact the Vice President, Intellectual Property.

R. ACCOUNTABILITY FOR ADHERENCE TO THE CODE:

All Personnel is responsible for adherence to this Code. Shilpa Pharma will promptly investigate all alleged violations and potential violations of this Code, or of any related Shilpa Pharma standard, policy or procedure. Any allegations will be treated confidentially, to the extent consistent with Shilpa Pharma's interests and its legal obligations. All Personnel are expected to cooperate with an investigation of an alleged violation of the Code. If Shilpa Pharma determines that corrective action is necessary to fix a problem and avoid the likelihood of its recurrence, Shilpa Pharma will promptly decide what steps to take, including legal proceedings when appropriate. To the extent legally permissible under applicable law, appropriate

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disciplinary action will be taken, in relation to this Code or any related Shilpa Pharma standard, policy or procedure. All Personnel must certify, in writing or electronically, that they have received, read, understood and shall abide by this Code.

S. WAIVERS UNDER THE CODE:

To the maximum extent permitted by applicable laws of any jurisdiction, some of the policies contained in this Code must be strictly adhered to and no exceptions can be allowed, in other cases exceptions may be possible. Any Director who seeks an exception to any of these policies must contact the Chairman of the Company. Any employee who seeks an exception to any of these policies must contact the Human Resources Head. Any waiver of this Code or any change to this Code may be made only by the Board of Directors or such designated authorities of the Company.

T. RESPONSIBILITY TO ASK QUESTIONS:

Every employee has the responsibility to ask questions, seek guidance and express concerns regarding compliance with the Code. If you encounter a situation or are considering a course of action and its appropriateness is unclear, your most immediate resource for any matter related to the Code is your supervisor. He or she may have the information you need or may be able to refer the question to another appropriate source. There may, however, be times when you prefer not to go to your supervisor. In these instances, you should feel free to discuss your concern with Human Resources. If a concern relates to a specific issue discussed in this Code, you may direct your question to the individuals identified in the applicable provision of the Code.

U. PROCEDURES FOR REPORTING POSSIBLE VIOLATIONS

If you wish to report potential misconduct by another person or a possible violation of the Code or other company policies, you may report the misconduct or possible violation in accordance with the Company's Open Door Policy for Reporting Suspected Violations and Complaints. Specifically, the information may be reported to a supervisor, Human Resources. Suspected violations may also be reported anonymously on the company's Compliance Hotline at 08532 - 238704, through the company's anonymous Compliance internet reporting System at https://www.vbshilpa.com/by e-mail at info@vbshilpa.comor by mail to the

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appropriate individual or department. Supervisors must promptly report any complaints or observations of Code violations to the Human Resources or Chair of the Audit Committee. If you make a report to your supervisor, and you believe your supervisor has not taken appropriate action, you should contact the Human resource or Chair of the Audit Committee directly.

V. DISSEMINATION AND AMENDMENT:

Shilpa Pharma reserves the right to amend, alter or terminate this Code at any time for any reason. This document is not an employment contract between Shilpa Pharma and any of its employees and does not alter Shilpa Pharma at-will employment policy.

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02. RECRUITMENT PROCEDURE OF NEW EMPLOYEES:-

1.0 **Purpose**:

To describe the procedure for systematic recruitment of new employees.

2.0 **Scope**:

This SOP is applicable to all departments at M/s. Shilpa Pharma Lifesciences Limited.

3.0 **Definitions / Abbreviations**:

PA: Personnel and administration.

HOD: Head of the department.

4.0 **Accountability:**

Personnel directly associated with system

5.0 **Responsibility**:

Head of Personnel & Administration department / Designee is responsible for implement this procedure during requirement of new employees.

6.0 **Procedure**:

6.1. **RECRUITMENT:**

6.1.1. Based on manpower requirement, head of the department of PA shall initiate the process of recruitment in consultation with functional head, head operation and concerned department heads.

6.1.2. Minimum qualification of candidates shall be follows as per requirement (Not limited to).

6.1.3. Head of the department PA shall collect applications matching candidate profiles through internal data bank / consultants / external advertisements and forward to respective department head for short listing.

6.1.4. Short listed candidates shall be interviewed by concerned department head and head PA/ Designee.

6.1.5. At the time of interview, record the interview evaluation details of the candidates in the format FM-PA-031 and send to the management for final approval.

6.1.6. After final approval of the management, head PA/designee shall send offer letter to the selected candidate with list of required documents for joining.

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6.1.7. For completing the joining and induction procedures, follow the current version of SOP/PA/GEN/009.

6.1.8. All the formats shall be kept in the personal file of employee and these documents are not returned to Quality Assurance Department and preserved with head PA/ Designee.

6.1.9. If candidate rejected during interview or final approval of management or any other reasons, the records /formats associated with the rejected candidate shall be preserved in separately.

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03. HUMAN RIGHTS POLICY.

1. SCOPE:

Applicable to all employees (part time or otherwise) of Shilpa Pharma Lisfesciences Limited & its subsidiaries, including business partners, contractual employees, trainees, volunteers, consultants, and members of Board of Directors.

2. OBJECTIVE & PREAMBLE:

Shilpa Pharma Lifesciences Limited is committed to uphold and respect in elevation standards of human rights of our employees, trainees, vendors, suppliers, members of the Board of Directors and business associates.

3. POLICY DETAILS:

Shilpa Pharma Lifesciences Limited & its subsidiaries recognize, respect, and promote human rights by treating everyone with dignity. This policy is Imbibes the spirit of human rights in our operations and value chain. We are also guided by the ten principles of the UN Global Compact covering human rights, labor, the environment, and anti-corruption. Our commitment to human rights arises from our Values, which are the basis of our code of conduct. The Company strives to create a work environment that is conducive to safeguarding human rights. We expect all our employees, trainees, vendors, suppliers, and business partners to abide by our Values.

Vision & Values:-

Vision: Our vision is to enhance global healthcare through innovative and affordable products for patients, partners, and healthcare systems across the globe.

Values: Every individual covered in this policy shall be responsible for achieving their goals efficiently and effectively while being aligned to the overall business goals and values of the Company. The Company advocates and practices five values listed herein, with a Zero Tolerance approach to violations.

1. Integrity & Ethical behavior
2. Performance driven work culture
3. Value creation through innovation & differentiation
4. Quality through compliance & best practices
5. Collaboration, teamwork & mutual respect

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Our Code of Conduct confirms our commitment to abide by all applicable laws relating to wage, benefit, safety, and human rights principles as mentioned below:

4. CHILD LABOR AND FORCED/COMPULSORY LABOR:

a) Shilpa Pharma Lifesciences Limited does not use any form of forced, compulsory, trafficked, child or involuntary labor.

5. Diversity, Equal Opportunity, and Non-Discrimination:

a) Shilpa Pharma Lifesciences Limited is committed to promoting equitable, equality, diversity and mutual trust in the workplace and providing equal opportunity for all individuals regardless of race, color, religion, age, gender, sexual orientation, nationality, disability, political opinion, and other factors as may be covered in labor laws.

b) Shilpa Pharma Lifesciences Limited has incorporated merit-based processes in hiring, recruitment, development, compensation, and promotions solely based on qualifications, performance, skills, and experience.

c) We follow a transparent and merit-based process for recruitment, development, and compensation.

d) Shilpa Pharma Lifesciences Limited employees are free to join or refrain from joining employee collectives without fear, retaliation, or harassment.

6. Environment, Health and Safety:

a) Shilpa Pharma Lifesciences Limited is committed towards providing a safe, healthy, and clean working Environment including appointment of relevant committees mandated by laws or otherwise.

b) Shilpa Pharma Lifesciences Limited encourages the development and diffusion of environmentally friendly practices.

7. Wage, Working Hours and Benefits:

a) Shilpa Pharma Lifesciences Limited endeavors to promote work-life balance and remains in compliance with all applicable laws pertaining to wage, work hours, over time and other benefits.

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8. Data Privacy:

a) At Shilpa Pharma Lifesciences Limited, we respect the privacy of all individuals and confidentiality of any personal data that the Company holds about them is adequately protected.

9. Disciplinary Practices:

a) Shilpa Pharma Lifesciences Limited complies with laws and regulations that govern the pharmaceutical industry. Shilpa Pharma Lifesciences Limited therefore expects every individual to comply with the applicable laws, notifications from authorities, and company policies at work or otherwise. Non-Compliance shall attract disciplinary action as per our Code of Conduct and standing orders.

10. Corporate Social Responsibility:

a) As per CSR policy at Shilpa, Shilpa Pharma Lifesciences Limited is committed to demonstrate good corporate citizenship, by not only complying with all relevant laws and regulations, but also actively assisting with the improvement of the quality of life of people in the communities in which it operates.

11. Management Systems:

a) Shilpa Pharma Lifesciences Limited encourages individuals, including business partners, to speak up without hesitation or fear if they believe in good faith that the Shilpa Pharma Lifesciences Limited policies including code of conduct, regulations, or any laws are being breached, or an individual or group is acting in a manner that would adversely impact the interest of Shilpa Pharma Lifesciences Limited and or its employees. As enshrined in Shilpa Pharma Lifesciences Limited Whistleblower & Integrity Policy, any individual can raise concern against suspected unethical/non-compliant activities through multiple channels, including writing to a dedicated email ID as mentioned in our Code of Conduct.

b) Shilpa Pharma Lifesciences Limited commits to work against corruption in all its forms, including extortion and bribery.

c) We carry out annual review of all relevant policies to identify any amendments to be made to the policies for ensuring all aspects relating to human rights are covered.

The Head of HR is authorized to amend this policy from time to time as relevant.

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04. ANTI-BRIBERY AND CORRUPTION POLICY:-

1. INTRODUCTION:

Shilpa Pharma Lifesciences Ltd., is committed to conducting business in an ethical and honest manner and is committed to implementing and enforcing systems that ensure bribery is prevented. SPL has zero-tolerance for bribery and corrupt activities. We are committed to acting professionally, fairly, and with integrity in all business dealings and relationships, wherever we operate. If any employee breaches this policy, they will face disciplinary action and could face dismissal for gross misconduct. This policy applies to all Shilpa Pharma Lifesciences Ltd directors, officers, and employees engaged in business transactions, at any level, on behalf of Shilpa Pharma Lifesciences Limited or any of its fully owned or controlled subsidiaries and no matter where they are located.

2. POLICY STATEMENT:

This policy sets out the anti-corruption policy of Shilpa Pharma Lifesciences Ltd., with respect to the conduct of Company personnel in their business dealings for or on behalf of the Company anywhere in the world. It is the Company's policy to conduct its business in a manner designed to maintain a culture of honesty and opposition to fraud and corruption. The Company will adhere to ethical practices in its business and not attempt to improperly influence others (directly or indirectly) by paying or accepting bribes or kickbacks in any form. The Company will comply with all applicable laws, rules and regulations of any country in which it does or intends to do business, including the Foreign Corrupt Practices Act. This policy is a supplement to the Company's Code of Conduct (the "Code") and should be read in conjunction with the Code as well as the Company's compliance policies on promotional activities and interactions with healthcare professionals.

Comply with local laws and international anti-corruption conventions and shall not engage in, or cause Shilpa to engage in, any form of corrupt practices. Not make any illegal contribution, directly or indirectly, to any third parties or public officials. Establish processes to prevent corruption, for example, by implementing an anticorruption policy and by providing relevant training to their staff. Avoid all direct potential conflict of interest while engaged with Shilpa. Be aware that no Shilpa employee may offer or provide, directly or indirectly, any undue advantage to the

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Business Partner in exchange for personal gain of any kind. Be aware that Shilpa will not accept any benefit intended for a Shilpa employee to facilitate the Business Partner's business with Shilpa. This policy does not prohibit the giving or accepting of normal and appropriate gestures of hospitality and goodwill (whether given to/received from third parties) so long as the giving or receiving of reasonable gifts and appropriate hospitality is for legitimate purposes such as building relationships and maintaining Shilpa Pharma Lifesciences Limited image or reputation.

3. **PRINCIPLES AND RULES:**

   Principles and Rules Associates must not bribe and they must not use intermediaries, such as agents, consultants, advisers, distributors or any other business partners to commit acts of bribery. Shilpa Pharma does not distinguish between public officials and private persons so far as bribery is concerned: bribery is not tolerated, regardless of the status of the recipient. Always ask yourself before offering, giving, or promising anything of value to any person if what you are considering could be viewed as having an illegitimate purpose. If the answer is yes, you must not proceed. If you are in any doubt, consult a legal or compliance representative before proceeding.

4. **DEFINITIONS:** Bribery means offering, giving or promising (or authorizing someone to offer, give, or promise) an improper benefit, directly or indirectly, with the intention of influencing or rewarding the behavior of someone to obtain or retain a commercial advantage. Bribery can take a variety of forms – offering or giving money or anything else of value. In fact, even common business practices or social activities, such as the provision of gifts and hospitality, can constitute bribes in some circumstances. Situations when Associates receive, agree to receive, request or accept a financial benefit or anything else of value are regulated by the Conflicts of Interest Policy.

5. **RECORD-KEEPING:**

   Shilpa Pharma will keep detailed and accurate financial records and will have appropriate internal controls in place to act as evidence for all payments made. We will declare and keep a written record of the amount and reason for hospitality or gifts accepted and given, and understand that gifts and acts of hospitality are subject to managerial review.

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6. HOW TO RAISE A CONCERN:

If you suspect that, there is an instance of bribery or corrupt activities occurring in relation to Shilpa Pharma, you are encouraged to raise your concerns at as early a stage as possible. If you are uncertain about whether a certain action or behavior can be considered bribery or corruption, you should speak to your line manager. Shilpa Pharma will familiarize all employees with its whistleblowing procedures so employees can vocalize their concerns swiftly and confidentially.

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05. CHILD LABOUR AND HUMAN TRAFFICKING POLICY:-

We as a "Shilpa Pharma Lifesciences Ltd" understand that our biggest exposure to Modern Slavery is in our product supply chain. All pharmaceutical products or components which are used in humans must comply with Good Manufacturing Practice (GMP) rules. To be GMP compliant, manufacturers must follow detailed rules and guidance regarding the quality of products they produce, their facilities and their staff. All manufacturing sites are subject to periodic inspections based on a risk assessment by applicable government regulators to check they are GMP compliant. It is intended that all potential new suppliers and manufacturers shall be subject to additional due diligence checks in the form of ethical/compliance audits conducted by or on our behalf. No contract will be awarded to a supplier who is unable to comply with the Modern Slavery Act 2015. Any member of our supply chain found to be indulging in irresponsible, unfair and unethical business practices should be condemned and appropriate action shall be taken.

1.OUR POLICIES ON SLAVERY AND HUMAN TRAFFICKING:-

Shilpa Pharma Lifesciences ltd., support the Modern Slavery Act 2015 in all parts of its business services. We have a zero-tolerance approach to any form of Child labour and human trafficking. We are committed to ensuring that modern slavery and human trafficking do not take place within our business or supply chain.

Policy Statement:- Modern slavery is a crime and a violation of fundamental human rights. It takes various forms, such as slavery, servitude, forced and compulsory labour and human trafficking, all of which have in common the deprivation of a person's liberty by another in order to exploit them for personal or commercial gain.

We are committed to ensuring there is transparency in our own business and in our approach to tackling modern slavery throughout our supply chains, consistent with our disclosure obligations under the Modern Slavery Act 2015. We expect the same high standards from all of our contractors, suppliers and other business partners.

We at Shilpa Pharma Lifesciences Ltd., do not employ any child labour/forced labour, who is less than 18 year of age in our organizations for any of the activities.

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1 Child labour/Forced labour are neither employed nor supported.

2 Support our staff to be aware of the risks of human trafficking and modern slavery and to act appropriately when any such risk is detected.

3 Conduct due diligence on business partners within our supplier chain.

4 Adopt a proactive approach to reporting suspicions of hidden worker exploitation to the appropriate authorities.

5 Encourage workers to report cases of third party labour exploitation, provide the means to do so and investigate and act on reports appropriately

6 Positively encourage and support employees and contractors to report such exploitation which may be occurring within their communities. Points of reference include Line Managers, the Head of Human resource and avenues outlined in the Shilpa Pharma Whistle blowing Policy.

7 Shilpa Pharma accepts that job finding fees are a business cost and will not allow these to be paid by job Applicants.

8 As appropriate, designate managers to attend training on the prevention of labour exploitation who will have responsibility for developing and operating company procedures.

9 Expects our business partners and associates to have and uphold similar standards and abide by country governing laws in countries where in they operate. If violation of these Principles become known to Shilpa Pharma and not be remediated, Shilpa Pharma will take serious action, including discontinuation of business relationship.

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06. HOLIDAY POLICY:-

1. OBJECTIVE

To describe the guidelines for National & Festival holidays.

2. SCOPE

The scope of the policy extends to all activities at SPL.

3.POLICY

Establish the National/Festival Holiday based on the National & State regulation and the local tradition.

4. RESPONSIBILITY

Head HR is responsible to implement the requirements as applicable to the employees.

SPL. Head Procurement is responsible to ensure the compliance of the requirements by Supplier, Sub-Supplier and Sub-contractors.

5. PROCEDURE

1. The Employees & workers are entitled for 11 holidays, which includes National/ Festival Holidays. The break-up will be communicated at the beginning of every calendar year and also updated in Kagami Attendance software.

2. National/ Festival holiday dates varies year on year based on the festival dates is communicated in the holiday calendar.

National Holidays (Republic Day, Independence Day & Gandhi Jayanthi.)

Festival Holidays (Makar Sankranti, Ugadi, May Day, Ramjan, Ganesh Chaturthi, Dussehra, Kannada Rajyothsava & Deepawali)

3. On the day of elections i.e, State Assembly/Lok Sabha/Gram Panchayat, paid holiday will be given to promote voting turnout..

4. Holiday list displayed in notice board as well as in Kagami Software for awareness of Employee & Workers.

RECORDS

The Records are maintained in Kagami Software

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07. LEAVE POLICY:-

1. OBJECTIVE

To describe the provisions for leaves available as per the company policy.

2. SCOPE

The scope of the policy extends to all activities at SPL.

3. POLICY

The establish Leave Policy based on the National & State regulations.

4. RESPONSIBILITY

Head HR is responsible to implement the requirements as applicable to the employees of SPL.
Head Procurement is responsible to ensure the compliance of the requirements by Supplier,

5. PROCEDURE

All employees and workers are entitled the followings:-

S No	Type of Leave	Yearly
1	Casual Leaves	05
2	Sick Leaves	05
3	Earned Leave	15
4	Maternity Leaves	12 Weeks

1. Employees Leave Records are maintained through Kagami Software.
2. All employees' leaves are updated in Kagami Software on 1st Jan of every Year.
3. New Joinees Employees are entitled for prorate Leave from their DOJ
4. Employee has to apply his leaves through Kagami attendance portal
5. CL Should apply one day before or same day of the leave
6. SL & EL must be applied in advance, in case of any emergency 07 days grace period. If any deviation to this will be considered for loss of pay.
7. Leave approval authority is having with respective HOD and payroll executive
8. CL Will lapsed within a year EL & SL will carry forward for next year
9. Maternity leaves are applicable only for Fe-male employees.
   These leaves can be availed six weeks pre & six weeks post to her delivery.

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6. Leave Without Pay (LWP)

1. Employee is not having any leaves in his leave accounts and however opts to go on leave, his/ her leave will be treated as LWP.
2. If any employee is not applied his leave in kagami portal within stipulated time it will consider as LWP.
3. If employee leaves are rejected by his/her HOD, Payroll executive will consider it's as LWP.
4. Employee going leave on last days of months, he should apply his leave before proceeding his leave otherwise software will auto locked after 2nd day next month and employees will unable to apply his leaves for the same and it will be treated as a LWP.

7. Leave Records

1. All Leave records of employees are maintained through Kagami Software and employee can check his leave balance through it.

2. For any queries contact our HR department. For any queries/clarifications on leaves and attendance, kindly write to hrd_eou@shilpapharma.com

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08. COMPENSATORY OFF / OVER TIME POLICY

1. OBJECTIVE

To defines the process to be followed for availing a compensatory off against additional hours worked by an employee of SPL.

2. SCOPE

The scope of the policy extends to all personnel of SPL,

3. POLICY

To compensate the personnel for work carried out of the working hours and on rest day or declared holiday to meet the process exigency.

4. RESPONSIBILITY

Head HR is responsible to implement the requirements as applicable to the employees of SPL.

5. PROCEDURE

1. Compensatory off will generated through Kagami software those who comes under the compensatory parameter (i.e. From Jr. Executive cadre to Deputy Manager)
2. Employee below Jr. Executive are entitled for over time and the same is paid in monthly salary.
3. HOD will approving Authority for Compensatory Off.
4. Compensatory off usage duration is 90 Days
5. If employees fail usage of his compensatory off within 90 days it will lapse

6. General Guidelines for Company Employees:-

a) Compensatory off generation parameter as below mentioned:

Extra Hours Worked	C-Off Granted	Applicability
> 3.5 hrs to 4 hours	0.5 day	Jr. Executive to Deputy Manager
≥ 6.5 Hrs to 8 hours	01 day	Jr. Executive to Deputy Manager

b) If Weekly off and Festival/National holiday is on the same date, then employee will liable to get 01 Compensatory off

c) If Festival/National holiday, weekly off is on the same date and due to some exigencies of work, employee has worked on that date employee will be entitled for 02 Compensatory off.

RECORDS

The records are maintained in Kagami Software

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09. POLICY ON PREVENTION OF SEXUAL HARASSMENT AT WORKPLACE (POSH POLICY):-

1.1 OBJECTIVE:

To describe company's policy on prevention, prohibition & redressal of sexual harassment at workplace and promote a healthy working environment and enable employees to work without apprehension of prejudice, gender bias and sexual harassment and provide the right to be treated with dignity, respect and equality. We are committed to provide a safe and conducive work environment free of sexual harassment. This Policy has been formed to prohibit, prevent or deter the commission of acts of sexual harassment at workplace and' to provide the procedure for the redressal of complaints pertaining to sexual harassment. To describe the company's policy on prevention, prohibition & redressal of sexual harassment at work place

1.2 APPLICABILITY:

This Policy extends to all employees of our company. Where sexual harassment occurs to any of our employee as a result of an act by a third party or outsider while on official duty, we will take all necessary and reasonable steps as per the applicable rules and regulations. This Policy shall be applicable to any allegation of Sexual Harassment made by an employee at our premises including any place visited by employee arising out of or during the course of employment and/ or transportation provided by us.

1.3 BACKGROUND:

We are an equal employment opportunity company and is committed to creating a healthy working environment that enables its employees to work without fear of prejudice, gender bias and sexual harassment. We also believe that all employees have the right to be treated with dignity. Sexual harassment at the workplace or at any other place visited by employees in the course of work is a grave offence and is unacceptable and will not be tolerated under any circumstance. Our quest for competitive excellence consists of its commitment to lawful and ethical conduct and adhering to our core values i.e. Team, Trust and Action for people.

In our company women are respected, protected and have the right to work free from sexual harassment. We are committed to providing for all women an environment which is free from sexual harassment, intimidation and exploitation at the place of work every woman shall have a right to be free from Sexual Harassment and the Right to Work in an environment free from any form of Sexual Harassment at our manufacturing unit and appropriates steps are being taken to prevent sexual harassment and for the preservation and enforcement of the right to gender equality of the working women. We have a 'zero-tolerance' approach to any instance of Sexual Harassment. Everyone has a responsibility to maintain an environment free from harassment of whatsoever nature.

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Our employees are required to comply with all laws and regulations for bidding any dis crimination with respect to age, race, gender, ethnic origin, nationality, religion, health, disability, marital status, sexual preference, political or philosophical opinions, trade- union membership or other characteristics protected by applicable law. We do not tolerate any form of harassment, sexual, physical or psychological, coercion or bullying. If employees observe or experience any form of abuse, they can report it to their HR Department. No adverse action can be undertaken against employees making such a good faith report."

In addition to this policy applicable upon all employees working anywhere in any part of our company , the present policy i.e. Policy on Prevention of Sexual Harassment of Women at our company has been framed in consonance of the guidelines laid by the Hon'ble Supreme Court of India in "Vishaka and others V/s State of Rajasthan" in the year 1997 as well as on the recently laid down statute "The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 ("the Act")".

1.4 DEFINITIONS:

SEXUAL HARASSMENT means any one or more of the following unwelcome acts or behavior:

- Physical contact and advances; or
- A demand or request for sexual favours; or
- Making sexually coloured remarks; or
- Showing pornography; or any other unwelcome physical, verbal or non-verbal conduct of sexual nature.
  Further, the following circumstances may amount to sexual harassment if it occurs or is present in relation to any other act of Sexual Harassment:
- Implied or explicit promise of preferential treatment in her employment, for example promotions or beneficial evaluation of a person towards her contribution to us; or
- Implied or explicit threat of detrimental treatment in her employment other present or future employment status; or

- Conduct that interferes with her work or creates an intimidating or hostile work environment; or
- Humiliating treatment likely to affect health or safety.

WORKPLACE

Includes any private sector organization or a private venture, undertaking, enterprise, institution, establishment, society, trust, non-governmental organization, unit or service provider carrying on commercial,

Professional, vocational, educational, entertainment, industrial, health services or financial activities including production, supply, sale, distribution or service. It also includes any place visited by the employee arising out of or during the course of

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employment including use of transportation provided by us for under taking such journey

AGGRIEVED WOMAN means any female employee of our company or any woman who alleges to have been subjected to any act of Sexual Harassment at the Workplace as defined above.

EMPLOYEE means an employee of our company, whether permanent or temporary, probationary, part-time working as a consultant or on a voluntary basis or engaged through an agent or contractor.

RESPONDENT means the person against whom the allegation of Sexual Harassment has been made by the Aggrieved Woman.

Internal Complaints Committee (ICC): A committee at workplace for redressal of sexual harassment complaint. Member details of the Internal Complaints Committee (ICC) as per Annexure 1.

Management Committee: The Management Committee comprising of Head Human Resources & Site Head of the Company who will act and implement the recommendations of the ICC.

1.5 Preventive Steps

Consistent with the existing law the company shall take all reasonable steps to ensure prevention of sexual harassment at work. Such steps shall include:

Publish the POSH Policy on sexual harassment on Notice Board for the information of all persons employed by or in any way acting in connection with the work and/or functioning of the company.

Constitute an Internal Complaints Committee (ICC) at workplace to consider and redress complaints on Sexual Harassment.

Names and contact numbers of the ICC Members shall be prominently displayed in all the offices and mentioned in the Annexure 1.

Conduct training on the POSH Act and Policy for employees .

Any & all complaints or allegations of sexual harassment shall be investigated promptly.

Appropriate corrective action shall be implemented based upon the recommendations of ICC.

1.6 CONSTITUTION OF INTERNAL COMPLAINTS COMMITTEE:

An Internal Complaints Committee ("Internal Committee") shall be appointed by us to deal with all the cases of alleged Sexual Harassment and shall comprise of the following:

- Chairperson:
- At any point of time the chairperson appointed should fulfil the following criteria:
- Should be an Employee.
- Should be a senior level woman committed to prevent Sexual Harassment

In the event a senior level woman is not available with the company, then the chair

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person should be appointed from an affiliate organization of us.

1.7 ADDITIONAL MEMBERS:

Such members should be employees of our company who are committed to prevent Sexual Harassment, or who have had experience in social work. The number of such members should be at least 2 (two).

1.8 THIRD PARTY MEMBERS:

- Such members should be from a non-governmental organization or have experience evidencing their commitment to the cause of preventing Sexual Harassment. There should be at least one third party member.
- At least one-half of the total members so nominated shall be women.

1.9 Reporting a Complaint

Any women (Complainant) employee, who feels subjected/ alleges to any act of sexual harassment, should:

a) Tell the person the behaviour is unwelcome and ask to stop or;
b) Asks for the behaviour to be dealt with Informal and/or use the Formal Procedure as detailed below.
c) Keep a record of incidents (date, time, locations, possible witnesses, what happened, your response) to help you remember details in case of complaint.

Informal Procedure

a) She may approach someone whom she feels confident and comfortable to approach such as own Manager, or the Manager of the person responsible for the behaviour or Human Resources.
b) The person approached will endeavour to assist the women employee of the behaviour to resolve the matter by means of informal meetings and discussions.
c) All persons involved in seeking resolution of the unwelcome behaviour will respect the dignity and confidentiality of the persons involved.
d) The informal resolution to be notified to the ICC at workplace through an email/ letter.

Formal Procedure

a) If an issue cannot be immediately resolved, the women should immediately report the matter to ICC at the workplace.

b) The person shall report the matter by writing along with supporting documents, the names and addresses of the witnesses to ICC through email/letters. This email/letter will be forwarded to the ICC members at workplace.

c) The ICC will follow the enquiry process and will maintain a register to endorse the complaint received by it and keep the contents confidential, except to use the same for investigation.

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d) In case of any complaint against an ICC member, then the women (complainant) may directly write to the Management Committee (Head HR & Site Head) and the ICC will be reconstituted by replacing the concerned member.

1.10 WHO CAN MAKE A COMPLAINT OF SEXUAL HARASSMENT?

- Any aggrieved woman may make, in writing a complaint of Sexual Harassment at the workplace to the Internal Committee, within a period of three months from the date of the incident and in case of a series of incidents, within a period of three months from the date of last incident.

- Where the aggrieved women is unable to make a complaint on account of her physical incapacity, a complaint may be filed by (a) her relative or friend, or (b) her co-worker, or (c) an officer of the National or State Commission for Women, or (d) any person who has knowledge of the incident, with the written consent of the aggrieved women.

- Where the aggrieved women is unable to make a complaint on account of her mental incapacity, a complaint may be filed by (a) her relative or friend, or (b) a special educator, or (c) a qualified psychiatrist or psychologist, (ct) the guardian, or (e) any person who has knowledge of the incident jointly with any of the persons mentioned in of this clause.

- Where the aggrieved woman, for any other reason, is unable to make a complaint, a complaint may be filed by any person who has knowledge of the incident, with the written consent of the aggrieved women.

- The ICC may, for the reasons to be recorded in writing, extend the time limit not exceeding three months, if it is satisfied that there were unavoidable circumstances which prevented the woman from filing a complaint within the said period. Such complaint shall contain all the material and relevant details concerning the alleged Sexual Harassment including the name of the contravener. The information disclosed by such Aggrieved Woman should be treated as confidential information by the members of the Internal Committee.

- Should the Aggrieved Woman feel that she cannot disclose her identity for any particular reason; the Aggrieved Woman shall provide a copy of such written complaint in a drop box provided by the Internal Committee in the premises of company. Such complaint should contain all the relevant information and may omit to mention the name of the Aggrieved Woman, and other details that might disclose the id entity of the Aggrieved Woman.

- If the Aggrieved Woman would like to initiate action under the Indian Penal Code, 1860 ("IPC"), she may inform the management of Company of the same, and the

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management will provide necessary assistance to the Aggrieved Woman to file the complaint in relation to the offence under the IPC.

a. **CONCILIATION:**

The Internal Committee may, before initiating an inquiry, at the request of the Aggrieved Woman take steps to settle the matter between her and the Respondent through conciliation. However, no monetary settlement shall be made the basis of the conciliation. Where a settlement has been arrived at as mentioned above, the Internal Committee shall record the settlement so arrived at and forward the same to the management to take action as specified in the recommendation and shall provide copies of settlement to the Aggrieved Woman and the Respondent.

b. **INQUIRY IN TO THE COMPLAINT:**

- The aggrieved woman shall submit to the internal committee, six copies of the complaint along with supportive documents and the name & address of the witnesses. The internal committee shall, within a period of seven days for the date of receipt of the same, send one copy to the respondent
- The respondent shall file his replay to the complaint along with his list of documents & and the name and address of the witnesses, within a period not exceeding ten working days from the date of receipt of the documents.
- The Internal Committee shall proceed to make an inquiry in to the complaint in accordance with the principle s of natural justice and further during the course of inquiry provide an opportunity of being heard to the Aggrieved Woman and the Respondent and the relevant witnesses provided by the Aggrieved Woman and the Respondent.
- The parties shall not be allowed to bring in any legal practitioner to represent them in their case at any stage of the proceedings before the Intern al Committee. The investigation process shall be completed with a period of ninety days from date of commencement of the inquiry.

c. **INQUIRY REPORT:**

- On the completion of an inquiry, the Internal Committee will provide a report or its findings to the management within a period of ten days from the date of completion of the inquiry and such report will be made available to the concerned parties.
- In the event that the Internal Committee a arrives at the conclusion that:
- There is no case for Sexual Harassment, then the complaint may be dropped by the Internal Committee, and the Internal Committee shall notify the management of company of the same.
- Where the Internal Committee arrives at the conclusion that the allegation against the Respondent has been proved, it shall recommend to the management to take appropriate action, including a written apology, warning, reprimand or censure, withholding of promotion, with holding of pay rise or increments, terminating the

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Respondent from service or that the Respondent undergoes a counselling session or carry out community service.

- The management shall act upon the recommendation of the Internal Committee within sixty days of its receipt by them.
- If the allegation is proved to be false or malicious, action may be recommended against the Aggrieved Woman as deemed fit by the Internal Committee. However, the mere inability to substantiate a complaint or provide adequate proof does not constitute grounds for taking action against the Aggrieved Woman. Action can be taken against witnesses who give false evidence or produce any forged or misleading document, as recommended by the internal Committee.

d. OTHER PROVISIONS:

CONFIDENTIALITY: Notwithstanding anything contained in the Right to information Act, 2005, contents of the complaint, the identity and addresses or the Aggrieved Woman, Respondent and witnesses, any information relating to conciliation and inquiry proceedings, recommendations of the internal Committee and the action taken by company shall not be published, communicated or made known to the public, press and proceedings media in any manner.

e. **PROTECTION AGAINST RETALIATION:** Regardless of the outcome of the complaint made in good faith, the employee lodging the complaint and any person providing information or any witness, will be protected from any form of retaliation. While dealing with complaints of sexual harassment, the internal Committee shall ensure that the Aggrieved Woman or the witness arc not victimized or discriminated against by the accused. Any un warranted pressures, retaliatory or any other type of unethical behaviour from the accused against the Aggrieved Woman while the investigation is in progress should be reported by the Aggrieved Woman to the Internal Committee as soon as possible. Disciplinary action will be taken by us against any such complaints which are found genuine.

f. **DOCUMENTATION:** The Internal Committee shall keep complete and accurate documentation of the complaint, its investigation and the resolution thereof'. The incident would be documented in both the Aggrieved Woman's and the accused's files with the full report of the Internal Committee.

g. **DISSEMINATION OF THE POLICY:** Access to a copy of this Policy shall be given to all Employees and to all new recruits and they shall abide by the Policy.

h. MODIFICATIONS TO THE POLICY:

Our company reserves the right to alter, add to, vary or substitute any of these provisions of the Policy at any time.

If any of the provisions contained herein become invalid, illegal or unenforceable in any respect, the validity, legality and enforceability of the remaining provision shall not in any way be affected or impaired.

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1.18 CURRENT INTERNAL COMMITTEE

The Internal Committee for the period commencing fromfollowing:

Name & Contact Details to be mentioned to comprises the

(a) Chairperson

(b) Additional Members

(c) Third Party Members.

Annexure

SHILPA PHARMA LIFESCIENCES LIMITED	
ANNEXURE-1	
LIST OF INTERNAL COMPLAINTS POSH COMMITTEE MEMBERS	Page 1 of 1

Financial Year	2023-24

Name	Department	Contact Nos	Role
Bharti Prafulla Deshmukh	R & D	7337672111	Chairperson
Arvind Kumar Singh	HR	9611168367	Member
Jaya Kumar Kotwal	Engineering	7899740069	Member
Saraswathi kilkile	Third Party Member	9620696271	Member

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10. CHILD LABOUR REMEDIATION PROCEDURE:-

1.OBJECTIVE

To establish procedure for Remediation of Child Labour and in case use of Child Labour is detected at SPL's premises and its Suppliers/Sub-suppliers/Sub-contractors' premises.

2.SCOPE

The scope of the policy extends to all activities at premises of SPL.

3.POLICY

The purpose of this procedure is to promote "No Use of Child Labour Policy" and to provide remediation in case use of Child Labour is observed. The procedure is communicated to the suppliers and sub-contractors making them accountable for control on their suppliers (sub-suppliers).

4. RESPONSIBILITY

Head HR is responsible to implement "No Use of Child Labour Policy' and implement remedial action whenever Child Labour is employed in SPL.

Head Procurement is responsible for communicating the "No Use of Child Labour Policy" to the Suppliers and Sub-Contractors, and for the implementation of the remedial actions, whenever necessary.

5. PROCEDURE

A Child Labour is one whose age is less than 15 years. A Young Worker is one whose age is between 15 and 18 years.

1. While on boarding of on-roll employee/contract employee, HR Assistant & above will check Date of Birth Certificate / Aadhar card & PAN Card and to ensure that age of employee/ worker is not less than 18 yrs.
2. After confirmation of his/her age, HR person will move for further proceeding.
3. Displaying the awareness board as "Child labours are prohibited" in front of main gate.
4. Inform to suppliers by procurement team through mail child labours are strictly prohibited.
5. Security guards ensure that no child labour (less than 18 yrs. age) of suppliers should enter in Factory Premises.
6. In case any child labour is found in plant, the child labour remediation plan as per Annexure -I will be initiated.

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7. HR Assistant will round the plant on daily basis to verify the presence of any child labour.

6. Child Labour Remediation Plan.

In case Child Labour **(up to 15 years ages)** is found in SPL's premises, the child will be placed under remediation plan as under:

a) Remove the Child Worker from the Workplace.

b) Maintain record of the Details of the Child Labour Employed such as Name, Age at time of detection of the deviation, Parents Name and Address, Last Salary Drawn by the Child Labour.

c) Ensure that the Child is Enrolled in nearby Government School and bear all the expenses for education till the child becomes adult i.e., 18 years that includes School Fees, Uniform, Transportation, Food.

d) Every Month, pay the family of the Child the last drawn salary till the child becomes adult. Alternately, employment to an Aduit in place of the Child, to prevent loss of revenue to the family could be done.

e) Maintain record of the Expenses for Education and the salary amount paid to the family to demonstrate the implementation of the remediation plant.

f) Ensure that the amount is transferred through NEFT to Bank Account of the family of the Child. If the Child's family does not have a bank account, the company will ensure Bank Account is opened for transfer of the monthly pay to the child's family.

g) The child under remediation plan will get the adequate medical treatment free of cost as and when required.

RECORDS

Daily Dash Board

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11. FORCED LABOUR CONTROL PROCEDURE:-

1. OBJECTIVE

To establish procedure to prevent Forced Labour at the premises of SPL and its Suppliers/Sub-Contractors

2.SCOPE

The scope of the policy extends to all activities undertaken at the premises of SPL.

3.POLICY

The purpose of this procedure is to prevent Forced Labour in any form. The procedure is communicated to the suppliers and sub-contractors making them accountable for control on their suppliers (sub-suppliers).

4. RESPONSIBILITY

Head HR is responsible to prevent Forced Labour in any form during employment.
Head Procurement is responsible to ensure Forced Labour in any form is not practiced by Suppliers and Sub-Contractors.

5. PROCEDURE

Head HR Ensures:

1. Head HR will provide the Work order/agreement for required manpower approval copy to respective contractors.
2. As per the work order/agreement the contractor will arrange the manpower.
3. Executive- HR/ Assistant Manager-HR & respective Department Head will conduct the formal interview of contract workers.
4. Contract supervisor will collect the candidate details like Name, date of birth certificate, Permanent address, Aadhar card, Pan Card, Bank account details & educational credentials.
5. If candidate is fit for the work, Executive- HR/ Assistant Manager-HR will process further proceeding.
6. After verifying all the documents by HR Assistant/ Executive-HR will process for biometric registration.
7. After biometric registration, HR will sent the contract worker to EHS department for EHS training.
8. On leaving of the contractor worker from the site their bio metric punching will be stopped.
9. The payment dues in lieu of working days/leaves shall be credited to the contract worker who has left the work.

RECORDS

1. Agreement/Work Order
2. Attendance registers of the contractors
3. Daily dash board

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12. ATTENDANCE PROCEDURE:-

1. OBJECTIVE

To monitor employee's attendance on daily basis for providing attendance data to HR and Finance for payroll processing and monitoring the hours of work for compliance to Indian Labour Laws and to SA 8000 standard requirements related to Remuneration and Working Hours.

2. SCOPE

The scope of the policy extends to all activities at SPL premises.

3. POLICY

Ensure the attendance of the employees is captured to monitor working hours, monitor Overtime, monitor weekly off, to compute remuneration and prevent forced labour. The procedure is communicated to the suppliers and sub-contractors making them accountable for control on their suppliers (sub-suppliers).

4. RESPONSIBILITY

Head HR is responsible to implement the requirements as applicable to the employees of SPL.
Head Procurement is responsible to ensure the compliance of the requirements by Suppliers and Sub-contractors.

5. PROCEDURE

The process of recording attendance is stated below:

1. After completion of joining formalities of new joiner's biometric registration has given to new joiners in Kagami Software.
2. Employee's in time & out time has been recorded in Kagami software.
3. HR Assistant/ Executive-HR will register the employee details in Kagami software and will share default link to employee personal e- mail ID.
4. As per the software link employee can access his attendance portal through his ID number & default password.
5. Through dashboard, employee will Check/ apply his leaves, attendance etc
6. If employee deputed to work in other place or else meeting, conferences, he has to apply on-duty through mobile app i.e. Shilpa Care for that period.
7. The mobile app will download through Google play store in the name of Shilpa care.
8. If any problem occurs while punching or portal issue he has to inform to payroll executive and above.

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6. GENERAL GUIDANCE

1. Holidays calendar will updated every year & displayed in Kagami dash board including the Festival & National Holidays.
2. Every employee is entitled for Leaves i.s CL, SL & EL as per his entitlement.
3. On-Duty Approval authority is having respective department HOD's
4. 10 Minutes Grace period for in time record for every shift otherwise it will consider as late coming.
5. In complete month if employee comes late more than three day's payroll executive will educate the employee.

7. LEAVE APPLICATION

1. When an employee plans / avails leave, he/she needs to apply through online leave request. Once approved by the respective HOD, then recorded online.

2. In the event of availing a leave which is unplanned in nature (Sick leave), the employee needs to get the leave regularized by rising online leave request upon resuming duties and HOD will approve.

RECORDS

The attendance are maintained in Kagami Software

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13. EMPLOYEE PERSONAL RECORD PROCEDURE:-

1. OBJECTIVE

To maintain and securely keep a stock of the career information pertaining to the employee in the form of personal record.

2.SCOPE

The scope of the policy extends to all employees of SPL .

3.POLICY

Ensure the correct information related to the personnel is retained to demonstrate the suitability of the personnel for the organisation and not to retain any original personnel document as part of employment. The procedure is communicated to the suppliers and sub-contractors making them accountable for control on their suppliers (sub-suppliers).

4. RESPONSIBILITY

Business Unit HR's is responsible to implement the requirements as applicable to the employees of SPL. Head Procurement is responsible to ensure the compliance of the requirements by Suppliers and Sub-contractors.

5. PROCEDURE

Business Unit HR's has maintain an individual file of each employee's at the time of joining the company. The file contains following relevant details of the employee:

a) Employee's detailed resume along with employment application form & recruitment evaluation form.
b) Offer of Appointment.
c) Joining report.
d) Personal data form.
e) Declaration form
f) Medical reports.
g) Photocopies copies of qualification.
h) Experience details including past service certificate & relieving letters.
i) Passport size photographs.
j) Background verification form.
k) Non-disclosure agreements
l) PF/ ESI/ nomination forms.
m) Medical Insurance form if applicable.
n) Check list for employees at the time of joining
o) Employment service agreement
p) Letters related to Confirmation, Increment, and Promotion etc.
q) Memos issued if any.
r) Relieving, Service certificate, ID Card and Full & Final Settlement letters.

RECORDS

All employees Personal file maintained and keep in Record room.

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14. WORKDAY TIMING PROCEDURE:-

1. OBJECTIVE

To detail the Workdays and Timing for the various process areas at SPL.

2. SCOPE

The scope of the policy extends to all activities at SPL.

3. POLICY

The Workdays and Timing to comply with the Regulation applicable to the state and to prevent undue stress to the personnel.

4. RESPONSIBILITY

Head HR is responsible to implement the requirements as applicable to the employees.

SPL. Head Procurement/Labour contractors are responsible to ensure the compliance of the requirements by Sub-contractors.

5. PROCEDURE

The following are the workday and timing for the Unit.

Unit	Location	Workdays & Timing	Weekly Offs
Unit 1 & II	Raichur	General Shift MON to SAT 9.00 AM to 5.30 PM	SUN
Unit 1 & 2	Raichur	Shift Timings A Shift: 6.00 AM to 2.00 PM B Shift: 2.00 PM to 10.00 PM C Shift: 10.00 PM to 6.00 AM	Staggered Off

The Workdays and Timings of the supplier is reviewed by the Head Procurement as part of Annual Supplier Evaluation process to ensure compliance to the Factories Act and the Factories Rules. The workdays and timings requirements are communicated to the suppliers as part of the purchase order. Office timings are displayed in in front of security office & the timings are uploaded in kagami software.

RECORDS

The Attendance Records are maintained in Kagami Software.

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15. GRIEVANCE REDRESSAL PROCEDURE:-

1.0 Purpose:

To establish a procedure to address employees' grievance in a fair and transparent manner. This procedure will also provide a means of communication between supervisors and employees and to establish principles of administration to ensure a prompt, orderly, and fair response to employees' grievance.

2.0 Scope:

The procedure applies to all the employees of Shilpa Pharma Life Sciences Ltd.

3.0 Definitions/ Abbreviations:

3.1 **Grievance:** Perceived injustice evoking an individual's or a group's sense of entitlement, which may be based on law, contract, explicit or implicit promises, customary practice, or general notions of fairness of aggrieved communities.

4.0 Responsibility:

4.1 Head of Department & Employee: - Be Aware about the procedure and follow

4.2 HR Department: Create awareness, support implementation and report compliance with this procedure.

5.0 Accountability:

HR Head is accountable for guiding and supporting relevant roles to meet the Grievance Management.

6.0 Procedure:

6.1 **Nature of Grievances:**

6.1.1 Complaints/grievances affecting one or more individual employees in respect of their leave, working conditions, health and safety, and inter-department support are covered under this procedure.

6.1.2 Complaints/Grievances related to Compensation, Increments, Transfer and Promotions are not covered under this procedure. These are addressed through respective policies.

6.2 **Grievance Handling Process:**

6.2.1 The grievance procedure is unbiased, non-retaliatory, and available to personnel and interested parties to report their

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complaints/grievances concerning the workplace and/or non-conformances of the implemented system.

6.2.2 Every employee has the right to raise a grievance, and have their privacy and dignity respected. Employees need to follow the below mentioned steps to get proper feedback/ solutions to the grievance expressed

6.2.2.1 **Grievances related to workplace, work condition affecting a team of people.**

This kind of grievance can be brought to the notice through various forums like:

- Safety coordinators meeting
- Departmental meetings
- Safety Committee Meeting

6.2.2.2 **Specific grievance, which is related to individual employee affecting his/her work:-**

For this kind of grievance, following steps need to be followed:

6.2.2.2.1 Inform immediate supervisor/department head about your grievance in detail and wait for feedback from him/her. The Supervisor / Department Head will respond to the issue within 2 working days, with a possible date of resolution.

6.2.2.2.2 The employee approach to HR Department /HR Representative in case he/she is not satisfied with the reply from the Supervisor / Department Head after the necessary time lapse. The employee shall communicate relevant details of his/her grievance to the HR Department. The HR Representative will respond to the issue within 2 working days, with a possible date of resolution.

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6.2.2.2.3 The employee can approach the Site Head, in case he/she is not satisfied with the feedback or suggestions from his/her Department Head / HR Department or has not been responded to within the timeline.

6.3 **Grievance Redressal:**

6.3.1 Site Head forms the Grievance Redressal Committee (GRC) by nominating competent members as per Annexure-1. The tenure of GRC is two financial years. All grievances received from (Employees, Workers, Contractors, Others) will be reviewed by GRC in consultation with concerned department heads for necessary redressal of grievances. Feedback/action on the grievances expressed shall be provided to the concerned person as an update.

6.3.2 The complaint/grievance can be dropped in the suggestion box kept at (locations). On receipt of complaint/grievance, the organization records, investigates, follows up on and communicates the outcome of complaints/grievances concerning the workplace and/or non-conformances to this procedure. These results are available to all personnel and, upon request, to interested parties. The summary of complaints/grievances is captured in Format Annexure 2, which is reviewed monthly.

6.4 **Complaint handling and Redressal:** The complaints are handled in the following manner & prevent adverse consequences to the complainant in discrimination and harassment cases the following mechanism is in place.

This procedure aim to protect the complainants rights ensure their safety and well-being and provide a fair and impartial process for addressing the complaint

6.4.1 **Confidentiality**: The Company maintains strict confidentiality throughout the investigation and resolution process will protect the complainant's privacy and prevent potential retaliation. This includes keeping the details of the complaint. The identity of the

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complainant, and any related information confidential, to the extent possible and as allowed by law.

6.4.2 Non-Retaliation: The Company Implements a clear and strict non-retaliation Processes that prohibits any form of retaliation against the complainant for coming forward with a complaint. This will be communicated to all employees and enforced rigorously to prevent adverse consequences to the complainant.

6.4.3 Supportive Measures: Providing supportive measures to the complainant like counseling, temporary job transfer, or adjustments to work arrangements, to ensure their well-being and safety during the investigation and resolution process.

6.4.4 Fair and Impartial Investigation: Conducting a thorough, fair, and impartial investigation into the complaint, with due process and unbiased treatment of all parties involved. This includes providing the complainant and the accused with an opportunity to present their evidence and witnesses, and ensuring that the investigation is conducted by impartial personnel.

6.4.5 Timely Resolution: Ensuring that the complaint is resolved in a timely manner to minimize the stress and impact on the complainant to avoid additional stress and potential harm to the complainant.

6.4.6 Remedial Actions: Implementing appropriate remedial actions if the complaint is substantiated, such as disciplinary actions against the harasser, corrective measures to prevent future occurrences, and providing appropriate restitution to the complainant.

6.4.7 Legal Protections: Complying with all applicable laws and regulations related to discrimination and harassment, and providing legal protections to the complainant against any further adverse consequences, including potential legal remedies and access to legal counsel.

6.4.8 Education and Training: Providing education and training programs to all employees to raise awareness about discrimination and harassment, their negative impact, and the importance of prevention and reporting to create a culture of respect and

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inclusivity in the workplace and empower employees to come forward with complaints without fear of adverse consequences.

7.0 Related Documents:

7.1 List of Nominated Grievance Redressal Committee Members : Annexure-I

7.2 Summary of Complaints/Grievances redressal : Annexure-II

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Training Module No .:TM/023/23

AWARENESS SESSION ON HUMAN RIGHTS and Legal Awareness Program on Sexual Harassment of Women at work place



Prepared by:
Date: 29/03/23

Reviewed by:
Date: 29/03/23

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INTRODUCTION

- Human rights are the basic rights and freedoms that belong to every person in the world.

- They are based on important principles like dignity, fairness, respect and equality.

- Your human rights are protected by the law. Your employer follow these rights at workplace.

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Shilpa Pharma Lifesciences (SPL) is committed to integrate relevant UNGC, SDG & PSCI Principles in the business processes within the context of its Vision "Innovating for Affordable Healthcare" by adopting a systematic proactive and risk-based approach towards Labour & Human Rights management by:

- Complying with the applicable national, local, other subscribed statutory social obligations related to labour, human rights and ethics,
- Ensuring no engagement of or support to use of child labour, forced or compulsory labour,
- Preventing ill health and injury to personnel at workplace,
- Respecting freedom of association, right to collective bargaining and preventing discrimination,
- Respecting all personnel with dignity, implementing ethical work practices, engaging with stakeholders and ensuring minimum wages to the personnel,
- Setting social objectives in order to improve working standards of employees and continual improvement of social performance.

We believe that implementation of this policy in our unit will support in meeting expectations of our stakeholders and business.

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01 CHILD LABOUR

SPL does not engage or support Child Labour and does not tolerate Child labour engagement by the Suppliers / Contractors / Sub-suppliers / Sub-contractors.

The age of the personnel is assessed based on the Certificate submitted and ensured that persons below 18 years are not employed/engaged in the company.

If on verification, the personal particulars such as age, educational qualifications, experiences, caste community where reservation is claimed, etc, are found to be incorrect at any time subsequently, the concerned personnel is liable to be discharged from service.

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02 FORCED OR COMPULSORY LABOUR

SPL prohibits any form of Forced Bonded Labour or Compulsory Labour that Includes human trafficking, holding of original identity papers. Personnel are free to leave the premises after their standard workday / shift. The personnel are allotted work based on their skill and ability and are not forced to work.

As a policy, deposits are not taken from the personnel upon commencing employment. Benefits to the personnel are given as per the employment letter and does not tolerate any form of withholding personnel's salary, property or documents in order to force personnel to continue working.

The policy on Forced or Compulsory Labour is implemented for all personnel including the workers deployed by sub-contractors.

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03 HEALTH AND SAFETY

SPL provides a safe and healthy workplace environment and takes effective steps to prevent potential health and safety incidents and occupational injury or illness arising out of, associated with or occurring in the course of work.

EHS policy and procedures are implemented to minimize or eliminate, to the extent it is reasonably practicable, the causes of all hazards in the workplace.

SPL assesses the workplace hazards and risks to ensure that all reasonable steps are taken to remove or reduce any risks to health and safety. SPL provides personnel with appropriate personal protective equipment and safety training, as needed.

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04 FREEDOM OF ASSOCIATION & RIGHT TO COLLECTIVE BARGAINING

SPL provides the worker with the right to collective bargaining or elect their representatives for the purpose of collective bargaining with the management.

SPL does not interfere or restrict, discriminate, or retaliate against worker exercising their right of representation.

SPL does not interfere in any way with the establishment, functioning or administration of worker organisation(s) or collective bargaining arrangement.

SPL respects the right of all personnel to form and join trade unions of their choice and to bargain collectively.

SPL ensures that representatives of worker and any personnel engaged in organising workers are not subjected to discrimination, harassment, intimidation or retaliation.

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05 DISCRIMINATION

SPL ensures that discrimination is not practiced in the organisation based on race, national or territorial or social origin, caste, birth, religion, disability, gender, sexual orientation, family responsibilities, marital status, union membership, political opinions, age or any other condition.

SPL does not allow any behaviour that is threatening, abusive, exploitative or sexually coercive, including gestures, language and physical contact, in the workplace.

SPL ensures that:

- All personnel have the same opportunity to apply for and considered for the same job.
- All personnel are treated fairly regarding benefits and canteen cafeteria privileges.

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06 DISCIPLINARY PRACTICE

SPL treats all personnel with dignity and respect, does not engage in or tolerate the use in corporal punishment, mental or physical coercion or verbal abuse of personnel, harsh or inhumane treatment.

Example of acts, which is treated as misconduct at SPL:

a) Wilful disobedience, whether alone or in combination with others, to any lawful and reasonable order of a superior.
b) Theft, fraud or dishonesty in connection with employer's business or property.
c) Wilful damage to or loss of employer's goods or property.
d) Taking or giving bribes or any illegal gratification.
e) Habitual absence without leave or habitual late attendance.
g) Habitual breach of any law applicable lo the establishment.
h) Riotous or disorderly behaviors during working hours at the establishment or any act subversive of discipline, etc.

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07 WORKING HOURS

SPL abides by the work week stipulated by the laws, collective bargaining agreement and industry standard as applicable.

SPL's working hours are as follows:

General shift: 9.00 am to 5.30 pm, MON-SAT, Sunday weekly off.

A shift: 6.00 am to 02.00 pm, 6 working days, 7th day weekly off.

B shift: 02.00 pm to 10.00 pm, 6 working days, 7th day weekly off.

C shift: 10.00 pm to 06.00 am, 6 working days, 7th day weekly off.

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08 REMUNERATION

SPL recognises and respects the right of personnel to the legal minimum wage and ensure that wages for a normal work week, not including overtime, always meets at least the legal or industry minimum standard as applicable.

SPL communicates the wages of the personnel and benefits composition through pay slip for each pay period. In case of Suppliers / Sub-Suppliers / Sub-Contractors, it could be in the form of Wages Register/ Pay Slip as per their practice.

Wages for SPL employees are distributed through online transfer to the personnel's Bank Account.

Wages for SPL's Suppliers / Sub-suppliers / Sub-contractors are distributed through online transfer to the personnel's Bank Account and as agreed as part of the Purchase Order/ Contract and is monitored. It is ensured that all wages and benefits are distributed in month or earlier working day and paid in the form of Bank Transfer only.

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HUMAN RIGHTS AT WORKPLACE – IN SUMMARY

- We do not tolerate violations of human rights committed by our employees, affiliates, or any third parties acting on our behalf or related to any aspect of one of our operations.
- We do not tolerate the use of child labour, prison labour, or any form of forced labour, slavery or servitude.
- We believe in fair employment practices and in a workplace in which all individuals are treated with dignity and respect. We do not tolerate discrimination against individuals on the basis of race, colour, gender, religion, political opinion, ethnicity, age, nationality or social origin, sexual orientation, or union membership.
- We aim to pay all employees and contractors fairly. We will enforce working hours to the best of our ability aligned with ILO standards, and provide fairly compensated overtime and pay for periodic holidays and time off.

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HUMAN RIGHTS AT WORKPLACE – IN SUMMARY

- We respect the freedom of expression and right to associate of our employees and contractors, including their right to establish and to join organizations of their own choosing to bargain collectively and advance their occupational interests without our previous authorization or unreasonable interference.
- We do not tolerate threats, intimidation, or attacks against human rights defenders.
- In our relationships with host governments, contractors and third-party service providers, we do our utmost to avoid being complicit in adverse human rights impacts, including benefitting from the human rights violations caused by others.
- We monitor and try to continuously improve our human rights performance.

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Legal Awareness Program on Sexual Harassment of Women at work place

(Prevention, Prohibition and Redressal) Act, 2013
for Employers/Institutions/Organisations/
Internal Complaints Committee/Local Complaints Committee

By

Karnataka State Commission for Women
(Government of Karnataka)

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Introduction to POSH Act 2013

What is the POSH Act?

* An Act to provide protection against sexual harassment of women at workplace and for the prevention and redressal of complaints of sexual harassment and for matters connected there with or incidental thereto.

* WHEREAS sexual harassment results in violation of the fundamental rights of a woman to equality under articles 14 and 15 of the Constitution of India and her right to life and to live with dignity under article 21 of the Constitution and right to practice any profession or to carry on any occupation, trade or business with includes a right to a safe environment free from sexual harassment.

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* WHEREAS the protection against sexual harassment and the right to work with dignity are universally recognised human rights by international conventions and instruments such as Convention on the Elimination of all Forms of Discrimination against Women, which has been ratified on the 25th June, 1993 by the Government of India.

* AND WHEREAS it is expedient to make provisions for giving effect to the said Convention for protection of women against sexual harassment at workplace.

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Background Story

Bhanwari Devi Case



* In 1992, a rural level change agent, Bhanwari Devi, was engaged by the state of Rajasthan as a Sathin to work towards the prevention of the practice of child marriages.

* In India, for the first time in 1997, a petition was filed the Supreme Court to enforce the fundamental rights of working women, after the brutal gang rape of Bhanwari Devi a social worker from Rajasthan.

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* As an outcome of the landmark judgement of the Vishaka and others v's State of Rajasthan the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, was enacted where in it was made mandatory for every employer to provide a mechanism to redress grievances pertaining to workplace sexual harassment and enforce the right to gender equality of working women. The Act is also unique for its wide ambit as it is applicable to the organized sector as well as the unorganized/sector.

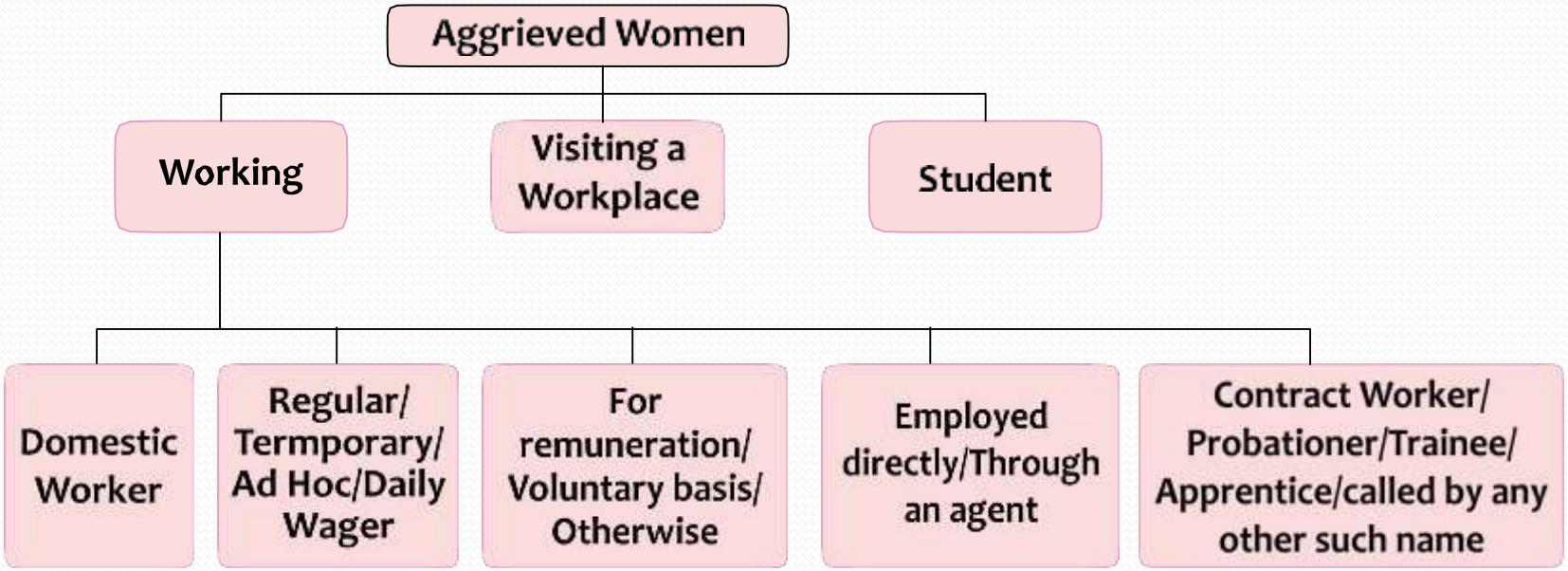
*The Bhanwari Devi case revealed the ever-present sexual harm to which millions of working women are exposed.



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WHO IS AN AGGRIEVED WOMAN?

* The Act recognizes the right of every woman to a safe and secure workplace environment irrespective of her age or employment/work status. Hence, the right of all women working or visiting any workplace whether in the capacity of regular, temporary, adhoc, or daily wages basis is protected under the Act.



WHAT IS A WORKPLACE?

* A workplace is defined as “any place visited by the employee arising out of or during the course of employment, including transportation provided by the employer for undertaking such a journey. As per this definition, a workplace covers both the organised and un-organised sectors.



WHAT IS SEXUAL HARASSMENT AT THE WORKPLACE?

* Sexual Harassment" includes anyone or more of the following unwelcome acts or behaviour (whether directly or by implication), namely:

1. Physical contact or advances.
2. A demand or request for sexual favours
3. Making sexually coloured remarks.
4. Showing pornography.
5. Any other unwelcome physical, verbal or non-verbal conduct of a sexual nature.



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EXAMPLES OF BEHAVIOURS AND SCENARIOS THAT CONSTITUE SEXUAL HARASSMENT

1. Making sexually suggestive remarks or innuendos.
2. Serious or repeated offensive remarks, such as teasing related to a person's body or appearance.
3. Offensive comments or jokes.
4. Inappropriate questions, suggestions or remarks about a person's sex life.
5. Displaying sexist or other offensive pictures, posters, mms, sms, whatsapp, or e-mails etc.



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SCENARIO Example 1

Jayanthi works in a garment factory in Bangalore.
Varghese, Jayanthi's supervisor, often tries to touch her on one or the other pretext. For example, he adjusts her dupatta while she is sewing at her workstation on the pretext of covering her back. Jayanthi is very uncomfortable with his behaviour. Her colleagues at the workplace ridicule Jayanthi and mock her for the 'special treatment' by her supervisor. They often gossip about her and Varghese.



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What is a Hostile Workplace Environment Sexual Harassment?

In the above example, the physical touching by Varghese is unwelcome and sexual in nature. The gossip, which is based on Varghese's behaviour towards Jayanthi at the workplace, is creating a hostile work environment for Jayanthi.

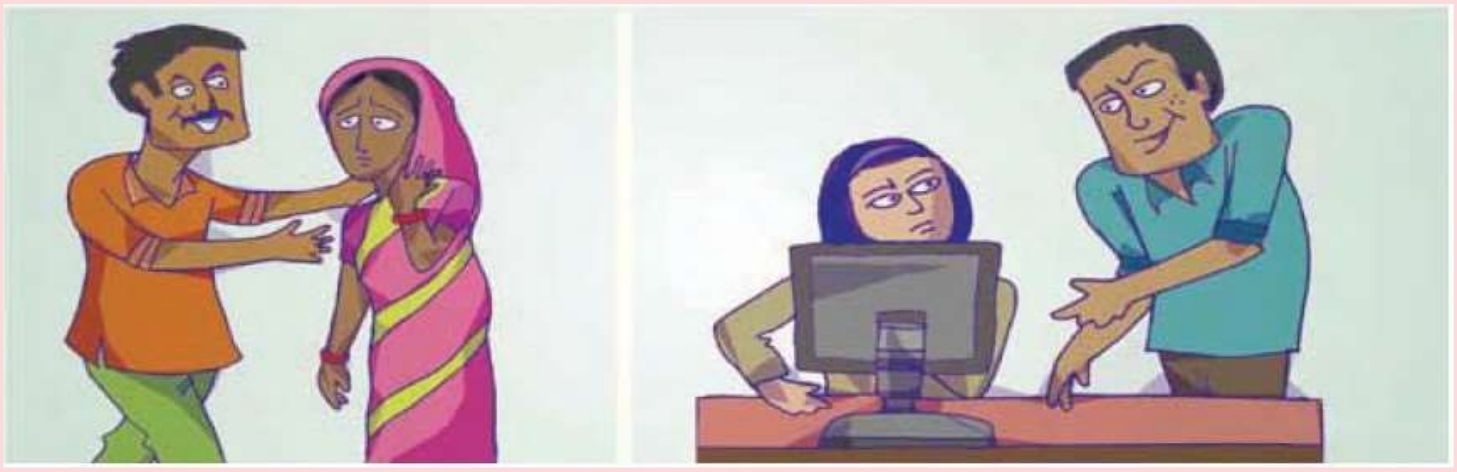
SCENARIO Example 2

Sumedha is a Captain with the Indian Army. She has refused an offer made by a Senior Officer for a relationship. Sumedha has kept quiet about this experience, but thanks to the rumour-mongering by the Senior Officer, she has acquired a reputation of being a woman of 'easy virtue'. Now she is being subjected to repeated advances by three of her senior officer colleagues. When she turns around and protests, she is singled out for additional physical training.

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What is a Hostile Workplace Environment Sexual Harassment?

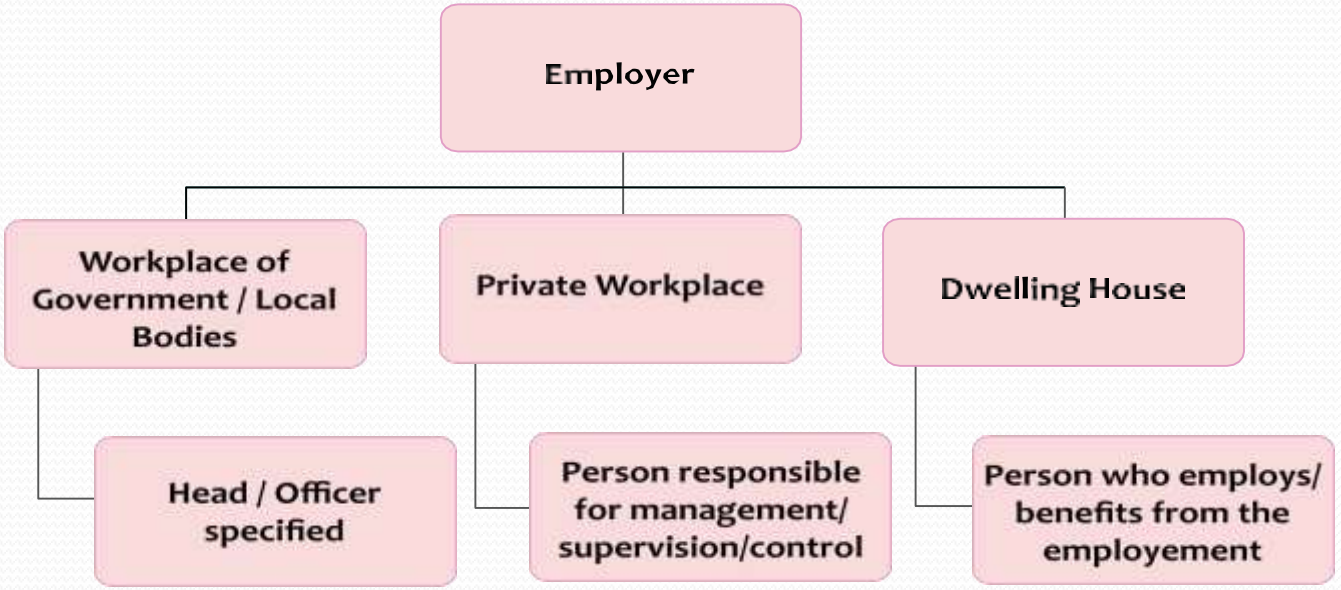
In the above example, Sumedha's refusal to the sexual advances of her Senior Officer, leads to her being subjected to rumours, gossip, character assassination, unwelcome sexual advances by other officers, and arbitrary disciplinary action. This constitutes Hostile Work Environment form of workplace Sexual Harassment.



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Prevention and Prohibition

This section describes those who are both responsible and accountable to prevent workplace sexual harassment in compliance with the Act. It also highlights the role of workplaces in prohibiting workplace sexual harassment through an effectively communicated policy.



WHO IS AN APPROPROATE GOVERNMENT?

As per the Act, Appropriate Government means:

i. In relation to a workplace which is established, owned, controlled or wholly or substantially financed by funds provided directly or indirectly.

a.By the Central Government or the Union Territory administration, the Central Government.

b. By the State Government, the State Government.

ii. In relation to any workplace not covered under sub-clause (i) and falling within its territory, the State Government.

WHO IS ADISTRICT OFFICER (DO)?

State Governments will notify a District Magistrate/Additional District Magistrate/ Collector/Deputy Collector as a District Officer at the local level. The District Officer will be responsible for carrying out the powers and functions under the Act at the district levels (including every block, taluka, tehsil, ward, and municipality).

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RESPONSIBILITIES OF THE AFOREMENTIONED AUTHORITIES

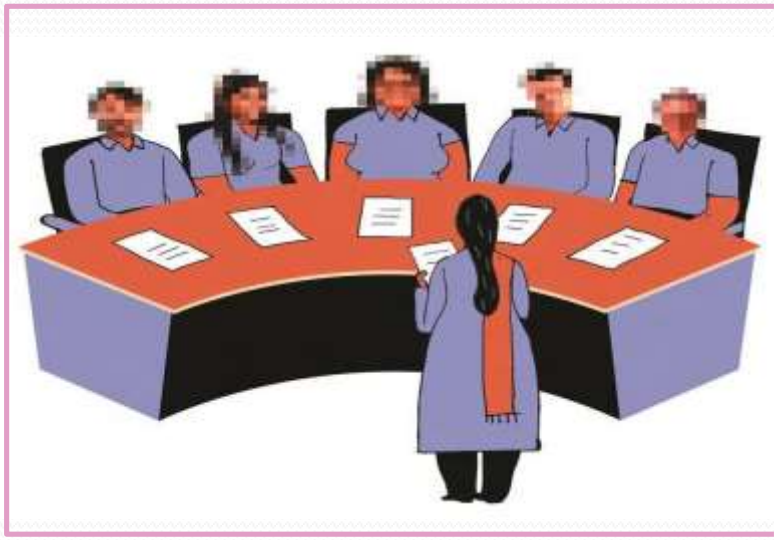
Under the law the employer/DO is obliged to create a workplace free of sexual harassment. It is the responsibility of the Employer/District Officer in general to:

1. Create and communicate a detailed policy.
2. Ensure awareness and orientation on the issue.
3. Constitute Complaints Committee/s in every workplace and district so that every working woman is provided with a mechanism for redress of her complaint(s).
4. Ensure Complaints Committees are trained in both skill and capacity.
5. Prepare an annual report and report to the respective state government.
6. District Officer will also appoint a nodal officer to receive complaints at the local level.

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Complaints Committee/s

1. The Act provides for two kinds of complaints mechanisms: Internal Complaints Committee (ICC) and Local Complaints Committee (LCC). All Complaints Committees must have 50 percent representation of women. ICC or LCC members will hold their position not exceeding three years from the date of their nomination or appointment. Internal Complaints Committee (ICC).



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1) Internal Complaints Committee (ICC

Every employer is obliged to constitute an ICC through a written order. The ICC will be composed of the following members:

No	Member	Eligibility
1.	Chairperson	Women working at senior level as employee; if not available then nominated from other office/units/ department/ workplace of the same employer
2.	2 Members (minimum)	From amongst employees committed to the cause of women/ having legal knowledge/experience in social work
3.	Member	From amongst NGO/associations committed to the cause of women or a person familiar with the issue of Sexual Harassment

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Local Complaints Committee (LCC)

The District Officer will constitute an LCC in every district so as to enable women in the unorganised sector or small establishments to work in an environment free of sexual harassment. The LCC will receive complaints:

No	Member	Eligibility
1.	Chairperson	Nominated from amongst the eminent women in the field of social work and committed to the cause of women
2.	Member	Nominated from amongst the women working in the block, taluka or tehsil or ward or municipality in the district
3.	2 Members	Nominated from amongst such NGO/associations/persons committed to the cause of women or familiar with the issues relating to sexual harassment, provided that: • *At least one must be a woman* • *At least one must have a background of law or legal knowledge*
4.	Ex Officio member	The concerned officer dealing with social welfare or women and child development in the district

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External Members on the Complaints Committee/s

The Act refers to external members, which generally means persons who have expertise with the issue of sexual harassment.

External third party/ members on the Complaints Committee/s (from civil society or legal background) should possess the following attributes:

1. Demonstrated knowledge, skill and capacity in dealing with workplace sexual harassment issues/complaints.
2. Sound grasp and practice of the legal aspects/implications.

Criteria for the External Member

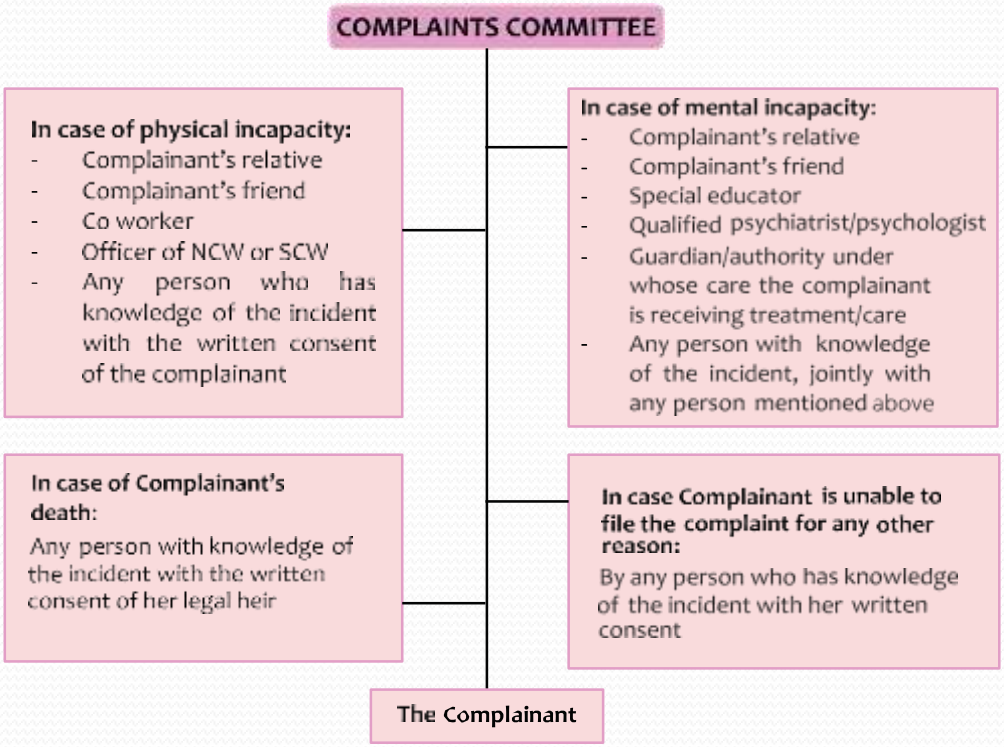
A 'person familiar with issues relating to women' would mean such persons who have expertise in issues related to sexual harassment and may include any of the following:

- At least 5 years of experience as a social worker, working towards women's empowerment and in particular, addressing workplace sexual harassment.
- Familiarity with labour, service, civil or criminal law.

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Redress

WHO CAN COMPLAIN AND WHERE?



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WHAT CAN AN EMPLOYEE/WORKER EXPECT?

When it comes to redress for workplace sexual harassment, employee/ worker has a right to expect -a trained, skilled and competent Complaints Committee, a time bound process, information confidentiality, assurance of non-retaliation, counselling or other enabling support where needed and assistance if the complainant opts for criminal proceedings.

KEY RESPONSIBILITIES

1. Be thoroughly prepared.
2. Know the Act, Policy and/or relevant Service Rules.
3. Gather and record all relevant information.
4. Determine the main issues in the complaint.
5. Prepare relevant interview questions.
6. Conduct necessary interviews.
7. Ensure parties are made aware of the process and their rights/responsibilities within it.
8. Analyse information gathered

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DO'S AND DON'TS FOR COMPLAINTS COMMITEE

DO'S

1. Create an enabling meeting environment.
2. Use body language that communicates complete attention to the parties.
3. Treat the complainant with respect.
4. Discard pre-determined ideas.
5. Determine the harm.

&

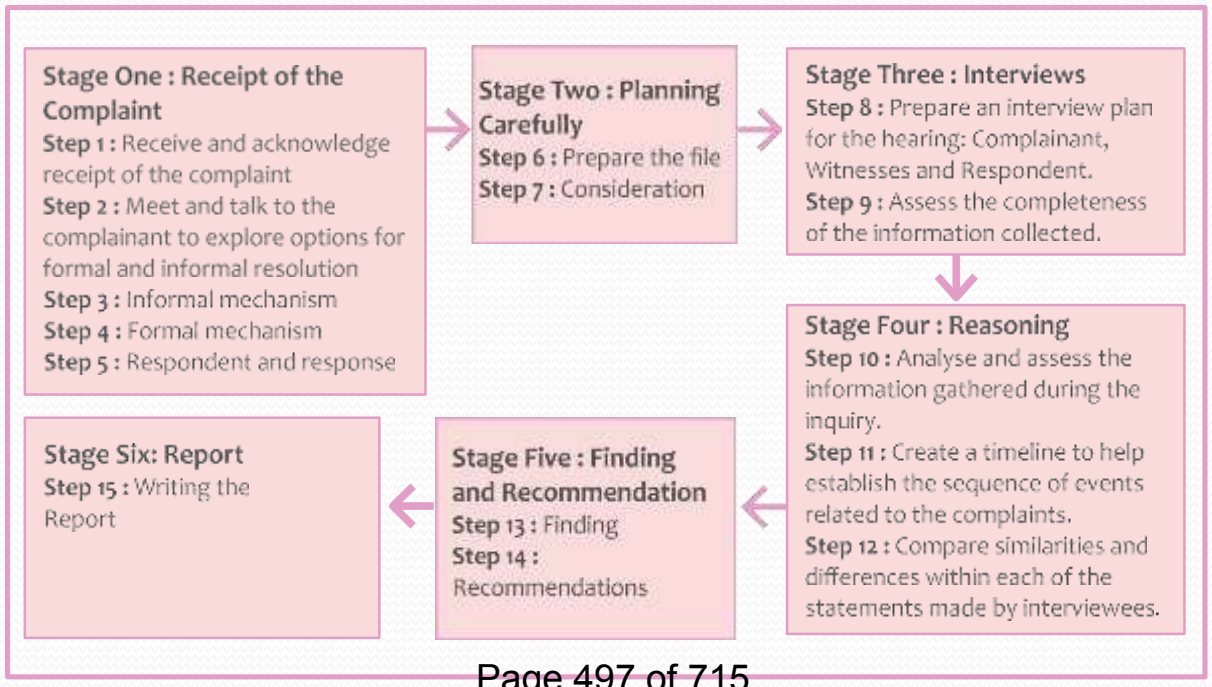
DON'TS

1. Get aggressive.
2. Insist on a graphic description of the sexual harassment.
3. Interrupt.
4. Discuss the complaint in the presence of the complainant or the respondent

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THE SEXUAL HARASSMENT COMPLAINT PROCESS

The Complaints Committee/s needs to have information on the six stages (including fifteen steps), detailed below, for addressing a complaint of workplace sexual harassment.



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At AGlance

Complaints Committee's Checklist

* Review the written complaints and response to complaints
* Review the applicable policy, the Act/Rules, Vishaka Guidelines and other relevant laws
* Develop a plan and Meet with the complainant
* Meet with the respondent and Meet with the witnesses
* Record statements and have them dated and signed
* Review and adapt the plan, as needed
* Proceed with further interviews, as needed
* Analyze all the facts to develop reasoning
* Arrive at the findings
* Give recommendations
* Prepare the report
* Submit the file to the organization or District Officer for implementation of the recommendations and for safe keeping

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Timelines as per the Act

Submission of Complaint	Within 3 months of the last incident
Notice to the Respondent	Within 7 days of receiving copy of the complaint
Completion of Inquiry	Within 90 days
Submission of Report by ICC/LCC to employer/DO	Within 10 days of completion of the inquiry
Implementation of Recommendations	Within 60 days
Appeal	Within 90 days of the recommendations

Confidentiality

The Act prohibits the publication or making known the contents of a complaint and the inquiry proceedings. Any breach of confidentiality will result in specific consequences.

The Act prohibits the disclosure of:

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* Contents of the complaint.
* Identity and address of complainant, respondent and witnesses; Information pertaining to conciliatory/inquiry proceedings or recommendations of the ICC/LCC.
* Action taken by the employer/DO.

Accountability: Any person entrusted with the duty to handle or deal with the complaint, inquiry or any recommendations or action taken under the provisions of this Act.

Consequences: As per the Service Rules or Rs.5,000/ to be collected by the employer.

Exception: Dissemination of information regarding the justice secured without disclosure of name, address, identity and particulars of complainant or witnesses.

Monitoring

The Act authorizes Appropriate Government to monitor the implementation of the Act. As per the Act, Appropriate Government means:

i. In relation to a workplace which is established, owned, controlled or wholly or substantially financed by funds provided directly or indirectly-

a. By the Central Government or the Union Territory administration, the Central Government.

b. By the State Government, the State Government.

ii. In relation to any workplace not covered under sub-clause (i) and falling within its territory, the State Government.

Thus to monitor the Act, the Appropriate Government has the authority to undertake any of the following measures

Inspection

In relation to workplace sexual harassment, when it is in the public interest or in the interest of women employees, every employer/District Officer can be ordered by the Appropriate Government i.e. State and Central Government.

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Annual Report

The Appropriate Government is entrusted with the monitoring of the implementation of this Act and for maintaining the data on the number of cases filed and disposed of under it. In particular, the Act mandates submission of an Annual Report by the ICC/LCC to the employer/District Officer.

The District Officer will forward a brief report on the annual reports to the appropriate State Government. Such reports must include the following information:

a. No. of complaints received.
b. No. of complaints disposed of.
c. No. of cases pending for more than 90 days.
d. No. of workshops/awareness programmes carried out.
e. Nature of action taken by the employer/DO.

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Penalties

An employer can be subjected to a penalty of up to INR 50,000 for:

- Failure to constitute Internal Complaints Committee
- Failure to act upon recommendations of the Complaints Committee; or
- Failure to file an annual report to the District Officer where required; or
- Contravening or attempting to contravene or abetting contravention of the Act or Rules.

Where an employer repeats a breach under the Act, they shall be subject to:

- Twice the punishment or higher punishment if prescribed under any other law for the same offence.
- Cancellation/Withdrawal/Non-renewal of registration/license required for carrying on business or activities.

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THANK YOU

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SHILPA PHARMA LIFESCIENCES LIMITED.

JULY-MONTH CONSOLIDATED LHR&E DASHBOARD-2023

Confidential & Restricted Circulation

Unit: SHILPA PHARMA LIFESCIENCES LTD. **Date:- * 07.07.23 - 31.07.23**

Reporting Period: 24 Hours (6.00 AM previous day till 6.00 AM Every Day)

From: Unit HR Lead (To be emailed daily on or before 10.00 Hrs.)

To: Factory Manager (CC: M/s. K H Honneshaiah, Sharath Reddy)

Sno	LHR&E Parameters	Unit	Target	Actual
1	Any incident of child labour, forced labour at workplace	Number	0	Nil
2	Any violation of minimum wages	Number	0	Nil
3	Any Overtime	Number	0	Yes
4	Any whistleblower incident	Number	0	Nil
5	Any harassment incident	Number	0	Nil
6	Any corruption case	Number	0	Nil
7	Any bribery case	Number	0	Nil
8	Any money laundering incident	Number	0	Nil
9	Any OHS Incident	Number	0	1
10	Any notice issued by regulatory authority	Number	0	Nil
11	Any induction training conducted	Number	As per plan	Nil

S No	Important Points Requiring Immediate Attention, if any:	Category	Corrective Action Plan
1	Found few employees are done over time duties in the month of July-2023 due to Several customer Audits	Working Hours	As per factorty act1948 over time hours canot exceed 50 hours in a quarter. In a month 16.5 hours of individual employee henceforth all should aware of the same respective department HOD'S keep noted and follow the same
2	01 Minor incident was happened in the Month of July-2023	Health & Safety	Incident Investigated & Reported

*** LHR&E dashboard in use since 07.07.2023**

Notes:

a) **Abbreviations:** LHRE: Labour, Human Rights & Ethics, TBD: To Be Decided

b) **Child:** Any person under 15 years of age, unless the minimum age for work or mandatory schooling is higher by local law, in which case the stipulated higher age applies in that locality.

c) **Child labour:** Any work performed by a child younger than the age(s) specified in the above definition of a child, except as provided for by ILO Recommendation 146.

d) **Forced or compulsory labour:** All work or service that a person has not offered to do voluntarily and is made to do under the threat of punishment or retaliation or that is demanded as a means of repayment of debt.

e) **Young worker:** Any worker under the age of 18 but over the age of a child, as defined above.

Prepared By Sign Date:- 31/07/23

Reviewed By Sign Date:- 21/07/23

Approved By Sign Date:- 31/07/23

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SHILPA PHARMA LIFESCIENCES LIMITED.

AUGUST-MONTH CONSOLIDATED LHR&E-DASHBOARD-2023

Confidential & Restricted Circulation

Unit SHILPA PHARMA LIFESCIENCES LTD. **Date:- 01.08.23 To 31.08.23**

Reporting Period: 24 Hours (6.00 AM previous day till 6.00 AM Everday)

From: Unit HR Lead (To be emailed daily on or before 10.00 Hrs.)

To: Factory Manager (CC: M/s. K H Honneshaiah, Sharath Reddy)

Sno	LHR&E Parameters	Unit	Target	Actual
1	Any incident of child labour, forced labour at workplace	Number	0	Nil
2	Any violation of minimum wages	Number	0	Nil
3	Any Overtime	Number	0	Yes
4	Any whistleblower incident	Number	0	Nil
5	Any harassment incident	Number	0	Nil
6	Any corruption case	Number	0	Nil
7	Any bribery case	Number	0	Nil
8	Any money laundering incident	Number	0	Nil
9	Any OHS Incidents	Number	0	3
10	Any notice issued by regulatory authority	Number	0	Nil
11	Any induction training conducted	Number	As per plan	1

S No	Important Points Requiring Immediate Attention, if any:	Category	Corrective Action Plan
1	few employees are done over time duties in the month of Aug-2023 Beacause of several Audits like (Social accounatability,Many customer audits,Regulatory Audit,ISO Audit etc)	Working Hours	As per factorty act1948 over lime hours canot exceed 50 hours in a quarter. In a month 16.5 hours of individual employee henceforth all should aware of the same respective department HOD'S keep noted and follow the same
2	03 Minor Incindents are happened in the month of August-2023	Health & Safety	Incidents are investigated & Reported
3	01-Induction Training	Training	Induction training provided to new joinee with following topics 1.Introduction of the company 2 HR Policies Procedures & Code of conduct 3. Leaves and it's Procedures, facilities etc

Notes:

a) **Abbreviations:** LHRE: Labour, Human Rights & Ethics, TBD: To Be Decided

b) **Child:** Any person under 15 years of age, unless the minimum age for work or mandatory schooling is higher by local law, in which case the stipulated higher age applies in that locality.

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d) **Forced or compulsory labour:** All work or service that a person has not offered to do voluntarily and is made to do under the threat of punishment or retaliation or that is demanded as a means of repayment of debt.

e) **Young worker:** Any worker under the age of 18 but over the age of a child, as defined above.

Prepared By Sign Date:- 31/08/23

Reviewed By Sign Date:- 31/08/23

Approved By Sign Date:- 31/08/23

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FW: Complaint Received Regarding Code of Conduct, Whistle Blower, Bribes etc

Arvind Kumar Singh
Tue 8/1/2023 11:41 AM
To:HR EOU <hrd_eou@shilpapharma.com>

Dear Srinivas,

For your n.a.

Regards
Arvind

From: Venkatesh Reddy <venkatesh@vbshilpa.com>
Sent: Tuesday, August 1, 2023 10:29
To: Arvind Kumar Singh <ak.singh@shilpapharma.com>
Cc: K H Honneshaiah <KHHonneshaiah@shilpapharma.com>; K.Sharath Reddy <sharath@shilpapharma.com>
Subject: Re: Complaint Received Regarding Code of Conduct, Whistle Blower, Bribes etc

Dear Sir,

We have not yet received the below said emails to info@vbshilpa.com

We will definitely forward to you if we receive such mails.

Regards,

Venkatesh

From: Arvind Kumar Singh <ak.singh@shilpapharma.com>
Sent: Tuesday, August 1, 2023 10:10 AM
To: Venkatesh Reddy <venkatesh@vbshilpa.com>
Cc: K H Honneshaiah <KHHonneshaiah@shilpapharma.com>; K.Sharath Reddy <sharath@shilpapharma.com>
Subject: Complaint Received Regarding Code of Conduct, Whistle Blower, Bribes etc

Dear Sir,

As per our Shilpa Pharma Life Sciences Ltd's Code of Conduct Policy, Anyone can repot related to potential misconduct, violation of Code of conduct like Sexual Harassment, Health Safety, Gift, Gratuities, bribes & violation of Whistle Blower Policy through email at info@vbshilpa.com .

Since you are custodian of above said ID.

Has your received any communications related to this in between 1st July 23- 31st July 23.

Kindy check and revert for our n.a.

Regards,
Arvind Kumar Singh
DGM- HR
Mob : +91 9611168367
Shilpa Pharma Lifesciences Ltd.(Unit II)
Email : ak.singh@shilpapharma.com

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FW: Complaint Received Regarding Code of Conduct, Whistle Blower, Bribes etc

Arvind Kumar Singh
Thu 9/7/2023 12:44 PM
To:HR EOU <hrd_eou@shilpapharma.com>

Dear Srinivas,

Pl note.

Regards

From: Arvind Kumar Singh
Sent: Thursday, August 31, 2023 10:35
To: HR EOU <hrd_eou@shilpapharma.com>
Subject: FW: Complaint Received Regarding Code of Conduct, Whistle Blower, Bribes etc

Dear Srinivas,

Pl note and keep in records.

Regards
Arvind

From: Venkatesh Reddy <venkatesh@vbshilpa.com>
Sent: Thursday, August 31, 2023 10:33
To: Arvind Kumar Singh <ak.singh@shilpapharma.com>
Cc: K H Honneshaiah <KHHonneshaiah@shilpapharma.com>; K.Sharath Reddy <sharath@shilpapharma.com>; Mahesh Pattanshetty <mahesh@shilpapharma.com>
Subject: Re: Complaint Received Regarding Code of Conduct, Whistle Blower, Bribes etc

Dear Sir,

No. not yet received any compliant for a.m. subject.

Regards,

Venkatesh

From: Arvind Kumar Singh <ak.singh@shilpapharma.com>
Sent: Thursday, August 31, 2023 10:25 AM
To: Venkatesh Reddy <venkatesh@vbshilpa.com>
Cc: K H Honneshaiah <KHHonneshaiah@shilpapharma.com>; K.Sharath Reddy <sharath@shilpapharma.com>; Mahesh Pattanshetty <mahesh@shilpapharma.com>
Subject: Complaint Received Regarding Code of Conduct, Whistle Blower, Bribes etc

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Since you are custodian of above said ID.

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Has your received any communications/Complaint related this in between 1st August 23- 31st August 23.

Kindy check and revert for our n.a.

Regards,
Arvind Kumar Singh
DGM- HR
Mob : +91 9611168367
Shilpa Pharma Lifesciences Ltd.(Unit II)
Email : ak.singh@shilpapharma.com

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DGM- HR
Mob : +91 9611168367
Shilpa Pharma Lifesciences Ltd.(Unit II)
Email : ak.singh@shilpapharma.com

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Shilpa Pharma Lifesciences Limited
(Unit-2: 100% Export Oriented Unit)
Plot No: 33, 33A & 40-47, Raichur Industrial Growth Centre,
Chicksugur-584 134, Raichur District, Karnataka State, India.

CIN No. U24100KA2020PLC134081

Confidentiality and Non-Solicitation Agreement

This is an Agreement between **Mr./~~Ms.~~ Avinash Annaso Bhujawadkar**, (Emp Code: **7660**) ("You") and **M/s. Shilpa Pharma Lifesciences Ltd.**, ("Company"). This Agreement is executed on **14.06.2024.**

In consideration of the employment opportunity provided by **M/s. Shilpa Pharma Lifesciences Ltd.** You,intending to be legally bound, agree to the following:

1. This Agreement is pertaining to the subject matter of covenants not to solicit or confidentiality as described in this Agreement.
2. All Your obligations under this Agreement shall be effective from the date of joining with Company.
3. **Term of Agreement**. This Agreement is effective on the Effective Date, and shall remain in effect throughout the term of your employment with the Company and for period of Three (03) years thereafter. However, clause 5, 6, 7, 8 and 13 of this Agreement shall continue to be valid, even after three (3) years from the execution of this Agreement.
4. **Non-solicitation.** During the term of your employment, and for a period of Three (03) years immediately thereafter, You agree not to solicit any employee or independent contractor of the Company on behalf of any other business enterprise, nor shall you induce any employee or independent contractor associated with the Company to terminate or breach an employment, contractual or other relationship with the Company.
5. **Soliciting Customers after Termination of Agreement**. For a period of Three (03) years following the termination of your employment and your relationship with the Company, You shall not, directly or indirectly, disclose to any person, firm or corporation the names or addresses of any of the customers or clients of the Company or any other information pertaining to them. Neither shall you call on, solicit, take away, or attempt to call on, solicit, or take away any customer of the Company on whom you have called or with whom you became acquainted during the term of your employment, as the direct or indirect result of your employment with the Company.

AB.

Corporate & Admin Office : "Shilpa House", #12-6-214/A-1, Hyderabad Road, Raichur-584 135, Karnataka, India
Tel: +91-8532-238704, Fax: +91-8532-238876, Email: info@vbshilpa.com, Web: www.vbshilpa.com

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6. Confidentiality

You acknowledge that the Company possesses and will continue to acquire and possess information that has been created, discovered, developed by or on behalf of Company or otherwise become known to the Company from third parties on confidential basis (including without limitation information created, discovered, developed or otherwise made known by You during the period of or arising out of his engagement with the Company) or in which property rights have been assigned or otherwise conveyed to the Company. You acknowledge such information has commercial value in the business in which the Company is engaged, and it gives the Company an opportunity to obtain an advantage over its competitors. All such information is hereinafter referred to as "Confidential Information." By way of illustration, but not limitation, Confidential Information includes the Company's lists of customers, potential customers, and sources of customers; lists of corporate partners; mailing lists; the terms of any agreements that the Company may have with customers, corporate partners, lenders, vendors, employees, consultants, other entities in the same business as or a similar business to that of the Company, and other parties; the identity and location of the Company's business contacts; the Company's patent applications, computer programs (whether in object code, source code or otherwise), flow charts, standard operating procedures (SOPs), working instruction (WIs), user guides, manuals, program documentation, laboratory notebooks; and trade secrets, processes, formulas, data, know-how, improvements, discoveries, developments, designs, inventions, techniques, marketing plans, strategies, forecasts, new products, unpublished financial statements, budgets, projections, licenses, prices, costs, sales and supplier lists, whether or not labeled and identified as confidential or proprietary.

A. Unless You shall first secure the Company's written consent, you shall not disclose to any third party at any time either during or after termination of this Agreement any Confidential Information of which you become informed, whether or not developed by You. Except to perform under this Agreement, You shall not use or copy the Confidential Information.

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B. You shall not use Confidential Information for Your own benefit or for the benefit of any third party. You shall use best efforts and utmost diligence to protect the Confidential Information from misuse, misappropriation, theft, loss or unauthorized disclosure.

C. Upon termination of this Agreement or at any time upon request of the Company, You shall promptly deliver to the Company all physical embodiments of Confidential Information, including without limitation all lists (whether of customers, business contacts, or otherwise), agreements, notes, letters, notebooks, reports, standard operating procedures (SOPs), working instruction (WIs), user guides, manuals, compilations, accounts, drawings, blueprints, and all other materials of a secret or confidential nature relating to the Company's business which are in the possession or under the control of You, whether recorded on paper, film, videotape, audiotape, computer disk or other media. You shall deliver to the Company both the original and all copies (including electronic copies) of such materials, retaining no original or copy or part thereof for himself.

D. The provisions of clause 6 shall survive any termination or expiry of this Agreement and any renewal thereof and shall be binding upon You for perpetuity.

7. Ownership of Inventions:

A. You shall disclose promptly to the Company any and all inventions, discoveries, developments and improvements (whether patentable or not) collectively, ("Inventions") that are conceived by You during the period of engagement with the Company (whether or not during normal working hours or on the premises of the Company) and hereby assigns all right, title and interest in the Inventions to the Company. Whenever requested to do so by the Company, You shall execute any and all applications, assignments or other instruments or documents, which the Company shall deem necessary or desirable to obtain patent or copyright protection or otherwise to protect the Company's interest in the Inventions, and

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Shall otherwise cooperate with the Company, at the Company's expense, in obtaining patent or other proprietary protection for the Inventions. You hereby irrevocably appoint the Company as attorney-in-fact to execute and deliver any such instruments and documents on the behalf in the event that you should fail or refuse to do so within a reasonable period of time following the Company's request.

B. You shall not file any patent applications which disclose or describe Inventions, Confidential Information, or any work done by him for the Company. If you or on your behalf files such an application, You hereby grants the Company irrevocable world-wide, exclusive, perpetual royalty-free licenses to such Inventions, Confidential Information, or any work done by him for the Company with the right to sublicense such rights to Third Parties, in addition to any other remedies in equity or law that Company pursues provided that the preceding shall be without prejudice to any rights and remedies that the Company may have in equity or in law and without prejudice to the Company's right of ownership in respect of any Invention or Confidential Information or any work done by You for the Company.

C. The provisions of clause 7 shall survive any termination or expiry of this Agreement and any renewal thereof and shall be binding upon you for perpetuity.

8. **Injunctive Relief**. You hereby acknowledge (1) that the Company will suffer irreparable harm if you breach your obligations under this Agreement; and (2) that monetary damages will be inadequate to compensate the Company for such a breach. Therefore, if you breach any of such provisions, then the Company shall be entitled to injunctive relief, in addition to any other remedies at law or equity, to enforce such provisions.

9. **Severable Provisions**. The provisions of this Agreement are severable, and if any one or more provisions may be determined to be illegal or otherwise unenforceable, in whole or in part, the remaining provisions and any partially unenforceable provisions to the extent enforceable shall nevertheless be binding and enforceable.

AB.

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10. **Modifications**. This Agreement may be modified only by a writing executed by both you and the Company.

11. **Prior Understandings**. This Agreement contains the entire agreement between the parties with respect to the subject matter of this Agreement. The Agreement supersedes all prior understanding, agreements, or representations.

12. **Waiver**. Any waiver of a default under this Agreement must be made in writing and shall not be a waiver of any other default concerning the same or any other provision of this Agreement. No delay or omission in the exercise of any right or remedy shall impair such right or remedy or be constructed as a waiver. A consent to or approval of any act shall not be deemed to waive or render unnecessary consent to or approval of any other or subsequent act.

13. **Jurisdiction and Venue**. This Agreement is to be construed pursuant to the laws of India. You agree to submit to the jurisdiction and venue of any court of Raichur, without regard to conflict of law's provisions, for any claim arising out of this Agreement.

Date: 14/06/24

for **Shilpa Pharma Lifesciences Ltd**

Authorized Signatory

By your signature below you acknowledge that you have read and understand the foregoing Agreement, that you agree to comply with all of the terms of the Agreement, and that you have received a copy of the Agreement.

Date: 14/06/24

Employee Signature: AB.

Name: Avinash Annaso Bhujawadkar.

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Business Ethics							
S No	**Business Ethics Elements**	**Risks**	**Controls & Actions Implemented**	**Likelihood**	**Severity**	**Risk Rating**	**Additional Control for Unacceptable Risks**
1	Honesty, integrity, ethical conduct & fair dealing	1. Company reputation at stake. 2. May attract legal liabilities	1. Code of ethics covering this element is in place. 2. All employees are trained and made aware of the consequences. The system of written agreement with the employees is in place.	1	3	Low	No additional controls required
2	Compliance with law, rules and regulations	Non-compliances lead to the stopage of operations, penalties and repuatation of the company at stake	1. It is the company's policy that the company and each employee and director conduct business in accordance with applicable federal, state and local laws, rules and regulations, and those of other countries in which the company does business. Employees and directors should understand the laws that apply to the performance of their jobs, and ensure that company operations with which they are involved are conducted in conformity with those laws. 2. Legal register is maintained and compliance with all the applicable laws (Local, State & Federal) is ensured. 3. Concerned employees have adequate knowlege about Local, State & Federal laws. Trainings conducted to impart the compliance requirement with the applicable laws andaccordingly SOPs are in place.	1	3	Low	No additional controls required
3	Confidential information	1. Compromise on continued growth and ability to compete 2. Vendors & customers confidence is lost and face legal consequences	1. All the employees and stakeholders were made aware of the importance of protecting the Confidential and proprietary information of the company and written agreements with the employees and stakeholders are in place. 2. Non-disclosury agreements are made with all the vendors and customers to avoid the disclosure of Confidential and proprietary information of the company, its vendors and customers.	1	3	Low	No additional controls required
4	Insider Trading	1. Company reputation at stake. 2. May attract legal liabilities	1. Insider trading policy is covered in code of conduct and all employees are made aware of the consequences of violation to insider trading policy.	1	3	Low	No additional controls required
5	Employment practices and non-discrimination	1. Improper treatment of employees	1. SPL is unionized and hence the formal collective bargain system is followed. The grievance redressal forum is used by the personnel to report any social requirements and addressed. 2. System has been established to report any incident of harassment and its redressal. No incident has the been reported at SPL during 2023-24. 3. The employment policy ensures discrimination is not practiced. 4. As a policy, SPL prohibits any corporal punishment. Counselling the worker is done in case of noncompliance to the requirements for the activities. The officers are counselled if any case of report of Corporal punishment.	1	3	Low	No additional controls required
		2. Sexual harassment	1. Procesure in place to monitor the Sexual harassment events. 2. Team lead by HR is formed and regular meeting are conducted to report and diposal of any events	1	3	Low	No additional controls required
		3. compromise on heath and safety as pects of employees	1. Dedicated staff available to ensure the safety and heath of the personnel at work area. 2. Procedures are made available for safe and healty work practices. 3. All employees are trained on the procedures. 4. All the safety & health incidents are reported and necessary CAPA implemented to avoid recurrence. 5. Mock drills conducted to improve the awareness about safe handling of any emergencies occured during day to day operation	1	3	Low	No additional controls required
6	Product quality, compliance	1. Customer dissatisfaction 2. Non-compliances to regulatory requirements 3. Risk of market penetration	1. Procedures in place to ensure quality by design. 2. In-process controls are established at each critical stage of the process for controlling product quality. 3. All the procedures are established with guidance of cGMP and Regulatory requirements to ensure compliance in day to day operations. 4. All the employees are trained on approved procedures and guidelines to ensure the compliance. 5. Self-inspections are carried-out for continual improvement wr.t. compliance	1	3	Low	No additional controls required
7	Sales and marketing practices	1. Company reputation at stake. 2. May lose customers and risk of	1. Sales and Marketing of products is done purely on their quality, capabilities, price, service level and other genuine attributes. 2. Customers and vendors are treated honestly and fairly. 3. Meeting conducted with sales and marketing representatives to explain about the product quality compliances to provide proper information to the customers	1	3	Low	No additional controls required

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8	Advertising, sales & packaging	market penetration	1. System in place to ensure right information of the products is adverized and displayed on the package. 2. All the personnel involved in packing of the products are trained on the packing and labeing procedures and practices	1	3	Low	No additional controls required
9	Gift, Gratuities, Bribary & corruption and kickbacks and Anti Money Laundering	1. Business integrity risk	1. Gift, Gratuities, Bribes and kickbacks and Anti Money Laundering policy is covered in code of conduct and all employees are made aware of the consequences of violation to the policy. 2. System in place to abide by all applicable anti-bribery laws and the local laws in every country in which we undertake business.	1	3	Low	No additional controls required
10	Accurate Retention of Business Records	1. Data integrity. 2. Data loss	1. All the business/manufacturing operations are documented/recorded in predefined formats. 2. Procedure in place to ensure data integrity and to retain the records of the business/manufacturing operations. 3. All employees are trained to ensure data integrity and retention of records. 4. Doc cell with adquate storage capacity is made available to retain the business records for defined time period.	1	3	Low	No additional controls required
11	Whistle Blower Policy	1. Company reputation at stake. 2. Business integrity risk	1. Whistle Blower Policy is covered in code of conduct and all employees are made aware of the consequences of violation to the policy.	1	3	Low	No additional controls required
12	Dealing with Media	1. Business promotion riks	1. Dealing with Media Policy is covered in code of conduct and all employees are made aware of the consequences of violation to the policy. 2. System in place to communicate company plans and achievements.	1	3	Low	No additional controls required
13	Responding to Govt Request	1. Not get Govt. approvals. 2. Business risk. 3. Non-compliance to regulatory requirements	1. Procedure and technical staff in place to review and respond to all the Govt. requests. No un attended requests are available as on date. 2. Periodic/Annual updates about the business operations and legal information providing to Govt. 3. All the procedures are established with guidance of cGMP and Regulatory requirements to ensure compliance in day to day operations. 4. All the employees are trained on approved procedures and guidelines to ensure the compliance	1	3	Low	No additional controls required
14	Prohibition against Company Political Contribution	1. Company reputation at stake. 2. Business risk.	1. Prohibition against Company Political Contribution Policy is covered in code of conduct and all are made aware of the consequences of violation to the policy.	1	3	Low	No additional controls required
15	Copyrighted works	1. Company reputation at stake. 2. Business risk.	1. Copyrighted works Policy is covered in code of conduct and all employees are made aware of the consequences of violation to the policy. 2. Software(s) used in business/manufacturing operations are licensed and procedure in place to validate the softwares which are involved in critical business operations and accordingly all the softwares are validated	1	3	Low	No additional controls required
16	Procedure for reporting possible violations	1. Business integrity risk	1. Manual or Internet communcation system in place to report possible suspected violations. Hotline at 08532 - 238704, Internet Reporting System at https://www.vbshilpa.com/by e-mail at info@vbshilpa.comor by mail to the appropriate individual or department.	1	3	Low	No additional controls required

Approvals

Name	Deaprtment	Designation	Sign & Date
Mr. AK Singh	HR	DGM	18/05/23
Mr. Chandra Shekar Dudani	WH	Sr.Manager	18/05/23
Mr. Veereshappa	PD	Senior GM	18/05/23
Mr. Jay Kumar Kotwal	ENG	GM	18/05/23
Mr. R. Elangovan	EHS	DGM	18/05/23
Mr. K. Sharath Reddy		Director	18/05/23

SHILPA PHARMA LIFESCIENCES LIMITE
MANAGEMENT REVIEW ON CODE OF CONDUCT

Date : **12.12.2023**

Time : **11:00 hrs to 12:30 hrs**

Review Period : **01.011.23 to 30.11.23**

Following personnel attended

Mr. K. Sharath Reddy	Director
Mr. K H Honneshaiah	Head-Operations
Mr. AK Singh	DGM - HR
Mr. Manga Raj	Sr. GM - QC
Mr. Jay Kumar Kotwal	GM – ENG
Mr. Veereshappa	Senior GM - PD
Mr. Govindappa Galagali	AGM – PD
Mr. R. Elangovan	DGM – EHS
Mr. Chandra Shekar Dudani	Sr. Manager - WH

The agenda of Management review meeting as follows;

- **Honesty, integrity, ethical conduct & fair dealing**
- **Compliance with law, rules and regulations**
- **Confidential information**
- **Insider Trading**
- **Employment practices and non-discrimination**
- **Product quality, compliance**
- **Sales and marketing practices**
- **Advertising, sales & packaging**
- **Gift, Gratuities, Bribary & corruption and kickbacks and Anti Money Laundering**
- **Accurate Retention of Business Records**
- **Whistle Blower Policy**
- **Dealing with Media**

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- **Responding to Govt Request**
- **Prohibition against Company Political Contribution**
- **Copyrighted works**
- **Procedure for reporting possible violations**

1) Honesty, integrity, ethical conduct & fair dealing

Well-defined Code of Conduct policy covering the information about Honesty, Integrity, Ethical conduct & Fair dealing is in-place. All employees are trained and made aware of the consequences. The system of written agreement with the employees is in place which covering the consequence of violations to the topic.

2) Compliance with law, rules and regulations

It is the company policy that, the company and each employee and director conduct business in accordance with applicable federal, state and local laws, rules and regulations, and those of other countries in which the company does business. Employees and directors should understand the laws that apply to the performance of their jobs, and ensure that company operations with which they are involved are conducted in conformity with those laws.

Legal register is maintained and compliance with all the applicable laws (Local, State & Federal) is ensured.

Concerned employees have adequate knowledge about Local, State & Federal laws. Trainings conducted to impart the compliance requirement with the applicable laws and accordingly SOPs are in place.

3) Confidential information

All the employees and stakeholders were made aware of the importance of protecting the Confidential and proprietary information of the company and written agreements with the employees and stakeholders are in place.

Non-disclosury agreements are made with all the vendors and customers to avoid the disclosure of Confidential and proprietary information of the company, its vendors and customers.

4) Insider Trading

Insider trading policy is covered in code of conduct and all employees are made aware of the consequences of violation to insider trading policy.

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5) Employment practices and non-discrimination

SPL is unionized and hence the formal collective bargain system is followed. The grievance redressal forum is used by the personnel to report any social requirements and addressed.

System has been established to report any incident of harassment and its redressal. No incident has the been reported at SPL during 2023-24.

The employment policy ensures discrimination is not practiced.

As a policy, SPL prohibits any corporal punishment. Counselling the worker is done in case of noncompliance to the requirements for the activities. The officers are counselled if any case of report of Corporal Punishment.

Procedure in place to monitor the Sexual harassment events.

Team lead by HR is formed and regular meeting are conducted to report and disposal of any events.

Dedicated staff available to ensure the safety and heath of the personnel at work area.

Procedures are made available for safe and healthy work practices.

All employees are trained on the procedures.

All the safety & health incidents are reported and necessary CAPA implemented to avoid recurrence.

Mock drills conducted to improve the awareness about safe handling of any emergencies occurred during day to day operation.

6) Product quality, compliance

Procedures in place to ensure quality by design.

In-process controls are established at each critical stage of the process for controlling product quality.

All the procedures are established with guidance of cGMP and Regulatory requirements to ensure compliance in day to day operations.

All the employees are trained on approved procedures and guidelines to ensure the compliance.

Self-inspections are carried-out for continual improvement w.r.t. compliance.

7) Sales and marketing practices

Sales and Marketing of products is done purely on their quality, capabilities, price, service level and other genuine attributes.

Customers and vendors are treated honestly and fairly.

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Meeting conducted with sales and marketing representatives to explain about the product quality compliances to provide proper information to the customers.

8) Advertising, sales & packaging

System in place to ensure right information of the products is advertised and displayed on the package.

All the personnel involved in packing of the products are trained on the packing and labeing procedures and practices.

9) Gift, Gratuities, Bribary & corruption and kickbacks and Anti Money Laundering

Gift, Gratuities, Bribes and kickbacks and Anti Money Laundering policy is covered in code of conduct and all employees are made aware of the consequences of violation to the policy.

System in place to abide by all applicable anti-bribery laws and the local laws in every country in which we undertake business.

10) Accurate Retention of Business Records

All the business/manufacturing operations are documented/recorded in predefined formats.

Procedure in place to ensure data integrity and to retain the records of the business/manufacturing operations.

All employees are trained to ensure data integrity and retention of records.

Doc cell with adequate storage capacity is made available to retain the business records for defined time period.

11) Whistle Blower Policy

Whistle Blower Policy is covered in code of conduct and all employees are made aware of the consequences of violation to the policy.

12) Dealing with Media

Dealing with Media Policy is covered in code of conduct and all employees are made aware of the consequences of violation to the policy.

System in place to communicate company plans and achievements.

13) Responding to Govt Request

Procedure and technical staff in place to review and respond to all the Govt. requests. No un attended requests are available as on date.

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Periodic/Annual updates about the business operations and legal information providing to Govt.

All the procedures are established with guidance of cGMP and Regulatory requirements to ensure compliance in day to day operations.

All the employees are trained on approved procedures and guidelines to ensure the compliance.

14) Prohibition against Company Political Contribution

Prohibition against Company Political Contribution Policy is covered in code of conduct and all are made aware of the consequences of violation to the policy.

15) Copyrighted works

Copyrighted works Policy is covered in code of conduct and all employees are made aware of the consequences of violation to the policy.

Software(s) used in business/manufacturing operations are licensed and procedure in place to validate the software which are involved in critical business operations and accordingly all the software are validated.

16) Procedure for reporting possible violations

Manual or Internet communication system in place to report possible suspected violations. Hotline at 08532 - 238704, Internet Reporting System at https://www.vbshilpa.com/by e-mail at info@vbshilpa.com or by mail to the appropriate individual or department.

Summary:

Review of Suppliers on Sustainable Procurement						
Total No. of Employees	Code of Conduct violations reported		Business Ethic violations reported		Employee discrimination violations reported	
	Number	Percentage	Number	Percentage	Number	Percentage
On role Employees						
729	0	0%	0	0%	0	0%
Contract Employees						
320	0	0%	0	0%	0	0%

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Conclusion:

All employees are aware of Code of Conduct and Business Ethics requirements of the site and No violations to Code of Conduct, Business Ethics reported. The existing systems and procedures are adequate to ensure compliance to requirements.

Prepared by: 12/12/23

Verified by: 12/12/23

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Governance							
S No	**Governance Elements**	**Risks**	**Controls & Actions Implemented**	**Likelihood**	**Severity**	**Risk Rating**	**Additional Control for Unacceptable Risks**
1	Monitoring	1. Non-availanbility of the data can lead to no control on the operations. 2. Trouble shooting is not possible. 3. May result in overdue of licenses will result in stoppage of operations and business	1. Defined procedures for manufacturing, quality, engineering, EHS are available. Formats are available for monitoring the data and trainings given for monitroing and review the data. 2. Quality control data is being monitored, controlled and recorded with the aid of validated (21 CFR Part 11 compliant) softwares. The data generated is automatically recorded in server and is being backedup at regular intervals of time. 3. All the records generated during manufacturing operations are archived and kept under control of quality Assurance for a period of 6Y. 4. All the licenses are being tracked by using Legal Register. 5. Trainings provided on data monitoring and review procedures.	1	3	Low	No additional controls required
2	Audits	1. Non-compliances will not be identified. 2. No scope od improvement	1. Procedure is in place for conducting internal audits and external audits. 2. Training provided to internal auditors to enhance the review skills. 3. Internalaudit checklist is in place to conduct the internal audits. 4. Audit schedules inplace to condut internal audits. 5. Audit reports will be prepared with audit findings. The audit findings will be corrected by implementing necessary corrective and preventive measures	1	3	Low	No additional controls required
3	Business Inteligence (Dat Collection & Analysis) (Operations, Quality, Supply Chain)	1. Results in defective products. 2. Ineffecient operations can result in business risk	1. Adequate procedures and systems in place to collect, monitor and review the data generated at each sage of manufacturing, testing operations. 2. All the products performance data is being trended regulary to improve the right first time capabilities. 3. Lean Manufacturing Practices. 4. Trainings provided on the data collection, monitoring and review procedures.	1	3	Low	No additional controls required
4	CAPA Proposal, Implementation and Review	1. Continued non-compliances.	1. CAPA procedure and tracking system is inplance. 2. Trainings provided on the CAPA procedures and tracking mechanism. 3. Trending and effectiveness monitoring of CAPA is being done to avoid recurences.	1	3	Low	No additional controls required

Approvals

Name	Deaprtment	Designation	Sign & Date
Mr. AK Singh	HR	DGM	18/05/23
Mr. Chandra Shekar Dudani	WH	Sr.Manager	18/05/23
Mr. Veereshappa	PD	Senior GM	18/05/23
Mr. Jay Kumar Kotwal	ENG	GM	18/05/23
Mr. R. Elangovan	EHS	DGM	18/05/23
Mr. K. Sharath Reddy		Director	18/05/23

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Social Accountability Risk Assessment								
S No	Social Accountability Elements	Social Concerns	Social Risks	Controls & Action Implemented	Likelihood	Severity	Risk Rating	Additional Control for Unacceptable Risks
1	Child Labour	Potential employment of Child Labour	Social non-performance would lead to loss of reputation.	Child Labour and Young Workers are not employed - ensured through review of Age at the time of employment. The requirement is also communicated to all the suppliers / contractors. SPL does not practice any form of forced labour.	1	3	Low	Audit of the Supplier's social performance to be carried at planned frequency to improve the social performance.
2	Forced or Compulsory Labour	Potential employment of Forced or Compulsory Labour	Social non-performance would lead to loss of reputation.	Child Labour and Young Workers are not employed - ensured through review of Age at the time of employment. The requirement is also communicated to all the suppliers / contractors. SPL does not practice any form of forced labour.	1	3	Low	Audit of the Supplier's social performance to be carried at planned frequency to improve the social performance.
3	Forced or Compulsory Labour	Not relieving a person post-resignation due to non-availability of reliever	Possible forced labour.	Exit policy established to prevent forced labour.	1	3	Low	No additional controls required
4	Health and Safety	Health & Safety Risk Assessment Risk Assessment is carried out as per HIRA & HAZOP procedures.						
5	Freedom of Association & Right to Collective Bargaining	Potential restriction on freedom for collective bargaining	Lead to dissatisfied work force and non-compliance to SA 8000 requirements.	SPL is unionized and hence the formal collective bargain system is followed. The grievance redressal forum is used by the personnel to report any social requirements and addressed.	1	3	Low	No additional controls required
6	Discrimination	Potential harassment of women at the work place	Would lead to dis-satisfied work force and loss of reputation for the organisation.	System has been established to report any incident of harassment and its redressal. No incident has the been reported at SPL during 2023-24.	2	2	Medium	Incident reporting system should be implemented effectively
7	Discrimination	Potential discrimination concern during the course of the employment	The personnel are not given due chance for employment.	The employment policy ensures discrimination is not practiced.	1	3	Low	No additional controls required
8	Disciplinary Practices	Potential disciplinary action of corporate punishment being practiced	Loss of Confidence of Worker on the organisation and possible labour unrest - could lead to loss of business. Could lead to possible loss of order from customer.	As a policy, SPL prohibits any corporal punishment. Counselling the worker is done in case of noncompliance to the requirements for the activities. The officers are counselled if any case of report of Corporal punishment.	1	3	Low	No additional controls required
9	Disciplinary Practices	Potential verbal abuse of the employees at workplace	Loss of Confidence of Worker and also could lead to deficiency in the activity and loss.	Physical or verbal abuse of the worker is not practiced in SPL.	1	1	Low	No additional controls required
10	Working Hours	Potential overstay of the personnel while performing official duties	Overwork could lead to fatigue and unsafe work place and could lead to safety incident.	Overtime to the personnel is monitored and to maintain safe work place.	1	1	Low	Need for approval by process owner

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11	Remuneration	Potential non-payment of minimum wages to the personnel of the supplier, sub-supplier, sub-contractors, service providers	Violation of the Social Obligations and legal obligations. Will affect the Employee Well Being and Employee Satisfaction. Could lead to loss to the organisation in the form of Penalty and loss of reputation.	The Minimum Wage requirement notified by the Telangana Government is reviewed and wages complying with the requirement is paid. The wages by the sub-contractors is verified for compliance every month.	1	3	Low	No additional controls required
12	Remuneration	Potential of not giving overtime (OT) pay, compensatory off to SPL employees working on rest day or certain holiday	Over working of personnel and not complying with the Minimum Wages Law.	Compensatory Off policy has been established and followed.	1	3	Low	No additional controls required
13	Remuneration	Potential of not giving overtime (OT) pay, compensatory off to contract employees working on rest day or certain holiday	Over working of personnel and not complying with the Minimum Wages Law.	One day compensatory off given for working on Rest Day.	1	3	Low	No additional controls required
14	Management System	Potential non-compliance to the labour regulations	Will affect the Employee Well Being and Employee Satisfaction. Could lead to loss to the organisation in the form of Penalty and loss of reputation. Repeated failure could lead to cancellation of License.	The list of applicable Labour Laws and Social Laws are determined and is updated as part of the compliance evaluation process. The compliance to the requirement is monitored. Action is initiated in case of any deviation.	1	3	Low	No additional controls required
15	Management System	Potential of not keeping update on the changes in the statutory and regulatory requirement	Not aware on the compliance obligation and would lead to deficient social performance.	Compliance evaluation process is implemented and the requirements are updated once a month for review.	1	3	Low	No additional controls required
16	Management System	Compliance with the social accountability requirement	Opportunity to improve the Business with customer.	Management of SPL reviews the social performance and compliance obligations to improve the Brand Image.	3	3	High	Effective implementation of the SA 8000 requirement.
17	Management System	Potential grievance of personnel not redressed	Dis-satisfaction of personnel.	Grievance Policy has been established and implemented.	1	3	Low	No additional controls required
18	Management System	Potential non-compliance to the labour regulations by the suppliers, the contractors and the service providers - both materials and service providers.	Will affect the well being of the personnel employed by the suppliers / sub-contractors. Could lead to loss of reputation of SPL.	Communication on the need for compliance to the Social Requirements are included as part of the Purchase Order and the vendor qualification process. Due diligence procedure has been established for implementation.	3	3	High	Need to establish and implement the system to monitor the compliance by the suppliers, the contractors and the service providers and engagement with them for improving social performance.

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Approvals

Name	Deaprtment	Designation	Sign & Date
Mr. AK Singh	HR	DGM	18/05/23
Mr. Chandra Shekar Dudani	WH	Sr.Manager	18/05/23
Mr. Veereshappa	PD	Senior GM	18/05/23
Mr. Jay Kumar Kotwal	ENG	GM	18/05/23
Mr. R. Elangovan	EHS	DGM	18/05/23
Mr. K. Sharath Reddy		Director	18/05/23

SHILPA PHARMA LIFESCIENCES LTD

Review Frequency: Monthly

Review Date:23.08.2024

Labour & Human Rights Objectives and KPIs

KPI No	SA Policy / Process Ref (KRA for)	Objectives linked to (KRA)	Objectives (KPI)	Units	KPI-Target	FY24-25	Remarks	GRI standard Reference	Mapping to UNGC Principles	Mapping to UNSDGs
1	As per procedure of Medical examination of emoloyee SOP/U-2/PA/GEN/001/09	Working conditions	Health care coverage: No of employees tested/ Total no of employees	%	100%	100%	All employees to Undergo pre employement medical examination before Joining & All employees underwent Perodical Medical examination yearly **Health Register attached as Annexure No-7 & SOP of Medical examination of employees.** **Refer Page No : 531 To 548**	GRI No 403	Principle 1 Principle 2	1, 3, 4, 5, 8, 9, 10
2	Leave Policy SPL/SA/PM/008/00	Working conditions	Paid Leave entitlement -	No of Days	25	25	AS per Statutory Requirement & Leave Policy **(Attached Leave Policy)** **Refer Page No : 549 To 550**	-	Principle 1 Principle 2	1, 3, 4, 5, 8, 9, 10
3	Training SOP - Job Description SOP/U-2/PA/GEN/005/19	Working conditions	No of Roles with Job Descriptions of the total Employees	%	100%	100%	All Rolls are having JDs **(Refer JD & Training of employees SOP as Annexure-8)** **Refer Page No : 551 To 641**	-	Principle 1 Principle 2	1, 3, 4, 5, 8, 9, 10
4	Social Accountability Management systems,- Collective bargaining	Social Dialogue	% of employees covered by employee representative and/or by collective agreement	%	100%	100%	Aggrement attached as **(Annexure No-9)** **Refer Page No 642 To 645**	GRI No 402-1	Principle 3	1, 3, 4, 5, 8, 9, 10
5	Social Accountability Management systems,- Collective bargaining	Social Dialogue	% on employees and their representatives informed in advance about any significant operational changes that may substantially affect them.	%	100%	100%	Health & Safety committee membership , Social Performance Team , Canteen Committee have the workers Representation All the communications are displayed on the Board,& Communicated **(Attached as annexure -10)** **Refer Page No: 646 To 646**	GRI No 402-1	Principle 3	1, 3, 4, 5, 8, 9, 10
6	Training SOP SOP/U-2/PA/GEN/005/19	Career Management & Training	% of employees Trained	%	100%	100%	Summary Of Training Hours Per Employee attached as **Annexure -11** **Refer Page No: 647 To 663**	GRI No 404	Principle 1 Principle 2	1, 3, 4, 5, 8, 9, 10
7	Training SOP SOP/U-2/PA/GEN/005/19	Career Management & Training	Average training hours per employee per year-22-23	Training hours / employee / year	48	32.6	Summary Of Training Hours Per Employee attached as **Annexure - 11 (Refer with headline of training summary)** **Refer Page No: 647 To 663**	GRI No 404	Principle 1 Principle 2	1, 3, 4, 5, 8, 9, 10
8	As per Child Labour & Forced Labour Control policy	Child, Forced labour	No of Child Labour / Forced labour employed	Nos	0	0	On roll employees: 756 Contract Employees: 330 Age proof verified for all the employees.Nochild labour employed **(Refer Annexure-2 LHRE Monthly Consolidated Dashbard) Refer Page No: 506 To 507**	GRI No 408-1, 409-1	Principle 4 Principle 5	1, 3, 4, 5, 8, 9, 10
9	As Social Accountability Management System Manual	Diversity, Equity, Inclusion, Non-discrimination & Non-harassment	No of cases on discrimination & harassment reported	Nos	0	0	Not found Any such cases **(Refer Annexure-6 of LHRE Monthly Consolidated report S.no-5)** **Refer Page No: 506 To 507**	GRI No 406	Principle 6	1, 3, 4, 5, 8, 9, 10
10	As Social Accountability Management System Manual	Diversity, Equality, Inclusion, Non-discrimination & Non-harassment	% of women employed in the whole organization	%	3	0.2%	Social Accountability Management system Manual covered - Diversityequality , Non Discrimination & Naon Harassment - Code of Conduct - **attached as Annexure No-12** **Refer Page No: 664 To 704**	GRI No 402, 403, 404, 405, 406, 407, 408, 409, 410, 413	Principle 6	1, 3, 4, 5, 8, 9, 10

KPI No	SA Policy / Process Ref (KRA for)	Objectives linked to (KRA)	Objectives (KPI)	Units	KPI-Target	FY24-25	Remarks	GRI standard Reference	Mapping to UNGC Principles	Mapping to UNSDGs
11	As Social Accountability Management System Manual	Diversity, Equity, Inclusion, Non-discrimination & Non-harassment	% of women in top executive positions (excluding boards of directors)	%	4	0.4%	0.4% Female employees are in Executive positions	GRI No 402, 403, 404, 405, 406, 407, 408, 409, 410, 413	Principle 6	1, 3, 4, 5, 8, 9, 10
12	As Social Accountability Management System Manual	Diversity, Equity, Inclusion, Non-discrimination & Non-harassment	% of women within the organization's board	%	1	20%	List Of Directors attached as **Annexure -13** **Refer Page No: 705 To 705**	GRI No 402, 403, 404, 405, 406, 407, 408, 409, 410, 413	Principle 6	1, 3, 4, 5, 8, 9, 10
13	As Social Accountability Management System Manual	Diversity, Equity, Inclusion, Non-discrimination & Non-harassment	Average unadjusted gender pay gap	Rs	---	1,78,862 Rs Pm	Details of Median Remuneration / Salary wages Paid attached as **Annexure No-14.** Female employees are get the higher wages as compared to male employees henceforth there is no gender pay gap is there. **Refer Page No: 706 To 706**	GRI No 402, 403, 404, 405, 406, 407, 408, 409, 410, 413	Principle 6	1, 3, 4, 5, 8, 9, 10
14	As Social Accountability Management System Manual	Diversity, Equity, Inclusion, Non-discrimination & Non-harassment	% of employees/workers from minority/vulnerable groups employed in relation to the whole organization	%	---	31%	People living in poverty or facing economic hardships may be considered vulnerable due to a lack of access to resources, education, and opportunities.	GRI No 402, 403, 404, 405, 406, 407, 408, 409, 410, 413	Principle 6	1, 3, 4, 5, 8, 9, 10
15	Supply Chain Management System	External stakeholders human rights	No of external stakeholders human rights concerns	Nos	0	0	Supply chain Management - **Filled Supplier Assessment attached as Annexure-15** **Refer Page No: 707 To 713**	GRI No 406	Principle 1 Principle 2	1, 3, 4, 5, 8, 9, 10
16	Greievience redressal Procedure	Labour & Human Rights	Grievances resolution: No of Grievances received	Nos	0	0	Grievience Register is attached as **Annexure -16** **Refer Page No: 714 To 715**	GRI No 406	Principle 1 Principle 2	1, 3, 4, 5, 8, 9, 10
17	Greievience redressal Procedure	Labour & Human Rights	Grievances resolution: % Pending actions on the grievance resolution (pending more than a month)	Nos	0	0	Same as above	GRI No 406	Principle 1 Principle 2	1, 3, 4, 5, 8, 9, 10

Prepared By
Date: 23/08/24

Reviewed By
Date: 23/08/24

Approved By
Date: 23/08/24

FORM-16
HEALTH REGISTER
OF
SHILPA PHARMA LIFESCIENCES LTD
UNIT-II (100% EOU)
FOR
THE YEAR OF - 2023

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1 [FORM-NO. 16]

HEALTH REGISTER-2023

Name of the Factory: SHILPA PHARMA LIFE SCIENCES LTD (UNIT-2) 100 % -EOU

Address: Plot No:- 33A-& 40-47, Industrial Growth Center Wadloor Road Chicksugur, Raichur Karnataka - 584134

S.NO	ID NO	Name of the worker	Sex	Department/ Works	Nature of Job or Occupation	Date of leaving or transfer to other work with reasons for discharge or transfer	Date of employment on present work	Age (At Last Birth Day)	Raw matwrials products or by product likely to be exposed to	Dates of Medical examination and the Results thereof		Signs and symptoms observed during examination	Nature of Tests and Results thereof		If declered unfit for work state period of suspension with reason in details	Weather certificate of unfitness issued to the workers	Recertified fit to resume duty on	Signiture of the certifying surgeon with date
										Date	Result of fit or Unfit		Name of tests	Result				
1	1012	Zindappa	Male	Civil Engineering Department	Senior Supervisor	Nil	01-03-1991	54	.....	13/12/2023	Fit	Nil	Pulse, BP,Vision,Colour blindness,CVS,RS,PA,CNS,HB,TC,DLC,AC,VDRL,Urine test (Physical / Chemical Examonation /Albumin, Sugar & Bile salt etc)Random Blood Sugar, Sputum for acid bacillus (AFB for tuberculosis), ECG , Chest X-Ray	Fit	NA	NA	NA	
2	1013	Sarath Reddy Kalkota	Male	Administration Department	Technical Director	Nil	01-06-1991	57	.....	14/12/2023	Fit	Nil	Pulse, BP,Vision,Colour blindness,CVS,RS,PA,CNS,HB,TC,DLC,AC,VDRL,Urine test (Physical / Chemical Examonation /Albumin, Sugar & Bile salt etc)Random Blood Sugar, Sputum for acid bacillus (AFB for tuberculosis), ECG , Chest X-Ray	Fit	NA	NA	NA	
3	1017	Govindas	Male	Civil Engineering Department	Senior Supervisor	Nil	01-02-1994	61	.....	14/12/2023	Fit	Nil	Pulse, BP,Vision,Colour blindness,CVS,RS,PA,CNS,HB,TC,DLC,AC,VDRL,Urine test (Physical / Chemical Examonation /Albumin, Sugar & Bile salt etc)Random Blood Sugar, Sputum for acid bacillus (AFB for tuberculosis), ECG , Chest X-Ray	Fit	NA	NA	NA	
4	1019	Basawaraj Cette	Male	Chemical Research And Development	Senior Operator	Nil	10-04-1994	54	.....	11/12/2023	Fit	Nil	Pulse, BP,Vision,Colour blindness,CVS,RS,PA,CNS,HB,TC,DLC,AC,VDRL,Urine test (Physical / Chemical Examonation /Albumin, Sugar & Bile salt etc)Random Blood Sugar, Sputum for acid bacillus (AFB for tuberculosis), ECG , Chest X-Ray	Fit	NA	NA	NA	
5	1041	Prabhakar Deshpande	Male	Excise Department	Senior Manager	Nil	01-10-1996	50	.....	11/12/2023	Fit	Nil	Pulse, BP,Vision,Colour blindness,CVS,RS,PA,CNS,HB,TC,DLC,AC,VDRL,Urine test (Physical / Chemical Examonation /Albumin, Sugar & Bile salt etc)Random Blood Sugar, Sputum for acid bacillus (AFB for tuberculosis), ECG , Chest X-Ray	Fit	NA	NA	NA	
6	1045	Veereshappa	Male	Production Documentation	Senior General Manager	Nil	02-02-1998	52	.....	12/12/2023	Fit	Nil	Pulse, BP,Vision,Colour blindness,CVS,RS,PA,CNS,HB,TC,DLC,AC,VDRL,Urine test (Physical / Chemical Examonation /Albumin, Sugar & Bile salt etc)Random Blood Sugar, Sputum for acid bacillus (AFB for tuberculosis), ECG , Chest X-Ray	Fit	NA	NA	NA	
7	1064	Razak	Male	Mechanical Engineering Department	Driver	Nil	01-07-2000	48	.....	11/12/2023	Fit	Nil	Pulse, BP,Vision,Colour blindness,CVS,RS,PA,CNS,HB,TC,DLC,AC,VDRL,Urine test (Physical / Chemical Examonation /Albumin, Sugar & Bile salt etc)Random Blood Sugar, Sputum for acid bacillus (AFB for tuberculosis), ECG , Chest X-Ray	Fit	NA	NA	NA	
8	1069	Channa Reddy	Male	Warehouse Raw Material	Senior Incharge	Nil	04-05-2001	46	.....	12/12/2023	Fit	Nil	Pulse, BP,Vision,Colour blindness,CVS,RS,PA,CNS,HB,TC,DLC,AC,VDRL,Urine test (Physical / Chemical Examonation /Albumin, Sugar & Bile salt etc)Random Blood Sugar, Sputum for acid bacillus (AFB for tuberculosis), ECG , Chest X-Ray	Fit	NA	NA	NA	

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1 [FORM-NO. 16]

HEALTH REGISTER-2023

Name of the Factory: SHILPA PHARMA LIFE SCIENCES LTD (UNIT-2) 100 % -EOU

Address: Plot No:- 33A-& 40-47, Industrial Growth Center Wadloor Road Chicksugur, Raichur Karnataka - 584134

S.NO	ID NO	Name of the worker	Sex	Department/ Works	Nature of Job or Occupation	Date of leaving or transfer to other work with resons for discharge or transfer	Date of employment on present work	Age (At Last Birth Day)	Raw matwrials products or by product likely to be exposed to	Dates of Medical examination and the Results thereof		Sigins and symptoms observed during examinati on	Nature of Tests and Results thereof		If declered unfit for work state period of suspeansion with reason in details	Weather certificate of unfitness issued to the workers	Recertified fit to resume duty on	Signature of the certifying surgeon with date
										Date	Result of fit or Unfit		Name of tests	Result				
9	1070	Govindarajulu Mendi Srinivasulu	Male	Production	Senior Shift incharge	Nil	21-06-2001	50	.....	12/12/2023	Fit	Nil	Pulse, BP,Vision,Colour blindness,CVS,RS,PA,CNS,HB,TC,DLC,AC,VDR L,Urine test (Physical / Chemical Examonation /Albumin, Sugar & Bile salt etc)Random Blood Sugar, Sputum for acid bacillus (AFB for tuberculosis), ECG , Chest X-Ray	Fit	NA	NA	NA	
10	1071	Parmanand Ramanna Patil	Male	Production	Senior Shift incharge	Nil	30-06-2001	52	.....	13/12/2023	Fit	Nil	Pulse, BP,Vision,Colour blindness,CVS,RS,PA,CNS,HB,TC,DLC,AC,VDR L,Urine test (Physical / Chemical Examonation /Albumin, Sugar & Bile salt etc)Random Blood Sugar, Sputum for acid bacillus (AFB for tuberculosis), ECG , Chest X-Ray	Fit	NA	NA	NA	
11	1114	C Thimmareddy	Male	Production	Senior Operator	Nil	01-06-2004	42	.....	11/12/2023	Fit	Nil	Pulse, BP,Vision,Colour blindness,CVS,RS,PA,CNS,HB,TC,DLC,AC,VDR L,Urine test (Physical / Chemical Examonation /Albumin, Sugar & Bile salt etc)Random Blood Sugar, Sputum for acid bacillus (AFB for tuberculosis), ECG , Chest X-Ray	Fit	NA	NA	NA	
12	1115	Nagaraj S	Male	Production	Senior Operator	Nil	01-06-2004	40	.....	14/12/2023	Fit	Nil	Pulse, BP,Vision,Colour blindness,CVS,RS,PA,CNS,HB,TC,DLC,AC,VDR L,Urine test (Physical / Chemical Examonation /Albumin, Sugar & Bile salt etc)Random Blood Sugar, Sputum for acid bacillus (AFB for tuberculosis), ECG , Chest X-Ray	Fit	NA	NA	NA	
13	1116	Ampeya	Male	Production	Operator	Nil	01-06-2004	45	.....	11/12/2023	Fit	Nil	Pulse, BP,Vision,Colour blindness,CVS,RS,PA,CNS,HB,TC,DLC,AC,VDR L,Urine test (Physical / Chemical Examonation /Albumin, Sugar & Bile salt etc)Random Blood Sugar, Sputum for acid bacillus (AFB for tuberculosis), ECG , Chest X-Ray	Fit	NA	NA	NA	
14	1122	Mahantesh Angadi	Male	Warehouse Raw Material	Senior Assistant	Nil	04-04-2005	59	.....	12/12/2023	Fit	Nil	Pulse, BP,Vision,Colour blindness,CVS,RS,PA,CNS,HB,TC,DLC,AC,VDR L,Urine test (Physical / Chemical Examonation /Albumin, Sugar & Bile salt etc)Random Blood Sugar, Sputum for acid bacillus (AFB for tuberculosis), ECG , Chest X-Ray	Fit	NA	NA	NA	
15	1126	Eranna Swamy	Male	Civil Engineering Department	Senior Supervisor	Nil	19-02-2006	44	.....	12/12/2023	Fit	Nil	Pulse, BP,Vision,Colour blindness,CVS,RS,PA,CNS,HB,TC,DLC,AC,VDR L,Urine test (Physical / Chemical Examonation /Albumin, Sugar & Bile salt etc)Random Blood Sugar, Sputum for acid bacillus (AFB for tuberculosis), ECG , Chest X-Ray	Fit	NA	NA	NA	
16	1133	Anaiiya Babu Dandu	Male	Production	shift incharge	Nil	22-08-2006	41	.....	12/12/2023	Fit	Nil	Pulse, BP,Vision,Colour blindness,CVS,RS,PA,CNS,HB,TC,DLC,AC,VDR L,Urine test (Physical / Chemical Examonation /Albumin, Sugar & Bile salt etc)Random Blood Sugar, Sputum for acid bacillus (AFB for tuberculosis), ECG , Chest X-Ray	Fit	NA	NA	NA	

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1 [FORM-NO. 16]

HEALTH REGISTER-2023

Name of the Factory: SHILPA PHARMA LIFE SCIENCES LTD (UNIT-2) 100 % -EOU

Address: Plot No:- 33A-& 40-47, Industrial Growth Center Wadloor Road Chicksugur, Raichur Karnataka - 584134

S.NO	ID NO	Name of the worker	Sex	Department/ Works	Nature of Job or Occupation	Date of leaving or transfer to other work with resons for discharge or transfer	Date of employment on present work	Age (At Last Birth Day)	Raw matwrials products or by product likely to be exposed to	Dates of Medical examination and the Results thereof		Signs and symptoms observed during examinati on	Nature of Tests and Results thereof		If declered unfit for work state period of suspension with reason in details	Weather certificate of unfitness issued to the workers	Recertified fit to resume duty on	Signature of the certifying surgeon with date
										Date	Result of fit or Unfit		Name of tests	Result				
17	1140	Praveen Kumar Mannur	Male	SAP Production Doccumentation	Senior Chemist	Nil	01-09-2007	37	.....	11/12/2023	Fit	Nil	Pulse, BP,Vision,Colour blindness,CVS,RS,PA,CNS,HB,TC,DLC,AC,VDR L,Urine test (Physical / Chemical Examonation /Albumin, Sugar & Bile salt etc)Random Blood Sugar, Sputum for acid bacillus (AFB for tuberculosis), ECG , Chest X-Ray	Fit	NA	NA	NA	
18	1147	Vijay Kumar Kuruva	Male	Production	Senior Shift incharge	Nil	17-12-2007	37	.....	11/12/2023	Fit	Nil	Pulse, BP,Vision,Colour blindness,CVS,RS,PA,CNS,HB,TC,DLC,AC,VDR L,Urine test (Physical / Chemical Examonation /Albumin, Sugar & Bile salt etc)Random Blood Sugar, Sputum for acid bacillus (AFB for tuberculosis), ECG , Chest X-Ray	Fit	NA	NA	NA	
19	1150	Krishna Telugu	Male	Mechanical Engineering Department	Senior Operater	Nil	16-03-2008	49	.....	13/12/2023	Fit	Nil	Pulse, BP,Vision,Colour blindness,CVS,RS,PA,CNS,HB,TC,DLC,AC,VDR L,Urine test (Physical / Chemical Examonation /Albumin, Sugar & Bile salt etc)Random Blood Sugar, Sputum for acid bacillus (AFB for tuberculosis), ECG , Chest X-Ray	Fit	NA	NA	NA	
20	1155	Khaja Sab	Male	Purified Water Generation	Senior Operator	Nil	25-06-2008	45	.....	11/12/2023	Fit	Nil	Pulse, BP,Vision,Colour blindness,CVS,RS,PA,CNS,HB,TC,DLC,AC,VDR L,Urine test (Physical / Chemical Examonation /Albumin, Sugar & Bile salt etc)Random Blood Sugar, Sputum for acid bacillus (AFB for tuberculosis), ECG , Chest X-Ray	Fit	NA	NA	NA	
21	1157	Krishna .	Male	Quality Control Deparment	Senior Chemist	Nil	09-09-2008	40	.....	11/12/2023	Fit	Nil	Pulse, BP,Vision,Colour blindness,CVS,RS,PA,CNS,HB,TC,DLC,AC,VDR L,Urine test (Physical / Chemical Examonation /Albumin, Sugar & Bile salt etc)Random Blood Sugar, Sputum for acid bacillus (AFB for tuberculosis), ECG , Chest X-Ray	Fit	NA	NA	NA	
22	1160	Mandla Panduranga Naidu	Male	Quality Assurance Department	General Manager	Nil	15-10-2008	48	.....	14/12/2023	Fit	Nil	Pulse, BP,Vision,Colour blindness,CVS,RS,PA,CNS,HB,TC,DLC,AC,VDR L,Urine test (Physical / Chemical Examonation /Albumin, Sugar & Bile salt etc)Random Blood Sugar, Sputum for acid bacillus (AFB for tuberculosis), ECG , Chest X-Ray	Fit	NA	NA	NA	
23	1161	M.Veerendra Kumar	Male	SAP Production Doccumentation	Senior Shift incharge	Nil	03-11-2008	42	.....	13/12/2023	Fit	Nil	Pulse, BP,Vision,Colour blindness,CVS,RS,PA,CNS,HB,TC,DLC,AC,VDR L,Urine test (Physical / Chemical Examonation /Albumin, Sugar & Bile salt etc)Random Blood Sugar, Sputum for acid bacillus (AFB for tuberculosis), ECG , Chest X-Ray	Fit	NA	NA	NA	
24	1162	S.Nandakishore .	Male	Mechanical Engineering Department	Assistant Manager	Nil	05-11-2008	51	.....	11/12/2023	Fit	Nil	Pulse, BP,Vision,Colour blindness,CVS,RS,PA,CNS,HB,TC,DLC,AC,VDR L,Urine test (Physical / Chemical Examonation /Albumin, Sugar & Bile salt etc)Random Blood Sugar, Sputum for acid bacillus (AFB for tuberculosis), ECG , Chest X-Ray	Fit	NA	NA	NA	

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1 [FORM-NO. 16]

HEALTH REGISTER-2023

Name of the Factory: SHILPA PHARMA LIFE SCIENCES LTD (UNIT-2) 100 % -EOU

Address: Plot No:- 33A-& 40-47, Industrial Growth Center Wadloor Road Chicksugur, Raichur Karnataka - 584134

S.NO	ID NO	Name of the worker	Sex	Department/ Works	Nature of Job or Occupation	Date of leaving or transfer to other work with reasons for discharge or transfer	Date of employment on present work	Age (At Last Birth Day)	Raw matwrials products or by product likely to be exposed to	Dates of Medical examination and the Results thereof		Sigins and symptoms observed during examinati on	Nature of Tests and Results thereof		If declered unfit for work state period of suspesnsion with reason in details	Weather certificate of unfitness issued to the workers	Recertified fit to resume duty on	Signiture of the certifying surgeon with date
										Date	Result of fit or Unfit		Name of tests	Result				
25	1168	Bijay Ketan Mangaraj	Male	Quality Control Deparment	Senior General Manager	Nil	05-01-2009	50	.....	12/12/2023	Fit	Nil	Pulse, BP,Vision,Colour blindness,CVS,RS,PA,CNS,HB,TC,DLC,AC,VDRL,Urine test (Physical / Chemical Examonation /Albumin, Sugar & Bile salt etc)Random Blood Sugar, Sputum for acid bacillus (AFB for tuberculosis), ECG , Chest X-Ray	Fit	NA	NA	NA	
26	1169	Manuthirao Jangiti	Male	Quality Control Deparment	Deputy Manager	Nil	24-01-2009	46	.....	12/12/2023	Fit	Nil	Pulse, BP,Vision,Colour blindness,CVS,RS,PA,CNS,HB,TC,DLC,AC,VDRL,Urine test (Physical / Chemical Examonation /Albumin, Sugar & Bile salt etc)Random Blood Sugar, Sputum for acid bacillus (AFB for tuberculosis), ECG , Chest X-Ray	Fit	NA	NA	NA	
27	1171	Ramachandra Rao Paidi	Male	Electrical Engineering Department	Deputy Manager	Nil	06-03-2009	51	.....	11/12/2023	Fit	Nil	Pulse, BP,Vision,Colour blindness,CVS,RS,PA,CNS,HB,TC,DLC,AC,VDRL,Urine test (Physical / Chemical Examonation /Albumin, Sugar & Bile salt etc)Random Blood Sugar, Sputum for acid bacillus (AFB for tuberculosis), ECG , Chest X-Ray	Fit	NA	NA	NA	
28	1173	Gangamma Nagallapur	Male	Purified Water Generation	Senior Operator	Nil	13-03-2009	41	.....	12/12/2023	Fit	Nil	Pulse, BP,Vision,Colour blindness,CVS,RS,PA,CNS,HB,TC,DLC,AC,VDRL,Urine test (Physical / Chemical Examonation /Albumin, Sugar & Bile salt etc)Random Blood Sugar, Sputum for acid bacillus (AFB for tuberculosis), ECG , Chest X-Ray	Fit	NA	NA	NA	
29	1178	Abdul Azeem	Male	Purified Water Generation	Senior Operator	Nil	22-05-2009	43	.....	12/12/2023	Fit	Nil	Pulse, BP,Vision,Colour blindness,CVS,RS,PA,CNS,HB,TC,DLC,AC,VDRL,Urine test (Physical / Chemical Examonation /Albumin, Sugar & Bile salt etc)Random Blood Sugar, Sputum for acid bacillus (AFB for tuberculosis), ECG , Chest X-Ray	Fit	NA	NA	NA	
30	1182	Naidu Harisapa Kanakanala	Male	Analytical Research And Development	Assistant Manager	Nil	03-06-2009	48	.....	11/12/2023	Fit	Nil	Pulse, BP,Vision,Colour blindness,CVS,RS,PA,CNS,HB,TC,DLC,AC,VDRL,Urine test (Physical / Chemical Examonation /Albumin, Sugar & Bile salt etc)Random Blood Sugar, Sputum for acid bacillus (AFB for tuberculosis), ECG , Chest X-Ray	Fit	NA	NA	NA	
31	1183	N.Ranjeeth .	Male	Chemical Research And Development	Assistant Manager	Nil	08-06-2009	38	.....	11/12/2023	Fit	Nil	Pulse, BP,Vision,Colour blindness,CVS,RS,PA,CNS,HB,TC,DLC,AC,VDRL,Urine test (Physical / Chemical Examonation /Albumin, Sugar & Bile salt etc)Random Blood Sugar, Sputum for acid bacillus (AFB for tuberculosis), ECG , Chest X-Ray	Fit	NA	NA	NA	
32	1184	Meer Masood Ali	Male	Production	Chemist	Nil	12-06-2009	37	.....	12/12/2023	Fit	Nil	Pulse, BP,Vision,Colour blindness,CVS,RS,PA,CNS,HB,TC,DLC,AC,VDRL,Urine test (Physical / Chemical Examonation /Albumin, Sugar & Bile salt etc)Random Blood Sugar, Sputum for acid bacillus (AFB for tuberculosis), ECG , Chest X-Ray	Fit	NA	NA	NA	

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1 [FORM-NO. 16]

HEALTH REGISTER-2023

Name of the Factory: SHILPA PHARMA LIFE SCIENCES LTD (UNIT-2) 100 % -EOU

Address: Plot No:- 33A-& 40-47, Industrial Growth Center Wadloor Road Chicksugur, Raichur Karnataka - 584134

S.NO	ID NO	Name of the worker	Sex	Department/ Works	Nature of Job or Occupation	Date of leaving or transfer to other work with resons for discharge or transfer	Date of employment on present work	Age (At Last Birth Day)	Raw matwrials products or by product likely to be exposed to	Dates of Medical examination and the Results thereof		Sigins and symptoms observed during examination	Nature of Tests and Results thereof		If declered unfit for work state period of suspension with reason in details	Weather certificate of unfitness issued to the workers	Recertified fit to resume duty on	Signiture of the certifying surgeon with date
										Date	Result of fit or Unfit		Name of tests	Result				
33	1185	Gopal Mallesha Boblade	Male	Analytical Research And Development	Deputy General Manager	Nil	15-06-2009	47	.....	13/12/2023	Fit	Nil	Pulse, BP,Vision,Colour blindness,CVS,RS,PA,CNS,HB,TC,DLC,AC,VDRL,Urine test (Physical / Chemical Examonation /Albumin, Sugar & Bile salt etc)Random Blood Sugar, Sputum for acid bacillus (AFB for tuberculosis), ECG , Chest X-Ray	Fit	NA	NA	NA	
34	1186	Bharmanna Shivaraya Petarge	Male	Quality Control Deparment	Assistant general manager	Nil	16-06-2009	42	.....	13/12/2023	Fit	Nil	Pulse, BP,Vision,Colour blindness,CVS,RS,PA,CNS,HB,TC,DLC,AC,VDRL,Urine test (Physical / Chemical Examonation /Albumin, Sugar & Bile salt etc)Random Blood Sugar, Sputum for acid bacillus (AFB for tuberculosis), ECG , Chest X-Ray	Fit	NA	NA	NA	
35	1190	Venkateshwarulu C	Male	Production	Senior Chemist	Nil	20-07-2009	37	.....	12/12/2023	Fit	Nil	Pulse, BP,Vision,Colour blindness,CVS,RS,PA,CNS,HB,TC,DLC,AC,VDRL,Urine test (Physical / Chemical Examonation /Albumin, Sugar & Bile salt etc)Random Blood Sugar, Sputum for acid bacillus (AFB for tuberculosis), ECG , Chest X-Ray	Fit	NA	NA	NA	
36	1192	Suresh .	Male	Purified Water Generation	Senior Operator	Nil	23-07-2009	37	.....	14/12/2023	Fit	Nil	Pulse, BP,Vision,Colour blindness,CVS,RS,PA,CNS,HB,TC,DLC,AC,VDRL,Urine test (Physical / Chemical Examonation /Albumin, Sugar & Bile salt etc)Random Blood Sugar, Sputum for acid bacillus (AFB for tuberculosis), ECG , Chest X-Ray	Fit	NA	NA	NA	
37	1193	Jindappa K	Male	Production	shift incharge	Nil	28-07-2009	39	.....	12/12/2023	Fit	Nil	Pulse, BP,Vision,Colour blindness,CVS,RS,PA,CNS,HB,TC,DLC,AC,VDRL,Urine test (Physical / Chemical Examonation /Albumin, Sugar & Bile salt etc)Random Blood Sugar, Sputum for acid bacillus (AFB for tuberculosis), ECG , Chest X-Ray	Fit	NA	NA	NA	
38	1196	Uday Kumar Tallapally	Male	Production	Senior Chemist	Nil	01-08-2009	38	.....	16/12/2023	Fit	Nil	Pulse, BP,Vision,Colour blindness,CVS,RS,PA,CNS,HB,TC,DLC,AC,VDRL,Urine test (Physical / Chemical Examonation /Albumin, Sugar & Bile salt etc)Random Blood Sugar, Sputum for acid bacillus (AFB for tuberculosis), ECG , Chest X-Ray	Fit	NA	NA	NA	
39	1198	Sasidhar Avula	Male	Production	Manager	Nil	08-08-2009	45	.....	13/12/2023	Fit	Nil	Pulse, BP,Vision,Colour blindness,CVS,RS,PA,CNS,HB,TC,DLC,AC,VDRL,Urine test (Physical / Chemical Examonation /Albumin, Sugar & Bile salt etc)Random Blood Sugar, Sputum for acid bacillus (AFB for tuberculosis), ECG , Chest X-Ray	Fit	NA	NA	NA	
40	1199	Praveen Chintalapati	Male	Production	Executive	Nil	13-09-2009	38	.....	14/12/2023	Fit	Nil	Pulse, BP,Vision,Colour blindness,CVS,RS,PA,CNS,HB,TC,DLC,AC,VDRL,Urine test (Physical / Chemical Examonation /Albumin, Sugar & Bile salt etc)Random Blood Sugar, Sputum for acid bacillus (AFB for tuberculosis), ECG , Chest X-Ray	Fit	NA	NA	NA	

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1 [FORM-NO. 16]

HEALTH REGISTER-2023

Name of the Factory: SHILPA PHARMA LIFE SCIENCES LTD (UNIT-2) 100 % -EOU

Address: Plot No:- 33A-& 40-47, Industrial Growth Center Wadloor Road Chicksugur, Raichur Karnataka - 584134

S.NO	ID NO	Name of the worker	Sex	Department/ Works	Nature of Job or Occupation	Date of leaving or transfer to other work with reasons for discharge or transfer	Date of employment on present work	Age (At Last Birth Day)	Raw matwrials products or by product likely to be exposed to	Dates of Medical examination and the Results thereof		Signs and symptoms observed during examination	Nature of Tests and Results thereof		If declered unfit for work state period of suspension with reason in details	Weather certificate of unfitness issued to the workers	Recertified fit to resume duty on	Signiture of the certifying surgeon with date
										Date	Result of fit or Unfit		Name of tests	Result				
161	1886	Basavaraj H	Male	Purified Water Generation	Helper	Nil	01-11-2015	35	.....	12/12/2023	Fit	Nil	Pulse, BP,Vision,Colour blindness,CVS,RS,PA,CNS,HB,TC,DLC,AC,VDRL,Urine test (Physical / Chemical Examonation /Albumin, Sugar & Bile salt etc)Random Blood Sugar, Sputum for acid bacillus (AFB for tuberculosis), ECG , Chest X-Ray	Fit	NA	NA	NA	
162	1887	Mohammed Irfan	Male	Mechanical Engineering Department	Operator	Nil	01-11-2015	39	.....	11/12/2023	Fit	Nil	Pulse, BP,Vision,Colour blindness,CVS,RS,PA,CNS,HB,TC,DLC,AC,VDRL,Urine test (Physical / Chemical Examonation /Albumin, Sugar & Bile salt etc)Random Blood Sugar, Sputum for acid bacillus (AFB for tuberculosis), ECG , Chest X-Ray	Fit	NA	NA	NA	
163	1888	Anis Mangalwade	Male	Mechanical Engineering Department	Operator	Nil	01-11-2015	41	.....	11/12/2023	Fit	Nil	Pulse, BP,Vision,Colour blindness,CVS,RS,PA,CNS,HB,TC,DLC,AC,VDRL,Urine test (Physical / Chemical Examonation /Albumin, Sugar & Bile salt etc)Random Blood Sugar, Sputum for acid bacillus (AFB for tuberculosis), ECG , Chest X-Ray	Fit	NA	NA	NA	
164	1889	Balesha Mhommed	Male	Mechanical Engineering Department	Fitter	Nil	01-11-2015	42	.....	12/12/2023	Fit	Nil	Pulse, BP,Vision,Colour blindness,CVS,RS,PA,CNS,HB,TC,DLC,AC,VDRL,Urine test (Physical / Chemical Examonation /Albumin, Sugar & Bile salt etc)Random Blood Sugar, Sputum for acid bacillus (AFB for tuberculosis), ECG , Chest X-Ray	Fit	NA	NA	NA	
165	1890	Moinuddin Moin	Male	Mechanical Engineering Department	Fitter	Nil	01-11-2015	52	.....	13/12/2023	Fit	Nil	Pulse, BP,Vision,Colour blindness,CVS,RS,PA,CNS,HB,TC,DLC,AC,VDRL,Urine test (Physical / Chemical Examonation /Albumin, Sugar & Bile salt etc)Random Blood Sugar, Sputum for acid bacillus (AFB for tuberculosis), ECG , Chest X-Ray	Fit	NA	NA	NA	
166	1891	Mahesh	Male	Mechanical Engineering Department	Operator	Nil	01-11-2015	36	.....	13/12/2023	Fit	Nil	Pulse, BP,Vision,Colour blindness,CVS,RS,PA,CNS,HB,TC,DLC,AC,VDRL,Urine test (Physical / Chemical Examonation /Albumin, Sugar & Bile salt etc)Random Blood Sugar, Sputum for acid bacillus (AFB for tuberculosis), ECG , Chest X-Ray	Fit	NA	NA	NA	
167	1892	Ranga Swami	Male	Mechanical Engineering Department	Operator	Nil	01-11-2015	47	.....	12/12/2023	Fit	Nil	Pulse, BP,Vision,Colour blindness,CVS,RS,PA,CNS,HB,TC,DLC,AC,VDRL,Urine test (Physical / Chemical Examonation /Albumin, Sugar & Bile salt etc)Random Blood Sugar, Sputum for acid bacillus (AFB for tuberculosis), ECG , Chest X-Ray	Fit	NA	NA	NA	
168	1893	Vikas Gultal	Male	Mechanical Engineering Department	Operator	Nil	01-11-2015	35	.....	14/12/2023	Fit	Nil	Pulse, BP,Vision,Colour blindness,CVS,RS,PA,CNS,HB,TC,DLC,AC,VDRL,Urine test (Physical / Chemical Examonation /Albumin, Sugar & Bile salt etc)Random Blood Sugar, Sputum for acid bacillus (AFB for tuberculosis), ECG , Chest X-Ray	Fit	NA	NA	NA	

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1 [FORM-NO. 16]

HEALTH REGISTER-2023

Name of the Factory: SHILPA PHARMA LIFE SCIENCES LTD (UNIT-2) 100 % -EOU

Address: Plot No:- 33A-& 40-47, Industrial Growth Center Wadloor Road Chicksugur, Raichur Karnataka - 584134

S.NO	ID NO	Name of the worker	Sex	Department/ Works	Nature of Job or Occupation	Date of leaving or transfer to other work with resons for discharge or transfer	Date of employment on present work	Age (At Last Birth Day)	Raw matwrials products or by product likely to be exposed to	Dates of Medical examination and the Results thereof		Sigins and symptoms observed during examination	Nature of Tests and Results thereof		If declered unfit for work state period of suspension with reason in details	Weather certificate of unfitness issued to the workers	Recertified fit to resume duty on	Signature of the certifying surgeon with date
										Date	Result of fit or Unfit		Name of tests	Result				
673	7036	Padamati Siva Nagaraju	Male	Quality Assurance Department	Senior Executive	Nil	04-04-2023	27	.....	12/12/2023	Fit	Nil	Pulse, BP,Vision,Colour blindness,CVS,RS,PA,CNS,HB,TC,DLC,AC,VDRL,Urine test (Physical / Chemical Examonation /Albumin, Sugar & Bile salt etc)Random Blood Sugar, Sputum for acid bacillus (AFB for tuberculosis), ECG , Chest X-Ray	Fit	NA	NA	NA	
674	7049	Santosh K	Male	Production	Chemist	Nil	19-04-2023	27	.....	12/12/2023	Fit	Nil	Pulse, BP,Vision,Colour blindness,CVS,RS,PA,CNS,HB,TC,DLC,AC,VDRL,Urine test (Physical / Chemical Examonation /Albumin, Sugar & Bile salt etc)Random Blood Sugar, Sputum for acid bacillus (AFB for tuberculosis), ECG , Chest X-Ray	Fit	NA	NA	NA	
675	7060	Kambham Sasidhar Reddy	Male	CR&D	Chemist	Nil	02-05-2023	28	.....	13/12/2023	Fit	Nil	Pulse, BP,Vision,Colour blindness,CVS,RS,PA,CNS,HB,TC,DLC,AC,VDRL,Urine test (Physical / Chemical Examonation /Albumin, Sugar & Bile salt etc)Random Blood Sugar, Sputum for acid bacillus (AFB for tuberculosis), ECG , Chest X-Ray	Fit	NA	NA	NA	
676	7067	Mandapati Varaprasad Reddy	Male	Analytical Research And Development	Senior Manager	Nil	05-05-2023	42	.....	13/12/2023	Fit	Nil	Pulse, BP,Vision,Colour blindness,CVS,RS,PA,CNS,HB,TC,DLC,AC,VDRL,Urine test (Physical / Chemical Examonation /Albumin, Sugar & Bile salt etc)Random Blood Sugar, Sputum for acid bacillus (AFB for tuberculosis), ECG , Chest X-Ray	Fit	NA	NA	NA	
677	7094	Gollapalli Ravi Kumar	Male	Technology Transfer Department	Senior Manager	Nil	29-05-2023	41	.....	13/12/2023	Fit	Nil	Pulse, BP,Vision,Colour blindness,CVS,RS,PA,CNS,HB,TC,DLC,AC,VDRL,Urine test (Physical / Chemical Examonation /Albumin, Sugar & Bile salt etc)Random Blood Sugar, Sputum for acid bacillus (AFB for tuberculosis), ECG , Chest X-Ray	Fit	NA	NA	NA	
678	7110	Shrikrushna Subhash Telore	Male	Production	Senior Chemist	Nil	12-06-2023	29	.....	13/12/2023	Fit	Nil	Pulse, BP,Vision,Colour blindness,CVS,RS,PA,CNS,HB,TC,DLC,AC,VDRL,Urine test (Physical / Chemical Examonation /Albumin, Sugar & Bile salt etc)Random Blood Sugar, Sputum for acid bacillus (AFB for tuberculosis), ECG , Chest X-Ray	Fit	NA	NA	NA	
679	7168	Salunkhe Namdeo shivaji	Male	Warehouse Raw Material	Assistant	Nil	21-08-2023	28	.....	11/12/2023	Fit	Nil	Pulse, BP,Vision,Colour blindness,CVS,RS,PA,CNS,HB,TC,DLC,AC,VDRL,Urine test (Physical / Chemical Examonation /Albumin, Sugar & Bile salt etc)Random Blood Sugar, Sputum for acid bacillus (AFB for tuberculosis), ECG , Chest X-Ray	Fit	NA	NA	NA	
680	7188	Badesab Husen Shaikh	Male	Environment Health And Safety	Jr.Executive	Nil	15-09-2023	30	.....	13/12/2023	Fit	Nil	Pulse, BP,Vision,Colour blindness,CVS,RS,PA,CNS,HB,TC,DLC,AC,VDRL,Urine test (Physical / Chemical Examonation /Albumin, Sugar & Bile salt etc)Random Blood Sugar, Sputum for acid bacillus (AFB for tuberculosis), ECG , Chest X-Ray	Fit	NA	NA	NA	

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1 [FORM-NO. 16]

HEALTH REGISTER-2023

Name of the Factory: SHILPA PHARMA LIFE SCIENCES LTD (UNIT-2) 100 % -EOU

Address: Plot No:- 33A-& 40-47, Industrial Growth Center Wadloor Road Chicksugur, Raichur Karnataka - 584134

S.NO	ID NO	Name of the worker	Sex	Department/ Works	Nature of Job or Occupation	Date of leaving or transfer to other work with resons for discharge or transfer	Date of employment on present work	Age (At Last Birth Day)	Raw matwrials products or by product likely to be exposed to	Dates of Medical examination and the Results thereof		Signs and symptoms observed during examination	Nature of Tests and Results thereof		If declered unfit for work state period of suspension with reason in details	Weather certificate of unfitness issued to the workers	Recertified fit to resume duty on	Signature of the certifying surgeon with date
										Date	Result of fit or Unfit		Name of tests	Result				
681	7190	Pimple Durvas Rameshwar	Male	CR&D	Trainee	Nil	19-09-2023	25	.....	12/12/2023	Fit	Nil	Pulse, BP,Vision,Colour blindness,CVS,RS,PA,CNS,HB,TC,DLC,AC,VDRL,Urine test (Physical / Chemical Examonation /Albumin, Sugar & Bile salt etc)Random Blood Sugar, Sputum for acid bacillus (AFB for tuberculosis), ECG , Chest X-Ray	Fit	NA	NA	NA	
682	7228	Prathamesh Panchappa Bagale	Male	Production	Trainee Chemist	Nil	28-10-2023	22	.....	16/12/2023	Fit	Nil	Pulse, BP,Vision,Colour blindness,CVS,RS,PA,CNS,HB,TC,DLC,AC,VDRL,Urine test (Physical / Chemical Examonation /Albumin, Sugar & Bile salt etc)Random Blood Sugar, Sputum for acid bacillus (AFB for tuberculosis), ECG , Chest X-Ray	Fit	NA	NA	NA	
683	7230	Chetan Ganapati Kumbhar	Male	Production	Trainee Chemist	Nil	30-10-2023	22	.....	11/12/2023	Fit	Nil	Pulse, BP,Vision,Colour blindness,CVS,RS,PA,CNS,HB,TC,DLC,AC,VDRL,Urine test (Physical / Chemical Examonation /Albumin, Sugar & Bile salt etc)Random Blood Sugar, Sputum for acid bacillus (AFB for tuberculosis), ECG , Chest X-Ray	Fit	NA	NA	NA	
684	7232	Vikas Gupt	Male	Production	Trainee Chemist	Nil	31-10-2023	24	.....	13/12/2023	Fit	Nil	Pulse, BP,Vision,Colour blindness,CVS,RS,PA,CNS,HB,TC,DLC,AC,VDRL,Urine test (Physical / Chemical Examonation /Albumin, Sugar & Bile salt etc)Random Blood Sugar, Sputum for acid bacillus (AFB for tuberculosis), ECG , Chest X-Ray	Fit	NA	NA	NA	

Dr. RAJA VOJJALA
MD(Path)AFIH(CLI)
Physician Industrial Medicine
Regd. No. 13057

Signature Of Medical Director
Department of Factories, Boilers & Industrial Health & Safety - Bangalore

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SHILPA PHARMA LIFESCIENCES LIMITED (UNIT–2)	
STANDARD OPERATING PROCEDURE	
Document No. : SOP/U-2/PA/GEN/001/11	Issue date : 10/05/24 Effective date : 18/05/24
Supersedes. : SOP/U-2/PA/GEN/001/10	Next Review : APR-2026 Page 1 of 5
TITLE: PROCEDURE TO MEDICAL EXAMINATION OF EMPLOYEES	

1.0 **Purpose:**

To describe a procedure for medical examination of employees.

2.0 **Scope:**

This SOP applicable to all employees working at Shilpa Pharma Lifesciences Limited (Unit-2).

3.0 **Definitions/Abbreviations:**

3.1 **Definitions**: Nil

3.2 **Abbreviations**:

PA : Personnel and Administration

GEN : General

SOP : Standard operating procedure

U-2 : Unit-2

CVS : Cardio Vascular System

RS : Respiratory system

PA : Per Abdomen

CNS : Central Nervous System

TC : Total Leucocytes Count

DLC : Differential Leucocytes Count

AEC : Absolute Eosinophil Count

ECG : Electro Cardio Gram

VDRL : Venereal disease research laboratory

	Prepared by	Reviewed by	Approved by
Name	R Surender	Kapil Khandelwal	N.Prasad Achanta
Designation	Asst. Manager-PA	Asst. Manager -PA	Manager-QA
Sign & Date	08/05/24	08/05/24	09/05/24

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4.0 **Responsibility:**

The responsibility of medical check-up for all employees lies with Head of PA.

5.0 **Accountability:**

5.1 Head PA/Designee shall be accountable for medical examination.

6.0 **Procedure:**

6.1 All new employees are directed to undergo pre-employment medical check-up. As per Annexure-I.

6.2 The medical reports of the employee shall be verified by Head–PA/designee and enter the details in the format for verification of the medical reports for new employees FM-PA-051"and employees those are certified to be medically fit, shall be recruited for employment.

6.3 The employees shall undergo for medical checkups within one month of their joining, in exceptional situations.

6.4 Personnel working in the factory shall be undergone medical examination once in a year (±1 month) as per the tests specified in Annexure-I.

6.5 Personnel with open lesions, contagious diseases like skin diseases, Tuberculosis, Severe cold etc. shall not be allowed to work in production/processing/testing areas. Such personnel may be transferred to other areas where product handling is not required.

6.6 Staffs are trained to identify symptoms related to infectious in their workers so that they can be prevented from working.

6.7 All employees in production/processing/testing areas shall inform respective in-charges in case of illness, especially when contagious diseases like skin diseases, Tuberculosis, Severe cold etc.

6.8 Any personnel found to have or suspected to have any contagious disease, shall be sent for thorough medical check-up and shall be allowed to work in the manufacturing area, only on receipt of fitness certificate from an authorized medical officer.

	Prepared by	Reviewed by	Approved by
Name	R Surender	Kapil Khandelwal	N.Prasad Achanta
Designation	Asst. Manager-PA	Asst. Manager -PA	Manager-QA
Sign & Date	02/05/24	02/05/24	04/05/24

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6.9 The employee shall submit medical fitness certificate if remains absent for more than 10 days due to sickness/illness.

6.10 The medical check-up shall include complete blood analysis by clinical laboratory, presence of skin diseases and vision test etc. as per Annexure-I.

6.11 Personnel and administration department along with safety & engineering department shall identify the employees who working in high noise area (Like Boiler area, utility,etc.) and list the employees in the Annexure-II.

6.12 The list of employees mentioned in the Annexure-II (Employees working under high noise area) shall undergo Audiometric test as additional test.

6.13 An authorized medical officer shall verify all the above reports and any employee found to be sick shall not be allowed for duty.

6.14 Any occurrence of ill-health as well as 'vision' problem shall be informed to the concerned immediate In-charge.

6.15 The new employees after completion of the year shall undergo medical check-up as per the annual schedule, exclusion permitted up to 6 months for new employees.

6.16 All the employees shall undergo medical check-up tests as required.

6.17 Annual Schedule for Medical checkup of employees shall be prepared by P&A department in month of December for the next year. Monthly addendum shall be prepared for the New joiners and Annual schedule to be updated for left employees as "Employee left the organization" with sign and Date.

7.0 **Related Documents:**

7.1	List of tests	: Annexure-I
7.2	List of employees working in high noise area	: Annexure-II
7.3	Annual Schedule for Medical checkup of employees	: Annexure-III
7.4	Verification of the medical reports for new employees	: FM-PA-051-03

	Prepared by	Reviewed by	Approved by
Name	R Surender	Kapil Khandelwal	N.Prasad Achanta
Designation	Asst. Manager-PA	Asst. Manager -PA	Manager-QA
Sign & Date	08/05/24	08/5/24	09/05/24

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8.0 **Distribution record**

Sl No.	Department /Block	No. of copies	Remarks
1.0	PA	01	---
2.0	QA	01	---

9.0 **Revision Record:**

S. No	Revision Status	Details of Revision	Effective Date	Remarks
1	06	1.Accountablility section has been included as per SOP on SOP. 2.Format for verification of the medical reports for new employees "FM-PA-051"has been introduced(CRAF/PA/170/U-2	03.08.17	----
2	07	1.periodical review and Audiometric test incorporated in Annexure-1. 2.Format for verification of medical reports for new employees (FM-PA-051) has been revised (CRAF/PA/205/19/U-2)	17.07.19	----
3	08	1.procedure elaborated for the personnel working in High noise area. 2.List of employees working in high noise area, Annexure-II has been incorporated. 3.Annual Schedule for Medical checkup of employees, Annexure-III has been incorporated.(CRAF/PA/293/19/U-2)	14.11.19	----
4	09	1. Periodical review. 2. Distribution record (Section 8) table modified as inline with SOP Procedure for preparation of standard operating procedure (SOP/QA/GEN/001/12).	18.10.21	----------

	Prepared by	Reviewed by	Approved by
Name	R Surender	Kapil Khandelwal	N.Prasad Achanta
Designation	Asst. Manager-PA	Asst. Manager -PA	Manager-QA
Sign & Date	08/05/24	08/5/24	09/05/24

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S. No	Revision Status	Details of Revision	Effective Date	Remarks
		3. Revision history (Section 9) modified to keep only last five revision history as inline with SOP Procedure for preparation of standard operating procedure (SOP/QA/GEN/001/12). 4. Editorial changes and typographical errors corrected in section 1.0, 3.0 and 6.7. (Reference CRAF No. CRAF/PA/244/21/U-2)		
5	10	Company name changed from Shilpa Medicare Limited Unit-2 to Shilpa Pharma Lifesciences Limited Unit-2. Shilpa Medicare Limited Logo removed from header of SOP, formats and annexures (Reference CRAF No. CRAF/PA/085/22/U-2)	05.05.22	-----
6	11	Periodical review (Reference CRAF No. CRAF/PA/059/24/U-2)	18/05/24	------

	Prepared by	Reviewed by	Approved by
Name	R Surender	Kapil Khandelwal	N.Prasad Achanta
Designation	Asst. Manager-PA	Asst. Manager -PA	Manager-QA
Sign & Date	08/05/24	08/5/24	09/05/24

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SHILPA PHARMA LIFESCIENCES LIMITED (UNIT–2)	
ANNEXURE – I LIST OF TESTS	
Doc. Ref. No.: SOP/U-2/PA/GEN/001	Effective date: 18/05/24
	Page 1 of 1

S.No	Test Name
01	Pulse
02	Blood Pressure
03	Per Abdomen
04	Hemoglobin%
05	Vision
06	Central Nervous System
07	Respiratory system
08	Cardio Vascular System
09	Electro Cardio Gram
10	Chest X- ray
11	Venereal disease and reactive
12	Total Leucocytes Count
13	Differential Leucocytes Count
14	Absolute Eosinophil Count
15	Urine [Physical/Chemical examination/Albumin, Sugar &Bile salt etc.,]
16	Random blood sugar
17	Sputum for acid fast bacillus (AFB for tuberculosis)
18	Color Blindness

	Prepared by	Reviewed by	Approved by
Name	R. Surender	Reviewed by	N.Prasad Achanta
Designation	Asst. Manager	Kapil Khandelwal	Manager-QA
Sign & Date	08/05/24	08/5/24	09/05/24

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SHILPA PHARMA LIFESCIENCES LIMITED (UNIT–2)	
VERIFICATION OF THE MEDICAL REPORTS FOR NEW EMPLOYEES	
Doc. Ref. No.: SOP/U-2/PA/GEN/001	Effective date: 18/05/24
Form No.:FM-PA-051-03	Page 1 of 1

Employee Name: Employee ID:

Department :

S.No	Test Name	Submitted (Yes/No)	Remarks
01	Pulse		
02	Blood Pressure		
03	Per Abdomen		
04	Hemoglobin%		
05	Vision		
06	Central Nervous System		
07	Respiratory system		
08	Cardio Vascular System		
09	Electro Cardio Gram		
10	Chest X- ray		
11	Venereal disease and reactive		
12	Total Leucocytes Count		
13	Differential Leucocytes Count		
14	Absolute Eosinophil Count		
15	Urine [Physical/Chemical examination/Albumin, Sugar &Bile salt etc.,]		
16	Random blood sugar		
17	Sputum for acid fast bacillus (AFB for tuberculosis)		
18	Color Blindness		

Medical reports verified by:

Name :

Designation :

Sign and date:

	Prepared by	Reviewed by	Approved by
Name	R. Surender	Kapil Khandelwal	N.Prasad Achanta
Designation	Asst. Manager	Asst. Manager -PA	Manager-QA
Sign & Date	08/05/24	08/5/24	9/05/24

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SHILPA PHARMA LIFESCIENCES LIMITED (UNIT–2)	
ANNEXURE – II LIST OF EMPLOYEES WORKING IN HIGH NOISE AREA	
Doc. Ref. No.: SOP/U-2/PA/GEN/001	Effective date: 18/05/24 Page 1 of 1

S.No	High noise area (Department)	Name of employee	Employee ID

	Prepared by	Reviewed by	Approved by
Name	R. Surender	Kapil Khandelwal	N.Prasad Achanta
Designation	Asst. Manager	Asst. Manager -PA	Manager-QA
Sign & Date	08/05/24	08/5/24	09/05/24

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SHILPA PHARMA LIFESCIENCES LIMITED (UNIT–2)	
ANNEXURE-III ANNUAL SCHEDULE FOR MEDICAL CHECKUP OF EMPLOYEES	
Doc. Ref. No: SOP/U-2/PA/GEN/001	Effective date: 18/05/24 Page No: 01 of 01

ANNUAL SCHEDULE FOR MEDICAL CHECKUP OF EMPLOYEES FOR THE YEAR

S. No	Department	Name of the employee	Employee ID	Date of Joining	Previously Medical Checkup done on	Medical Checkup due on	Medical Checkup done on	Remarks

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	Prepared by	Reviewed by	Approved by
Name	R Surender	Kapil Khandelwal	N.Prasad Achanta
Designation	Asst.Manager-PA	Asst. Manager -PA	Manager-QA
Sign & Date	08/05/24	08/5/24	09/05/24

OBJECTIVE

To describe the provisions for leaves available as per the company policy.

SCOPE

The scope of the policy extends to all activities at SPL.

POLICY

The establish Leave Policy based on the National & State regulations.

RESPONSIBILITY

Head HR is responsible to implement the requirements as applicable to the employees of SPL.
Head Procurement is responsible to ensure the compliance of the requirements by Supplier,

PROCEDURE

All employees and workers are entitled the followings:-

S No	Type of Leave	Yearly
1	Casual Leaves	05
2	Sick Leaves	05
3	Earned Leave	15
4	Maternity Leaves	12 Weeks

1. Employees Leave Records are maintained through Kagami Software.
2. All employees' leaves are updated in Kagami Software on 1st Jan of every Year.
3. New Joinees Employees are entitled for prorate Leave from their DOJ
4. Employee has to apply his leaves through Kagami attendance portal

	Prepared by	Reviewed by	Approved by
Name	Kapil Khandelwal	Arvind Kumar Singh	K.Sharath Reddy
Designation	Asst Manager – HR	DGM-HR	Technical Director
Sign & Date	01/04/23	01/04/23	01/04/23

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5. CL Should apply one day before or same day of the leave
6. SL & EL must be applied in advance, in case of any emergency 07 days grace period. If any deviation to this will be considered for loss of pay.
7. Leave approval authority is having with respective HOD and payroll executive
8. CL Will lapsed within a year EL & SL will carry forward for next year
9. Maternity leaves are applicable only for Fe-male employees.
   These leaves can be availed six weeks pre & six weeks post to her delivery.

Leave Without Pay (LWP)

1. Employee is not having any leaves in his leave accounts and however opts to go on leave, his/ her leave will be treated as LWP.
2. If any employee is not applied his leave in kagami portal within stipulated time it will consider as LWP.
3. If employee leaves are rejected by his/her HOD, Payroll executive will consider it's as LWP.
4. Employee going leave on last days of months, he should apply his leave before proceeding his leave otherwise software will auto locked after 2nd day next month and employees will unable to apply his leaves for the same and it will be treated as a LWP.

Leave Records

1. All Leave records of employees are maintained through Kagami Software and employee can check his leave balance through it.

2. For any queries contact our HR department. For any queries/clarifications on leaves and attendance, kindly write to hrd_eou@shilpapharma.com

RECORDS

The records are maintained through Kagami Software.

CHANGE HISTORY

S No	Revision Status	Details of Revision	Effective date	Remarks
1	00	First Issue (SPL/SA/PM/08/00)	DD.MM.YYYY	---

	Prepared by	Reviewed by	Approved by
Name	Kapil Khandelwal	Arvind Kumar Singh	K.Sharath Reddy
Designation	Asst Manager – HR	DGM-HR	Technical Director
Sign & Date	01/04/23	01/04/23	01/04/23

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SHILPA
PHARMA
LIFESCIENCES
LIMITED
UNIT-2

JOB RESPONSIBILITY

Name of the Employee	SATHYANARAYANA N -
Employee ID	7771
Educational Qualification	M.Pharma
Date of Joining	01-Aug-2024
Designation	Executive-QA
Department	Quality Assurance
Reporting to whom	N Prasad Achanta [1299]

Job Responsibility

•Direct responsibilities:
•Document No.: SOP/U-2/PA/GEN/005 Form No: FM-PA-010
•Responsible to allot the available batches for packing and physical modifications.
•Responsible to approve the batch allotment for packing and physical modifications.
•Responsible for issuance of labels and seals for packing.
•Responsible to retrieve, review and archival of the batch process records (BPRs), batch packing records (BPRs) and batch cleaning records (BCRs).
•Responsible to approve the batch COAs, pre-shipment COAs and typical COAs.
•Responsible to inspect the dispatch related activities, checking and updating the dispatch related documents.
•Responsible to verify the checklist for release of finished product to market.
•Responsible to monitoring the retrieval documents.
•Responsible to prepare and review of Product Quality Review.
•Responsible to allot the identification number to the new document.
•Responsible to shred the superseded documents.
•Responsible for any other activity assigned by Head-QA.
•Indirect responsibilities:
•Responsible to support for any requirements during the handling of customer complaints
•Responsible to support for any requirements during the handling of Return goods materials
•Responsible to support for any requirements during the handling of OOS investigations.
•Responsible to support for any requirements during the handling of Deviations.

In absence of SATHYANARAYANA N -[7771],VENKATESWARLU THOTA [4409]/Designee is responsible for day to day activity.

Accepted By:	SATHYANARAYANA N -[7771]	Finalized By :	Mandla Panduranga Naidu[1160]
Date :	03-Aug-2024	Date :	03-Aug-2024

1.0 **Purpose:**

To establish procedures for identifying, developing, implementing, documenting, and evaluating training programs. This ensures all employees are adequately trained to perform their duties in compliance with regulatory requirements and industry best practices, thereby maintaining high standards of quality and safety.

2.0 **Scope:**

This procedure applies to the training of all employees involved in Quality Management System (QMS), safety, and cGMP-related activities across production, warehouse, Quality control, Quality assurance, Engineering, EHS, microbiology, personnel & administration, and information technology (IT), at M/s. Shilpa Pharma Lifesciences Limited (UNIT-2).

3.0 **Definitions / Abbreviations:**

3.1. **Training Manager Software (TMS):** Is web-based system that organizes and manages organization trainings. Designed TMS will provide online/Ad-hoc training to all employees without missing a single training event.

3.2. **Ad-hoc Training (Unplanned Training):** Any training which is not planned training (SOP, cGMP, STP, Validation, BPR, BCR and software application training). Training given to employees due to introduction of new or Changed /revised procedures, policies/protocols or guidelines followed in their areas of work and is not scheduled in the training curriculum of the employee.

3.3. **DTC:** Departmental Training Coordinator

3.4. **LTC:** Location Training Coordinator.

3.5. **HOD:** Head of the Department

3.6. **cGMP:** Current Good Manufacturing Practice.

3.7. **Quality Management system:** Formalized business practices that define management responsibilities for organizational structure, process, procedures and resources need to fulfill product/ service requirements, customer specifications and continual improvement.

	Prepared by	Reviewed by	Approved by
Name	R Surender	Arvind Kumar Singh	N.Prasad Achanta
Designation	Asst.Manager -P&A	GM - P&A	Manager-QA
Sign & Date	10/07/24	11/07/24	12/07/24

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3.8. **Induction Training:** Training given to new employees after joining which shall include an overview of organization policies and procedures, occupational health and safety requirements, quality management system etc.

3.9. **Training Curriculum:** A list of training activities designed for employees and to improve their proficiency in their assigned jobs.

3.10. **Job Specific Training -1:** Training given to new recruits perform the tasks related to their job.

3.11. **Job Specific Training - 2:** Training given to employees on cross functional inter and intradepartmental procedures.

3.12. **Annual/Refresher Training:** Training given to the employees during the calendar year on cGMP, GLP, latest updates in regulatory requirements etc., as continuous improvement of knowledge and professional development.

3.13. **cGMP Training:** Training given to all the employees on the current GMP activities and guidelines.

3.14. **Classroom Training:** Training given to employees who are blocked test of annual/ refresher training in TMS.

3.15. **Web-Based Training (WBT)**: refers to using electronic technologies, primarily the TMS, to deliver educational content and facilitate learning through online trainings

3.16. **External Training:** Training given by external trainer to increase the proficiency and competency of the employees in their area of work.

3.17. **Training Evaluation:** A process of determining transfer of learning, after the program i.e. in short determining the effectiveness of training program by oral or written test etc.

3.18. **Temporary / Casual / contract workers:** Training given by concern department in-charge / HOD in local understandable language.

3.19. **Training Modules:** A collection of procedure, related guidelines and /or activities combined to provide through instructions.

3.20. **Site Administrative Manual (SAM):** Site administrative Manual is prepared by the unit-2 site and should contain specific information about the common queries and

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concerns pertaining to various personnel policies, general policies and site administrative manual ensure that site administrative manual is rules and regulation, goals are adhered.

3.21. **BPR:** Batch Production Record

3.22. **BCR:** Batch Cleaning Record

3.23. **STP:** Standard Test Procedure.

3.24. **EHS:** Environmental, Health and Safety.

3.25. **Vendor of Training manager Software (TMS):** TMS vendor name is "Discus IT" and Software name is "Training manager".

4.0 **Responsibility:**

4.1 **Respective department HOD / designee / reporting manager is responsible to:**

4.1.1 Job description of the employees (New joins/existing employees) shall be prepared in TMS/ Manual and finalized.

4.1.2 New employee induction training.

4.1.3 The training need identification chart (FM-PA-008) for all the employees working in the department will be identified.

4.1.4 Preparation of Training schedule and history assessment record for annual / refresher training (FM-PA-042) for each employee.

4.1.5 Training schedule and history assessment record for JST-1 (FM-PA-006) and JST-2 (FM-PA-036) shall be prepared.

4.1.6 Selection of DTC and trainers.

4.1.7 Tracking of overdue trainings and ensure that trainees are attended the trainings as plan.

4.1.8 Ensure that blocked test employee completed his training as per timelines.

4.2 **Personnel and administration (P&A) Head / Designee is responsible to:**

4.2.1 Organize and coordinate induction training of all new employees.

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4.2.2 Organize all external training programs and inform individual trainees, with details of topic, faculty, date & time, venue and type of training in coordination with concerned department heads.

4.2.3 Coordinate all site specific training programs, document the training activities and archive them for easy traceable.

4.2.4 Coordinate unplanned training on new and revised procedures, policies, protocols or guidelines impacting the job functions of the employees.

4.2.5 Ensure that all overdue trainings are tracked and controlled by coordination with department in-charges.

4.3 **Quality assurance (QA) – Head / Designee is responsible to:**

4.3.1 Approving of all training related documents like training need identification chart, training schedules, Training modules etc.

4.3.2 Approve of trainer's qualification.

4.4 **User is responsible for:**

4.4.1 Responsible for complete the assigned trainings, to ensure status of pending training in "to do training" screen of training software to complete the training in TMS.

4.4.2 Responsible to attend the manual trainings as when planned and communicated by DTC.

4.4.3 Whenever test is blocked in TMS, user shall inform to DTC and HOD of concerned department.

4.5 **Department Training coordinator (DTC) is responsible for:**

4.5.1 Ensuring the completion of training for department employees.

4.5.2 Planning training sessions in coordination with the location training coordinator (LTC).

4.5.3 Communicating training related information effectively to department personnel.

4.5.4 Ensuring all relevant individuals within the department receive necessary training.

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4.5.5 Preparation of JD of employees by coordinate with department HOD.

4.5.6 Ensure that all overdue trainings are tracked and controlled by coordination with all trainees in department.

4.6 **Location training coordinator (LTC) is responsible for:**

4.6.1 Location training coordinator shall be responsible for the creation and inactive of employee profile in the training manager software (TMS).

4.6.2 Responsible for admin role in TMS and uploading of training data in TMS.

4.6.3 Planning of training schedules, assigning of trainings to relevant trainees.

4.6.4 Coordinate with DTCs and HODs to complete the all trainings as per schedule.

4.6.5 Creates and updates training requirements in the TMS.

4.6.6 Ensure that JDs are updated as per requirement.

4.6.7 Inform the individual department DTC, HODs regarding manual training plan.

4.7 **Trainer is responsible for:**

4.7.1 To execute trainings as per schedule or plan.

4.7.2 Ensure that content is reached to trainee.

4.7.3 Training material/PPT and questionnaire shall prepared

4.7.4 Coordinate with DTC / LTC regarding training plan.

4.7.5 Responsible to fill the training attendance record (FM-PA-005) and evaluate the trainees by questionnaire.

4.7.6 Clear the trainee doubts and shall explain the incorrect answers to the trainees.

5.0 **Accountability:** Personnel and administration (P&A) Head /Designee, DTC and LTC is accountable to implant the SOP procedure.

6.0 **Procedure:**

6.1 **General instructions**

6.1.1 All individuals directly involved in the manufacturing, packaging, distribution, testing or release of product, engineering &electrical, warehouse, quality assurance and other related areas shall be adequately trained.

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6.1.2 Manual Training shall be conducted by qualified trainer as per 'List trainer (FM-PA-007)'. Manual training attendance shall be recorded in 'Training attendance Record (FM-PA-005)'.

6.1.3 All TMS related operations shall be executed as per SOP of 'Operation of TMS (SOP/U-2/PA/018).

6.1.4 All manual trainings will be conducted in English Language including evaluation & any other format.

6.1.5 Faculty will explain in vernacular language for those who does not understand the English properly, if Faculty does not know the vernacular language he will take the help of participants who understood & make others to understand. Finally, faculty will get convince that contents are reached to all.

6.1.6 Only the trained personnel shall be allowed to carry out their respective activities independently. In exceptional cases such as urgency situations, trainees or employees who are not trained in a specific activity may carry out the task under the close supervision of trained personnel only.

6.1.7 In the TMS application, the document reading time during testing is 15 minutes, and the maximum number of trainings per day is 4.

6.1.8 Employees who are on long leave or absent for more than 30 days shall be re-trained in their job functions. The employee should complete trainings in manual mode as per format of 'On job training for Long period absentees/ Transfer employee/ changes in Job description / additional responsibilities (FM-PA-059) as per section 6.9.7.3 to 6.9.7.8'.

6.1.9 For manual trainings, a trainee who is newly joined or existing shall not attend more than 5 trainings. The duration of manual training can be decided by the trainer based on the document/content.

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6.2 **Training need identification chart Preparation procedure:**

6.2.1 Training need identification chart (FM-PA-008) shall prepared for every new and existing employee by concerned section in charge/designee based on employee job description (JD).

6.2.2 The Training need identification chart Reviewed by HOD/Designee of concerned department and approved by QA HOD/Designee.

6.3 **Training Matrix Preparation procedure:**

6.3.1 The intention of Training Matrix to track the all employees are trained as per schedule or planer.

6.3.2 The Training Matrix shall be prepared annually in December for each employee department / Block wise as per format FM-PA-039.

6.3.3 The Training matrix (FM-PA-039) prepared by LTC, based on data from the Annual/Refresher Training and History Assessment Record (FM-PA-042), and the Annual GMP and safety Training schedule (FM-PA-033). The final matrix shall be approved by QA HOD/Designee.

6.3.4 The training matrix (FM-PA-039) shall filled by LTC when the employee complete the training.

6.3.5 If any employee left or any SOP obsolete during calendar year, * mark with a note point shall be written by LTC in training matrix (FM-PA-039) and fill the 'NA' in respective box of training matrix (FM-PA-039).

6.4 **Preparation of PPT (power point presentation) / training module procedure.**

6.4.1 Training module shall be prepared by using Power point presentation (PPT).

6.4.2 The PPT shall be prepared by the trainer of the subject and reviewed by concerned department HOD/Designee. Approved by QA HOD/Designee.

6.4.3 Whenever an approved document or SOP contains multiple pages, a simplified PowerPoint presentation (PPT) based on the SOP content may be prepared to facilitate easier understanding for trainees.

6.4.4 The template given in Annexure-III to be followed for PPT preparation.

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6.4.5 The first page of training modules shall include the topic of the training and module number.

6.4.6 The Training module number shall be assigned as TM/XXX/YY Where, TM stands for Training Module, XXX sequential No. start from 001 and YY stands for year.

6.4.7 The approved training module shall be retained by the P&A department for record-keeping purposes. The P&A department shall maintain numbering for sequence to facilitate tracking.

6.4.8 The approved training module shall be used for GMP, safety, SOP training purpose.

6.5 **Evaluation of Training – pass criteria**

6.5.1 **Manual training evaluation by questionnaire:** In manual mode, after completion of training, trainees should obtain 90% or above marks in test. Trainees scoring less than 90% shall undergo retraining and reassessment. If a trainee fails to clear the test after three successive retraining, they shall be referred to the P&A department for further action.

For trainees scoring 90% or above (not 100%), the trainer shall explain the incorrect answers to the trainees. The trainee is required to write down the questions they answered incorrectly along with the correct answers on the back side of the questionnaire.

The training evaluation questionnaire shall be prepared as per the template FM-PA-041 by user department.

6.5.2 **Online evaluation by questionnaire:** In online mode, after reading the SOP/document, trainees should achieve 90% or above marks during test. Trainees scoring less than 90% shall reattempt the test until they achieve 90% or higher in three attempts to clear the test. If three attempts are exhausted without success, access to the test will be blocked, and the trainee will be required to attend class room training.

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The system will display questions answered incorrectly to the trainee in pink color and questions answered correctly in green color. If any clarification is needed, the trainee can contact the trainer by telephone or in person for further explanation.

6.5.3 **Oral evaluation:** After completion of manual training, the trainer evaluated the trainees through verbal or group discussions to ensure that the content was understood by all. If the trainer is not satisfied with the training outcomes and believes that the content has not been adequately understood by the trainees, retraining will be conducted. The trainer's comments shall be recorded in the remarks column of the Training record.

6.6 **Job description (JD) preparation procedure**

6.6.1 **For New employee JD preparation procedure:**

6.6.1.1 After the new employee completes their onboarding, the Location Training Coordinator (LTC) shall add them to the TMS for training and update their profile in TMS according to the information provided by the P&A department.

6.6.1.2 After Employee profile creation, LTC shall provide the user ID and initial password to trainee. After first login to TMS, trainee need to set his own password.

6.6.1.3 LTC shall intimate to respective department Head to prepare the JD in TMS / manual.

6.6.1.4 Employee Job description (JD) shall be prepared by respective department Head. During preparation of JD, first point of responsibilities shall be mentioned as "Document No.: SOP/U-2/PA/GEN/005, Form No: FM-PA-010"

6.6.1.5 If TMS is not working/ failure / Head of department is not available in the site, manual Job description of new employee shall be prepared by respective department 2nd line or his designee as per format 'job

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description' (FM-PA-010). After resumption of TMS, the manual JD signed format shall be upload to TMS upon creation of employee profile in TMS.

6.6.1.6 After creation of JD in TMS, under supervision of LTC/DTC, employee shall read the JD and has an option to accept or reject. Once accept, the JD further moved to head of department for finalization. If employee rejects the JD, it will send back to head of department for modification.

6.6.1.7 Head of department will finalize the JD once JD accepted by employee.

6.6.2 **For Existing employee JD preparation procedure**

6.6.2.1 If any employee as assigned with new job responsibilities or promoted, the employee Job description (JD) format (FM-PA-010) shall be revised by concern department Head / reporting manager in TMS. Designation shall be updated by LTC (if applicable). Trainee shall accept the JD in TMS.

6.6.2.2 The revised JD will be finalized by concern department Head/Section in charge /designee in TMS.

6.7 **Types of Training:**

6.7.1 Training shall be imparted in eight different ways namely;

- Induction training
- On job training (Job specific training-1 and Job specific training-2)
- Annual/Refresher Training(SOP)
- cGMP training
- Safety training
- Unplanned training/Ad-hoc training (Interim)
- External Agency Training
- Class room training.

Types of trainings as mentioned in below Table,

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Sl. No	Type of training	Purpose	Frequency of training
1.	Induction training	Introduce new employees to the company culture, policies, procedures, and their specific job roles	As and when new employee joined
2.	On the Job training JST-1 and JST-2	Based on new employee job profile, relevant topics training need to be executed before taking responsibilities.	After completion of Induction training for new employees
3.	Annual/Refresher Training	Refresh SOP training based on employee job profile and planned schedule.	Every 2 years ±2 months from scheduled month.
4.	cGMP training	Current Good Manufacturing Practices training for manufacturing-related employees.	Yearly once and ±2 month from scheduled month.
5.	Safety training	Current safety practices training for manufacturing and safety-related employees.	Yearly once and ±2 month from scheduled month.
6.	Unplanned training/Ad-hoc training (Interim)	Unplanned trainings shall be executed to relevant personnel as and when required.	Not applicable
7.	External Agency Training	Trainings shall be executed to relevant personnel as and when required.	Not applicable
8.	Class room training	Who have the blocked test in TMS shall be attend for class room training	Not applicable

6.8 **Induction Training:**

6.8.1 Upon completion of the new employee's joining process, induction training shall be conducted by the Personnel and Administration department.

6.8.2 Purpose of induction training is Introduce new employees to the company culture, policies, procedures, and their specific job roles.

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6.8.3 The new recruit shall undergo induction training according to the 'Induction Program Schedule' (FM-PA-019) and 'Induction Training for Fresh and Experienced Employees' (FM-PA-034)

6.8.4 Induction training shall be conducted within the first week of employment.

6.8.5 During induction training, data integrity declaration mandatory.

6.8.6 After completion of the Induction training, the employee shall be certified with 'Training Evaluation Certificate'.

6.8.7 Location training coordinator (LTC) update the Induction training details and upload the induction training record in "induction training'' tab in TMS.

6.9 **On job training (Job specific training-1 and Job specific training-2)**

6.9.1 The new employee shall be sent to respective department after completion of induction training.

6.9.2 Until the completion of Job specific training-1 and Job specific training-2, new employee should not sign in any documents except in attendance record & Training records.

6.9.3 For new employee, 'Training need identification chart' (FM-PA-008) should be prepared as mentioned in section 6.2.

6.9.4 The On job training schedule shall be prepared for new employee based on the training need identification chart by the section in charge of respective department in predefined format "Training schedule and history assessment record for Job Specific training-1 (FM-PA-006) & 'Training Schedule and history assessment record for Job specific training-2' (FM-PA-036). Reviewed by HOD/Designee of concerned department. Approved by QA HOD/Designee.

6.9.5 Time Period of on job training (JST-1 and JST-2) for different categories of new employees is described as below,

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Designations	Time period for on job training
For Operators/ Trainee / Trainee chemist (other than QC) etc. without experience.	15 to 30 working days
For Operators/ Chemist/ Sr. Chemist / process engineers (other than QC) Experienced employees	10 to 20 working days
For QC-Analyst (Fresher) / Trainee (QC) etc. without experience QC employees	15 to 30 working days.
For QC-Analyst / QC chemist / QC sr. chemist etc. QC Experienced employees	10 to15 working days
For Executive/Shift In-charge/ Sr. Executive/ Supervisors / engineers etc. for all departments	7 to 15 working days
Asst. Manager & above (for all departments) For experienced employees	5 to 10 working days
Asst. Manager & above (for all departments) For non-experienced employees	10 to 30 working days

6.9.6 **Execution of Training Schedule (On job training):**

6.9.6.1 Trainer of respective individual department shall conduct training as per training schedule for job specific training-1.

6.9.6.2 The new employee shall be sent to cross functional department after completion of job specific training-1.

6.9.6.3 The Job Specific Training-2 shall include the trainings of inter and intradepartmental SOPs and procedures to enhance the proficiency and awareness of the employee as per organizational requirement.

6.9.6.4 Trainer of the cross functional department shall conduct training as per training schedule for job specific training-2.

6.9.6.5 The Job Specific Training-1 and Job specific Training-2 shall be assessed through printed Questionnaires/Oral questioning sessions and record the details in the format for 'On job training for new employee',

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FM-PA-058. **During on job training, in one day not more than 5 trainings can be conducted**.

6.9.6.6 Upon completion of the training, the actual completed date of training shall be entered by the employee in the box for 'completed on' and remaining columns shall be filled by Trainee in the 'Training schedule and history assessment record for Job Specific training-1', FM-PA-006 & 'Training Schedule and history assessment record for Job specific training-2', FM-PA-036.

6.9.6.7 After completion of all on job trainings as per schedule, concerned department trainer has to certify the trainee. The new employee Training evaluation shall be done by P&A, user department HOD and QA as per FM-PA-058. Further QA shall approve training certification. Final the completed on job training (job specific training-1 and job specific training-2) document shall be handed over to location training coordinator (LTC).

6.9.6.8 LTC shall scan the complete set of documents of on job training (job specific training-1 and job specific training-2) and related documents in chronological order.

6.9.6.9 LTC shall be uploaded the on job training documents in Ad-hoc training section of TMS. During upload of documents, LTC shall be select trainer name as concerned department trainer who has certified the trainee in on job training document.

6.9.6.10 Completed On job training document shall be archived.

6.9.6.11 After completion of Job specific training-1 and Job specific training-2, P&A shall obtain the specimen signature of the new employee in specimen signature card.

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6.9.7 **On job training for Transfer employee, Long leave, Changes in job responsibilities or promoted employees Job description (JD) modification or additional job responsibilities and training:**

6.9.7.1 If any employee as assigned with new job responsibilities or promoted, the employee Job description (JD) format (FM-PA-010) shall be prepared by concern department Head/reporting manager/DTC in TMS.

6.9.7.2 Trainings shall be executed (if any changes from previous JD to revised JD except editorial changes) as per revised Job description (FM-PA-010).

6.9.7.3 During preparation of JD, first point of responsibilities shall be mentioned as "Document No.: SOP/U-2/PA/GEN/005, Form No: FM-PA-010"

6.9.7.4 If TMS is not working/ failure / Head of department is not available in the site, manual Job description of new employee shall be prepared by respective department 2nd line or his designee as per format 'job description' (FM-PA-010). After resumption of TMS, the manual JD signed format shall be upload to TMS upon creation of employee profile in TMS.

6.9.7.5 After creation of JD in TMS, under supervision of LTC/DTC, employee shall read the JD and has an option to accept or reject. Once accept, the JD further moved to head of department for finalization. If employee rejects the JD, it will send back to head of department for modification.

6.9.7.6 Head of department will finalize the JD once JD accepted by employee.

6.9.7.7 Training need identification (FM-PA-008) and JST-1 (FM-PA-006) and JST-2 (FM-PA-036) (if applicable) shall be prepared by department section in change and reviewed by head/ designee based on the revised job description.

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6.9.7.8 The employees should complete training through 'On job training for long period absentees/ Transfer employee/ changes in Job description / additional responsibilities (FM-PA-059)'.

6.9.7.9 After completion of all on job trainings as per schedule, concerned department trainer has to certify the trainee. Further QA shall approve training certification. Final the completed on job training (job specific training-1 and job specific training-2) document shall be handed over to location training coordinator (LTC).

6.9.7.10 LTC shall scan the complete set of documents of on job training (job specific training-1 and job specific training-2) and related documents in chronological order.

6.9.7.11 LTC shall be uploaded the on job training documents in Ad-hoc training section of TMS. During upload of documents, LTC shall be select trainer name as concerned department trainer who has certified the trainee in on job training document.

6.9.7.12 Completed On job training document shall be archived.

6.10 Annual/Refresher Training:

6.10.1 Training Need Identification chart for Annual/Refresher Training:

6.10.1.1 For existing employees, concern department section in charge/ designee shall prepare training need Identification chart (FM-PA-008) for Annual/refresher training in the month of December for the next upcoming calendar year for each employee as per section 6.2.

6.10.1.2 If any employee already completed the training on particular SOP in current calendar year, then no need for again training in next year Annual/refresher training.

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6.10.2 **Preparation of Annual / refresher training schedules and execution :**

6.10.2.1 Training schedule for Annual/ refresher training and history assessment record (FM-PA-042) shall be prepared based on the training need identification chart for existing employees by the section in charge/designee of respective department, reviewed by concerned HOD/Designee and approved by QA HOD/Designee.

6.10.2.2 The Annual/Refresher Trainings shall be scheduled for the year in such a way that each employee shall undergo training in the topics 2 years once whichever relevant to their area of work.

6.10.2.3 In the Annual/Refresher Training and History Assessment Record (FM-PA-042), update the SOP number (without revision number), Title of SOP, Date of Previous Training Completed, and Training Planned Month details. For the Training Planned Month, all departments should follow the same month, and the planned month should be set 1 or 2 months after the particular SOP's next review month. If an SOP revision is due in December, the planned month should remain December.

6.10.2.4 Annual / refreshment Training shall be executed within ±2 months from scheduled month.

6.10.2.5 Based on the training planner (FM-PA-042), Location training coordinator shall map the SOP (annual / refresher) training to the training group in TMS. Note: If training is already completed in a year through unplanned training, then no need to again map training in TMS.

6.10.2.6 Trainee shall clear the test by same training which is generated in my training summary by clicking the test icon in Action column in the TMS software.

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6.10.2.7 Upon completion of training, automatically TMS will update the completed training in employee training log in the TMS.

6.11 **cGMP training:**

6.11.1 All personnel working in the manufacturing facilities shall be trained on the current Good manufacturing practices.

6.11.2 P&A department HOD/Designee or LTC shall prepare a module wise schedule in the December for next year for cGMP training in the "Annual cGMP and safety training schedule" Format No: FM-PA-033 in coordination with QA.

6.11.3 Each cGMP module shall be prepared using Power point presentation (As mentioned in section 6.4.

6.11.4 cGMP Training shall be executed within ±2 months from scheduled month and should not cross more than 1 year from previous GMP training of specific topic.

6.11.5 All cGMP trainings shall be imparted by taking manual training sessions.

6.11.6 Web based training (WBT) of GMP trainings is normally be considered for Manager and above.

6.11.7 After completion of the training, LTC shall map GMP and safety training session in TMS for relevant trainees to attempt test by questionnaire.

6.11.8 Trainee shall complete the test in TMS by read the document and attempt the questionnaire in TMS.

6.11.9 If trainee unable to attend the training during scheduled classroom training session, his/her training shall be completed by scheduling additional training session or attempting in WBT sessions.

6.11.10 GMP training topics include but not limited to;

- Introduction to GMP guidelines such as ICH, CFR 21 part 210 & 211, Schedule -M.
- Personnel Hygiene

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- Data integrity
- General sanitization
- Good documentation practices, especially online document entries.
- Change control
- Deviations
- Complaints
- Audits
- Utilities
- Label reconciliation
- Prevention of cross contamination

Note: refer Annexure-1 for more training topics.

6.12 **Safety (EHS) training:**

6.12.1 All personnel working in the manufacturing facilities shall be trained on the safety (EHS) trainings.

6.12.2 P&A department shall prepare a module wise schedule in the December for next year in the "Annual GMP and safety training schedule" Format No: FM-PA-033 in coordination with EHS.

6.12.3 Each training module shall be prepared using Power point presentation (As mentioned in section 6.4.

6.12.4 Safety Training shall be executed within ±2 months from scheduled month.

6.12.5 All safety trainings shall be imparted by taking manual training sessions.

6.12.6 Web based training (WBT) of safety trainings is normally be considered for Manager and above.

6.12.7 After completion of the training, LTC shall map safety training session in TMS for relevant trainees to attempt test by questionnaire.

6.12.8 Trainee shall complete the test in TMS by read the document and attempt the questionnaire in TMS.

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6.12.9 If trainee unable to attend the training during scheduled classroom training session, his/her training shall be completed by scheduling additional training session or attempting in WBT sessions.

6.12.10 Upon completion of training, automatically TMS will update the completed training in employee training log in the TMS.

6.12.11 Safety training topics include but not limited to;

- Handling of personal protective equipment and safety data sheet.
- Personnel safety and safe handling of equipment
- Firefighting producers, mock drills etc..
- Chemicals handling.
- First aid
- Works permits and confined space entry
- Spill control and response

Note: refer Annexure-1 for more training topics.

6.13 **Unplanned Training /Ad-hoc Training (Interim):**

6.13.1 Unplanned training shall be given to the employees for any of the following reasons.

- Whenever a change is made in the documents like Standard operating procedure, Specification test procedure, Batch process record, validation protocols etc.
- Whenever any changes are made in the operating parameters or conditions.
- Any incident / deviation is recommended for training
- BPR/BCR training when campaign starting / whenever required by concerned HOD
- Changes required due to regulatory requirements.

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- When there is an unexpected crisis or emergency at the workplace that requires employees to have immediate training on safety protocols, evacuation procedures, or handling hazardous materials

6.13.2 For any unplanned or ad-hoc training, the user department (originating department) shall provide the target trainee list to the Location Training Coordinator (LTC) via email or oral communication.

6.13.3 Training will be delivered either through Manual training or web-based training (WBT), depending on the training's criticality. This determination will be made by user department HOD, QA/LTC during session creation in the TMS as mentioned below,

6.13.3.1 Decision for criticality of training:

- Training for newly introduced or revised SOPs / documents triggered by CAPA for major deviations, regulatory audits, or major changes in procedures, will be conducted via Manual training for all personnel up to manager level. Managers and above positions will complete training for these SOPs through web-based training.
- The Trainers who are involved in preparing or reviewing documents/SOPs shall be responsible for training the remaining trainers. During the initial training, both trainers and trainees can attend
- The trained trainers will then train the remaining employees.
- Employees who have missed manual training due to extended leave or other reasons will receive additional training sessions or web based trainings to ensure completion of training for all trainees.

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6.13.4 Training of those SOPs / documents which are revised for minor changes such as periodic revisions, typo errors, regular practice-related documents, format changes, or editorial adjustments, in that case all the employees shall be undergone these SOPs / documents through web based training / Manual.

6.13.5 After completion of manual training or web based training, based on the training requirement and details given by user department, Location training coordinator (LTC) shall map the training to the training group in TMS in section of SOP profile. SOP Name in TMS, shall be considered as Document name. Revision number shall have mentioned in TMS as per document revision number. In case, if any document (Like protocols etc.) doesn't have revision number, revision number shall be mentioned as "00" in TMS.

6.13.6 Trainee shall clear the test / Read and Acknowledge by same training which is generated in 'my training summary' by clicking the test/ Read and Acknowledge icon in Action column in the TMS software.

6.13.7 Upon completion of training, automatically TMS will update the completed training in employee training log in the TMS.

Note: Incase of TMS breakdown or failure, unplanned trainings shall be conducted and questionnaire (FM-PA-041) shall be issued to trainees (if applicable). Further resumption of TMS, the manual questioner (FM-PA-041) and or related documents shall be uploaded in Ad-hoc training in TMS as per "Procedure for operation of training management software" (SOP/U-2/PA/GEN/018).

6.13.8 In case of any unplanned/Ad-hoc trainings are conducted without mapping in TMS due to urgency or in outside of location, then the details of the participants shall be recorded in the 'Training attendance record (FM-PA-005)' and related documents shall be uploaded in Ad-hoc training in TMS as per "Procedure for operation of training management software" (SOP/U-2/PA/GEN/018).

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6.14 **External Training:**

6.14.1 The external trainer shall be identified by Personnel and Administration department in consultation with functional head based on the expertise of the trainer on the topic.

6.14.2 Organization shall depute its employees for various seminars, lectures or demonstrations offered by the trainer which may be external agency, consultants, expert, products promoter etc. based on functional requirement and the training needs identified for the employee.

6.14.3 Training of the employees who attend the external Agencies training/ seminar shall fill the 'Feedback on External Training' form, FM-PA-013 and submit the same to the Personnel and administration department.

6.14.4 Details of the participants in External training shall be recorded in the 'Training attendance record (FM-PA-005)' and related documents shall be uploaded in Ad-hoc training in Training management software as per "Procedure for operation of training management software" (SOP/U-2/PA/GEN/018).

Note: Pass criteria for external training (If questionnaire available) shall be decided based on external trainer topic.

6.15 **Class room training (for Blocked test trainees)):**

6.15.1 Employees who are unable to complete tests in the TMS after three attempts and are thereby blocked in the TMS, shall undergo classroom training within 7 working days of the concerned trainee and trainer. If classroom training is not completed within the specified time frame, the trainer must provide justification in the training attendance sheet after discussing with trainee for the delay in class room training.

6.15.2 The employee with a blocked test must inform their Head of Department (HOD) and Location Training Coordinator (LTC), and refrain from engaging in any activities related to the blocked test document until completion of the

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classroom training. This compliance should be ensured by the respective department's HOD/Designee or DTC. LTC or DTC arrange the trainer for blocked test employee.

6.15.3 The employees shall complete training through Training attendance record (FM-PA-005), after completion of training, all related documents to be hand over to location training coordinator (LTC) for upload of documents in TMS as class room training.

6.16 **Retraining:**

6.16.1 Retraining shall be initiated based on recommendation by CAPA, Audit observation, deviation, OOS etc.

6.16.2 Retraining shall be initiated on the basis of performance assessment carried out during the evaluation.

6.16.3 Retraining should be considered, if specific deficiency is identified while performing a task or the identification of deficiency detected during the investigation of process deviation, Out of Specification, customer complaints, product recall etc.

6.16.4 Re-training shall be executed as per Ad-hoc/unplanned training procedure. Re-training allocation for applicable employee shall be carried out by LTC by using re-training tab in TMS as per "Procedure for operation of training management software" (SOP/U-2/PA/GEN/018).

6.17 **Training Records:**

6.17.1 Employee shall sign in the employee training program record acknowledging that he/she has been imparted training.

6.17.2 History of the training shall be generated in TMS through Employee training information for each employee.

6.17.3 In case of TMS breakdown or failures, training shall be accessed through "Summary of Training matrix record" as per format FM-PA-039 and change controls, cleaning validations or process validations etc.

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6.17.4 All the training related documents like training Induction, on job training records, unplanned, planned training attendance records, evaluation sheets, certificates etc. will be filed in the chronological order.

6.17.5 Trainer from respective department shall coordinate with QA department for conducting any training and maintaining the record of the same. All the training relevant documents shall be submitted to QA department for archive. The training records shall be maintained for the period of 2 years.

6.17.6 LTC shall download employees completed training data from the previous year from TMS into an Excel sheet every January to verify all employees' training data and archive it for 7 years.

6.18 **Identification of Trainers:**

6.18.1 The trainer shall be selected by the Head of concerned department based on the qualification and work experience in the respective area.

6.18.2 The evaluation of each trainer shall be carried out in the Trainer evaluation and approval form (FM-PA-009) which is filled by user department. The evaluation of the following particulars is required for the person selected as trainer.

6.18.3 Good working knowledge in their area of work, Educational Qualification minimum graduation / diploma in their relevant field, minimum 5 years of work experience in relevant field, understanding the regulations and applicable standards specific to quality system requirement for Drug substances / Drug products, Good communication skills and awareness in English and/or vernacular language.

6.18.4 If the evaluation is found to comply the requirements, the trainer shall be qualified.

6.18.5 The approval shall be done by concerned Head, Head-QA/designee based on the evaluation comments.

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6.18.6 A list of qualified trainers shall be prepared by P&A / LTC and approved by QA in the format for 'List of Trainers'(FM-PA-007).

6.18.7 The list of trainers shall be reviewed and updated as and when changes in the list. The revision level will be changed whenever revised the list of trainer format.

6.18.8 After approval of Trainer evaluation and approval form (FM-PA-009), The documents shall be uploaded in employee training profile information in TMS by LTC.

6.19 **Train the trainer**

6.19.1 After approval of document, the personnel who are involved in the document preparation or review shall give training to qualified trainers on approved document.

6.19.2 After completion of trainers training, the trained trainers shall conduct the further trainings to remaining employees. Note: This procedure is applicable for manual trainings only.

6.20 **Temporary/Casual/Contract Helper/Helper:**

6.20.1 Training shall be given as per Annexure-II to the Temporary/ casual/contract Helper/ permanent helper by concerned department Head / designee in local understandable language.

6.20.2 Job description for the temporary/casual/contract Helper shall be prepared by Head/designee for concern department as per the format number FM-PA-045.

6.20.3 Training shall be conducted for Temporary / Casual / Contract workers / helpers and record the same in Temporary / Casual / Contract workers Training attendance record (FM-PA-023).

6.20.4 If any employee as assigned with new job responsibilities or promoted, training will be executed as per revised Job description and Job description for contract helpers format (FM-PA-045).

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6.20.5 For existing Temporary/ casual/contract Helper from all departments who are involved in GMP activates like glass ware cleaning, area cleaning etc. concern department head shall prepare training need identification chart as per current format FM-PA-049.

6.20.6 Annual/refresher training Schedule shall be prepared in the month of December for the next upcoming calendar year for each contract/casual Helper as per current format number FM-PA-050.

6.21 **Training for transferred employees:**

6.21.1 Transfer of employees inter/intra department (or) any other unit of Shilpa group to unit-2:

- If employee transferred to unit-2 from any other units, shall complete induction training.
- Job description shall be changed/ prepared by department head/designee or section in charge in mentioned in section 6.6.2.
- Training need identification (FM-PA-008) and JST-1 (FM-PA-006) and JST-2 (FM-PA-036) (if applicable) shall be prepared by department section in charge/ designee based on the job description. Reviewed by concerned HOD /Designee and Approved by QA.
- The employees should complete on job training through FM-PA-059.

6.22 **Handling of overdue trainings in TMS**

6.22.1 If any employee has not completed their trainings by the due date, they are considered to have overdue trainings.

6.22.2 The overdue trainings shall be monitored on a daily basis by LTC, DTC, and the HOD of the concerned department. Concerned department HOD/DTC shall inform the employees to complete the trainings within the due date.

6.22.3 If an employee is on leave during training and does not complete it by the due date for any reason, the pending trainings shall be completed when the employee returns to duty.

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6.22.4 Concerned department HOD/DTC is responsible to ensure that all trainings are completed within the due date.

7.0 Related Documents:

7.1	New employee specimen signature list'	: FM-PA-002 (SOP/U-2/PA/GEN/002)
7.2	Training Attendance record	:FM-PA-005
7.3	Training Schedule And History Assessment Record For Job Specific Training-1	:FM-PA-006
7.4	List of Trainers	:FM-PA-007
7.5	Training Need Identification Chart	:FM-PA-008
7.6	Trainer evaluation and approval Form	:FM-PA-009
7.7	Job Description	:FM-PA-010
7.8	Feedback on External Training	:FM-PA-013
7.9	Induction program schedule	:FM-PA-019 (SOP/U-2/PA/GEN/009)
7.10	Temporary/Casual/contract workers Training Attendance Record	:FM-PA-023
7.11	Annual GMP and safety Training schedule	:FM-PA-033
7.12	Induction training for Fresher and experienced Employees	:FM-PA-034
7.13	Training schedule and history assessment record for job specific training-2	:FM-PA-036
7.14	Summary of training Matrix record	:FM-PA-039
7.15	Template for Training evaluation Questionnaire	:FM-PA-041
7.16	Training schedule and history assessment record for Annual/refresher training	:FM-PA-042
7.17	Job description for contract helpers	:FM-PA-045
7.18	Training Need Identification Chart For temporary / casual / contract helpers / workers / operators	:FM-PA-049

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7.19 Training Schedule For Annual/ Refresher Training For temporary / casual / contract helpers / workers / operators :FM-PA-050

7.20 On Job training for new employees :FM-PA-058

7.21 On job training for Long period absentees/ Transfer employee/ changes in Job description / additional responsibilities : FM-PA-059

7.22 List of training programs :Annexure - I

7.23 List of Training program for Temporary/Casual/contract workers :Annexure-II

7.24 Template for GMP training modules :Annexure-III

7.25 Procedure for operation of Training Management software : SOP/U-2/PA/GEN/018

7.26 Joining and Induction programme of new employees : SOP/U-2/PA/GEN/009

7.27 Document control : SOP/QA/GEN/002

8.0 Distribution record

Sl No.	Department /Block	No. of copies	Remarks
1.0	Personnel and administration	01	---
2.0	Quality assurance	01	---
3.0	Quality control	01	---
4.0	Production	01	---
5.0	Warehouse	01	---
6.0	Engineering	01	---
7.0	Environment, health and safety	01	---
8.0	Information technology	01	---
9.0	Microbiology	01	----

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9.0 **Revision Record**

S.NO	Revision Status	Details of revision	Effective Date	Remarks
1.0	15	1. Section 6.6.2 Job description procedure is modified to have a option on manual Job description in case of TMS not working/ failure / head of department is not available. 2. Incorporated procedure on handling of trainings incase of QMS breakdown / failure at section 6.6.4.2, 6.6.5, 3. Section 6.6.5, Unplanned training reasons included two points additionally. 4. Section 6.6.6.12 to 6.6.6.16, incorporated procedure on mapping of all cGMP trainings in TMS. 5. Training Attendance & Evaluation Record (FM-PA-005-03) modified by incorporating Training location, Trainer EMP code etc. 6. Section 6.6.11.2, a note point incorporated handling of History of the trainings in case of TMS failure. 7. Section 6.6.16 procedure incorporated for changes of job responsibilities or promoted employees Job description (JD) modification and training 8. Related document section modified as inline with current SOP procedure.	18/05/21	------

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S.NO	Revision Status	Details of revision	Effective Date	Remarks
		9. Typographical errors corrected in format numbers. (Ref. CRAF No. CRAF/PA/102/21/U-2)		
2.0	16	1. In Section 6.6.2.6 and 6.6.2.7, new sentences incorporated for JD approval process in TMS for better clarity. 2. In Section 6.6.3.4, Period of on job training (JST-1 and JST-2) for different categories of new employees is elaborated for better clarity and inclusion of additional designations. 3. In Section 6.6.6.6, Training module number assigned as TM/XXX/YY instead of TM/XXX. 4. In section 6.6.10.5, the 'Awareness' test pass criteria is changed to '90% and above marks' from '80% and above marks'. 5. List of trainers format (FM-PA-007-01) revised by incorporating effective date and revision level. 6. Induction training for Fresher and experienced Employees (FM-PA-034-05) format revised by incorporating editorial changes/ typo errors. 7. On Job training for new employees (FM-PA-058-01) format revised by incorporating	20/01/22	---

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S.NO	Revision Status	Details of revision	Effective Date	Remarks
		editorial changes/ typo errors. 8. On job training for Long period absentees/ Transfer employee (FM-PA-059-00) format is revised by incorporating editorial changes and typo errors. 9. FM-PA-023-00, FM-PA-050-00, FM-PA-049-00 are revised by incorporating employee code recording option. 10. In section 6.6.15, format numbers incorporated for better operational control. 11. In section 6.6.16.3 and 6.6.16.4 additional instructions incorporated for changes in JD or additional responsibilities in JD. 12. In Section 8.0, Distribution record table modified as inline with preparation of standard operating procedure (SOP/QA/GEN/001/12). 13. In section 9.0, Revision history modified as inline with preparation of standard operating procedure (SOP/QA/GEN/001/12). (Ref. CRAF No. CRAF/PA/277/21/U-2)		
3.0	17	In section 6.6.13, train the trainer procedure is incorporated. (Ref. CRAF No. CRAF/PA/30/22/U-2)	08/02/22	--
4.0	18	• Company name changed to Shilpa Pharma Lifesciences Limited from Shilpa Medicare	10/06/22	--

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S.NO	Revision Status	Details of revision	Effective Date	Remarks
		Limited. • Logo removed from header of SOP, Annexures, and formats. • In section 3.0, Site administrative Manual definition incorporated. • Section 6.6.2.8 to 6.6.2.11 additional instructions incorporated for Site administration manual. • Section 6.6.3.5 and 6.6.17.6 to 6.6.17.11, upload of on job training documents in TMS instructions incorporated and maximum trainings per day 12 incorporated during on job training. • In section 6.6.5.2, clear instructions given on revision number assign in TMS. • In section 6.6.5.5, TMS trainings per day only 5 instructions incorporated. • In induction format (FM-PA-034), editorial changes, production department SOPs title changed and SOP number SOP/U-2/PD/GEN/026 incorporated as in line with CRAF/PD/083/22/U-2. • In JST-1 and JST-2 format (FM-PA-058 and FM-PA-059) editorial changes made. (Ref. CRAF No. CRAF/PA/085/22/U-2)		

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S.NO	Revision Status	Details of revision	Effective Date	Remarks
5.0	19	• At section 6.6.6.12, additional instructions as" GMP Training shall be executed within ±2 months from scheduled month and should not cross more than 2 years from previous GMP training of specific topic" • At section 6.6.4.2, additional instructions as "Annual / refreshment Training shall be executed within ±2 months from scheduled month and should not cross more than 2 years from previous training of specific topic" incorporated. • In section 6.6.11.6, training data downloaded from TMS in January by LTC instruction included. • Training time (from & to) recording provision given in Form No: FM-PA-041, FM-PA-006 and FM-PA-036 for better operational control. (Ref. CRAF No. CRAF/PA/062/23/U-2)	17/04/23	----
6.0	20	1) Purpose of SOP modified in section 1.0. 2) In scope section, information technology (IT) department was included. 3) Training manager software (TMS) vendor Name mentioned as Discus IT in section 3.25. 4) In section 4.0, responsibility of HOD, DTC,	24/07/24	

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S.NO	Revision Status	Details of revision	Effective Date	Remarks
		and LTC modified for better clarity. Trainer responsibility added. 5) In Procedure section 6.0, general instructions for TMS reading time (minimum 15 min), for day maximum trainings NMT 4 for TMS and NMT 5 for manual trainings for trainee incorporated. 6) In section 6.0, Need chart preparation, Training matrix, Preparation of PPT, evaluation of training and JD preparation procedure elaborated. 7) In section, 6.1.8, Employees who are in long leave / absent more than 30 days, need to retrained on their job functions incorporated 8) Types of training elaborated in section 6.7.1. 9) Different types of trainings explained in table incorporated in section 6.7.1. 10) Training need identification chart', FM-PA-008, Annual/ refresher training and history assessment record (FM-PA-042) and Training schedule and history assessment record for Job Specific training-1 (FM-PA-006) & 'Training Schedule and history assessment record for Job specific training-2' (FM-PA-036) preparation, review and approval responsibility defined.		

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S.NO	Revision Status	Details of revision	Effective Date	Remarks
		11) Safety training procedure incorporated in section 6.12. 12) In section 6.11, GMP Training shall be executed within 1 year ±2 months from scheduled month instead of 2 years ±2 months. 13) Training methodology changed to manual and WBT based on criticality in section 6.13. 14) In section 6.14, a Note: Pass criteria for external training (If questionnaire available) shall be decided based on external trainer topic incorporated. 15) In section 6.15, Blocked test handling procedure incorporated. In section 6.23, overdue trainings handling procedure was incorporated. 16) Training Attendance Record (FM-PA-005) editorial changes done. 17) Induction Training for Fresh and Experienced Employees' (FM-PA-034) modified to only introduction of individual departments activities. Questionnaire is removed. 18) Training evaluation form (FM-PA-041) modified to incorporate Questioner filling		

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S.NO	Revision Status	Details of revision	Effective Date	Remarks
		time. 19) Training planned month incorporated in training schedule for annual/ refresher training and history assessment record (FM-PA-042 instead of date. 20) Annexure-4 (Site administrative manual) is removed as it part of training module. 21) On job training (JST-1 & JST-2) for New employee (FM-FM-058) time periods modified for better operational control. (Ref. CRAF No. CRAF/PA/076/24/U-2)		

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SHILPA PHARMA LIFESCIENCES LIMITED (UNIT-2)

TRAINING ATTENDANCE RECORD

Document No.: SOP/U-2/PA/GEN/005
Form No: FM-PA-005-06

Effective Date: 22/03/24
Page 1 of 1

Title of Program :

Training location :

Date :

Trainer Name :
Trainer EMP. code :

Time : From _____To_____

S.No.	Emp.Code	Employee Name	Designation	Department	Signature

Tick"√" Whichever is applicable and "X" Whichever is not applicable.

Annual/ refresher Training ☐ / cGMP training ☐ / Ad-hoc training ☐ / External Training ☐

Comments by trainer (if any): _____

_____

Remarks: The training is found satisfactory ☐ / Not satisfactory ☐

Signature of Trainer:
Date:

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SHILPA PHARMA LIFESCIENCES LIMITED (UNIT-2)	
LIST OF TRAINERS	
Document No.: SOP/U-2/PA/GEN/005	Effective date: 22/07/24
Form No: FM-PA-007-04	Page 1 of 1

SHILPA PHARMA LIFESCIENCES LIMITED (UNIT-2)	
LIST OF TRAINERS	
Document No.: SOP/U-2/PA/GEN/005	Effective date:
Form No: FM-PA-007	Page X of Y
	Revision level:

S. No.	Name of the employee	Employee code	Designation	Department

Template

Prepared by (P&A): Reviewed by (P&A) Approved by (QA):

Date: Date Date:

	Prepared by	Reviewed by	Approved by
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SHILPA PHARMA LIFESCIENCES LIMITED (UNIT-2)	
TRAINING NEED IDENTIFICATION CHART	
Document No.: SOP/U-2/PA/GEN/005	Effective date: 22/07/24
Form No: FM-PA-008-05	Page 1of 1

SHILPA PHARMA LIFESCIENCES LIMITED (UNIT-2)	
TRAINING NEED IDENTIFICATION CHART	
Document No.: SOP/U-2/PA/GEN/005	Page X of Y
Form No: FM-PA-008-05	

Employee Name :

Designation :

Employee code No. :

Department :

Assessment year :

S.No:	Title	Type of Training (JST-1 or JST-2)	Awareness / Competency

"Awareness and Competency" Shall be identified as 'A' for Awareness and 'C' for Competency.

	Prepared by	Reviewed by	Approved by
Name			
Sign & Date			

Note: Training need identification chart (FM-PA-008) shall prepared for every new and existing employee by concerned section in charge/designee based on employee job description (JD). The Training need identification chart Reviewed by HOD/Designee of concerned department and approved by QA HOD/Designee.

	Prepared by	Reviewed by	Approved by
Name	R Surender	Arvind Kumar Singh	N.Prasad Achanta
Designation	Asst.Manager-P&A	GM - P&A	Manager-QA
Sign & Date	10/07/24	11/07/24	12/07/24

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SHILPA PHARMA LIFESCIENCES LIMITED (UNIT-2)	
TRAINER EVALUATION AND APPROVAL FORM	
Document No.: SOP/U-2/PA/GEN/005	Effective date: 22/03/24
Form No: FM-PA-009-02	Page 1 of 1

TRAINER INFORMATION:

Name	
Employee Code	
Designation	
Department	

EDUCATIONAL QUALIFICATION

Degree /Qualification	Subjects

WORK EXPERIENCE

Period	Name of the company	Area of Work

TRAINER EVALUATION COMMENTS: HEAD/DESIGNEE (CONCERNED DEPARTMENT)		
Signature:	Name :	Date:

TRAINER QUALIFICATION APPROVAL: HEAD QA / DESIGNEE		
Signature:	Name :	Date:

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SHILPA PHARMA LIFESCIENCES LIMITED (UNIT-2)	
JOB DESCRIPTION	
Document No.: SOP/U-2/PA/GEN/005	Effective date: 24/07/24
Form No: FM-PA-010-07	Page 1 of 1

Document No.: SOP/U-2/PA/GEN/005	Form No: FM-PA-010-07

JOB RESPONSIBILITY

Name of the Employee	
Employee ID	
Educational Qualification	
Date of Joining	
Designation	
Department	
Reporting to whom	

Job responsibility:

Template

In absence of [Employee name (EMP code)], [Employee name (Emp code)] / designee is responsible for day to day activities.

Accepted by : Finalized by :

Sign & Date: Sign & Date :

Job description version No: _____

	Prepared by	Reviewed by	Approved by
Name	R Surender	Arvind Kumar Singh	N.Prasad Achanta
Designation	Dy.Manager-P&A	GM- P&A	Manager-QA
Sign & Date	10/07/24	11/07/24	12/07/24

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SHILPA PHARMA LIFESCIENCES LIMITED (UNIT-2)	
FEED BACK ON EXTERNAL TRAINING	
Document No.: SOP/U-2/PA/GEN/005	Effective date: 22/07/24
Form No: FM-PA-013-01	Page 1 of 1

Employee code :	Date
Employee Name :	Designation

Course / Program Attended	
Conducted by	
Place	
Date	
Training Duration in hrs	
Note on Programme / Seminar (Benefits derived)	
Your rating of the Programme (please tick appropriate response)	Poor ( ) Satisfactory ( ) Good ( ) Excellent ( )
Would you recommend the Programme for others? Yes / No (If no, give reasons).	
Signature of the Employee	
Signature of Head/Designee	

Note: If you have received any course material submit a copy of the same to the concern department HOD.

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SHILPA PHARMA LIFESCIENCES LIMITED (UNIT-2)

TEMPORARY / CASUAL / CONTRACT WORKERS / OPERATOR TRAINING ATTENDANCE RECORD

Document No.: SOP/U-2/PA/GEN/005
Form No: FM-PA-023-02

Effective date: 22/03/24
Page 1 of 1

Title of Program :

Trainer Name :

Date :

Duration :

Attendance Details

S. No	Name	Employee code	Designation	Department	Signature

Remarks: Knowledge and understanding level of the employee(s) is satisfactory / Not satisfactory.

Sign of the Trainer:
Date:

Note: Attach additional sheets wherever necessary.

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SHILPA PHARMA LIFESCIENCES LIMITED (UNIT-2)

ANNUAL GMP AND SAFETY TRAINING SCHEDULE.

Document No.: SOP/U-2/PA/GEN/005
Form No: FM-PA-033-03

Effective Date: 22/03/24
Page 1 of 1

Year:

GMP Trainings:

Name of The Topic	Module Number	Scheduled on Month	Related Designation and Department

Template

Safety Trainings:

Name of The Topic	Module Number	Scheduled on Month	Related Designation and Department

Prepared By:
Name
Designation

Approved by:
Name
Designation

	Prepared by	Reviewed by	Approved by
Name	R. Surender	Arvind Kumar singh	N.Prasad Achanta
Designation	Asst.Manager-P&A	GM- P&A	Manager-QA
Sign & Date	10/07/24	11/07/24	12/07/24

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Document Reference No.: SOP/U-2/PA/GEN/005
Form No.: FM-PA-034-08

Effective Date: 22/03/24

INDUCTION TRAINING FOR FRESHER AND EXPERIENCED EMPLOYEES

Name of New Employee	
Employee Code	
Department	
Designation	
Total experience in years	
Date of Joining	
Induction training starting date	
Induction training completion date	

M/s SHILPA PHARMA LIFESCIENCES LIMITED (UNIT-2)

Plot Nos. : 33, 33A, 40 to 47
Raichur Industrial growth centre,
Chicksugur-584 134, District: Raichur, Karnataka (India)

Corporate Office
#12-6-214/A-A, Hyderabad road, Raichur-584 135
Website: info@vbshilpa.com

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S.No.	Contents of the Training	Page No.
1.	Quality Policy	3
2.	Introduction Training for Fresher and Experienced employees	4-10
3.	Data Integrity declaration	11
4.	Quality Assurance Evaluation	12

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SHILPA PHARMA LIFESCIENCES LIMITED

QUALITY POLICY

We Management and Staff at **Shilpa Pharma Lifesciences Limited** are committed to manufacture and supply of High Quality and Cost Effective APIs and Formulations.

We are committed to follow current Good Manufacturing Practices and implement Quality Management System with continual improvements to meet global regulatory expectations, customer satisfaction and aspirations.

We will achieve this by:

- Conforming to the international standards,
- Use of Best-In-Class Technologies,
- Implementing robust Quality Management System by continuous education and training.
- Consistently meeting appropriate technical, regulatory and legal requirements.

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INDUCTION TRAINING – P&A DEPARTMENT

Responsibilities and Activities of P&A Department.

P&A Department must ensure the employment of appropriate personnel for the all activities carried out inside the premises of the unit.

Activities of P&A:

1.0 Employment of appropriate employees for all the Departments
2.0 Co-ordination for training to the new employees
3.0 Ensure the personnel Hygiene of all employees and contract labours.
4.0 Ensure proper Housekeeping.
5.0 Co-ordinating and Monitoring all Pest control activities.
6.0 To ensure smooth functioning of security department and overall responsibility of security activities.
7.0 All the needs and facilities required for the departmental activities for the employees are to be ensured.
8.0 Ensuring all statutory requirements are fulfilled.
9.0 Company rules and regulations i.e., leaves related, working timings, Bus facility, other facilities given to employees, Training management software (TMS) usage and procedure, Training competition through TMS (Training management software , Job description acceptance procedure,

Declaration of the New Employee: The activities of P&A department is briefed by Mr._____ Designation _____and understood the same.

Employee Name:

Sign & Date:

Evaluation by P&A: The understanding level of the new employee is found Satisfactory / Not Satisfactory.

Name:

Sign & Date:

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INDUCTION TRAINING –ENVIRONMENT HEALTH & SAFETY DEPARTMENT

Responsibilities and Activities of Environment Health & Safety Department are,
EHS must ensure the safety, Health of the employees and ensure the effluent released from the process are appropriately treated and disposed.

Activities of Environment Health & Safety Department:

1. Ensuring all the safety devices like fire alarms, fire extinguishers are in correct place and in working conditions.
2. Disposal of all effluents and solid waste hazards are disposed appropriately.
3. Maintains the health care centre and Ensure appropriate treatments were given to the injured and ill fell employees.
4. Issuance of safety permits and ensuring the safety of the workmen involved in the hazardous works.
5. Issuance and ensure the availability of all personnel protective equipment at all critical operations.
6. Ensuring all statutory requirements for safety and health and environment is fulfilled.

Declaration of the New Employee: The activity of Environment health and safety department is briefed by Mr._____ Designation:_____ and understood the procedures.

Employee Name:

Sign & Date:

Evaluation by EHS: The understanding level of the new employee is found satisfactory/ not satisfactory.

Name:

Sign & Date:

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INDUCTION TRAINING – ENGINEERING DEPARTMENT

The following said activities are carried out by the Engineering department.

Operation and Maintenance of the following systems.

Utility systems:

1. Purified water generation and distribution system
2. HVAC system, Compressed Air, Nitrogen gas, Boiler, Cooling towers
3. Generator

Other systems

4. Electrical and Instrumentation related.
5. Drainage system
6. Civil construction and repairs
7. Preventive maintenance and Break down maintenance of Manufacturing equipment and other equipment except QC department equipment.
8. Equipment qualifications (DQ, IQ, OQ)

Declaration of the New Employee: The above activities of Maintenance department briefed by Mr._____ Designation_____ and understood the activities of engineering department.

Employee Name:
Sign & Date:

Evaluation by Engineering: The understanding level of the new employee is found satisfactory/not satisfactory.

Name
Sign & Date:

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INDUCTION TRAINING – QUALITY CONTROL DEPARTMENT.

Responsibilities and activities of Quality Control Department:

- ⇒ Preparation of Specifications of Raw material, packing material and finished product
- ⇒ Sampling of Raw material, packing material and finished product.
- ⇒ Receipt of In-process samples.
- ⇒ Analysing all the samples and approve or reject the quality of sample categorically.
- ⇒ Carrying out Stability studies
- ⇒ Carrying out the Analytical method validations.

Quality control Department Description:

The quality control department consists of separate instrument section, chemical lab, in process analysis area, balance room, stability study area and control sample room. Instrumentation / Control sample room is provided with controlled temperature.

Wet Lab:

In wet lab the following activities are carried out.

1. Volumetric analysis,
2. Moisture content, (KF auto titrator)
3. Bulk density (Tap density meter)
4. pH.
5. Residue on ignition (using Muffle furnace)

In Instrumentation lab:

1. HPLC,
2. UV spectrophotometer,
3. Infra-red spectrophotometer & Related analysis was carried out.

Declaration of the New Employee: The activity of QC department is briefed by Mr._____ Designation_____ and understood the activities of quality control department.

Employee Name:

Sign & Date:

Evaluation by QC: The understanding level of the new employee is found satisfactory / not satisfactory.

Name:

Sign & Date:

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INDUCTION TRAINING – WARE HOUSE DEPARTMENT.

Description of the warehouse & activities:

Warehouse consists of four divisions.

1. Raw material **(RM)** Receipt, storage, Dispensing.
2. Engineering Material receipt, storage, Issuance
3. Finished goods **(FG)** receipt from production, storage, and dispatch
4. Packing materials **(PM)** receipt storage and Issuance.
   - Raw materials, packing material and finished goods of Oncology products stored under appropriate conditions at Ware house-I
   - Raw materials, packing material and finished goods of Non-Oncology products stored under appropriate conditions at Ware house-II.
   - Engineering materials were stored Engineering stores building.

Brief description of RM & PM receipt, storage and dispensing:

1. All Raw materials and Packing materials were received only from Approved vendors.
2. On receipt the RM and PM were checked for their integrity. Kept at quarantine area till their approval from QC
3. Both RM and PM will be issued to Production based on FIFO/FEFO principle, as per their requirement.
4. All RMs will be dispensed in dispensing room.

Brief description of finished product storage and dispatch:

1. The finished product will be transferred from Production to FG and stored at appropriate storage conditions.
2. On receipt of Approval from QA warehouse department will dispatch the finished product through appropriate procedures.

Declaration of the New Employee: The activity of warehouse department is briefed by Mr._____ Designation _____ understood the activities of warehouse department.

Employee Name:

Sign & Date:

Evaluation by warehouse: The understanding level of the new employee is found satisfactory/not satisfactory.

Name:

Sign & Date:

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INDUCTION TRAINING - PRODUCTION DEPARTMENT

1. Production department consists of two types of Production Blocks,
   1.1 Onco Production Blocks
   1.2 Non Oncology production blocks.
2. Production area consists of
   2.1 Intermediate Stage production area.
   2.2 Pharma area [Clean room].
   2.3 Purified water storage and distribution system.
3. The finished product will be transferred to finished goods stores for Storage at appropriate conditions.
4. Entry and exist procedures for production areas.

Declaration of the New Employee: The activity of Production department is briefed by Mr._____ Designation _____and understood the procedures.

Employee Name:

Sign & Date:

Evaluation by Production: The understanding level of the new employee is found satisfactory/not satisfactory.

Name:

Sign & Date:

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INDUCTION TRAINING – QUALITY ASSURANCE DEPARTMENT.

Responsibilities and activities of Quality Assurance Department:

Quality assurance must ensure the systems appropriate to manufacturing of Pharmaceutical products which are correctly processed and checked (analysed) in accordance with established procedures.

Activities of QA

1 Approval of all standard procedures related to all departments activities.
2 Ensuring all the activities are carried out as per the lay down standard procedures.
3 Issuance and control of documents.
4 Conducting Internal audits [Self inspection] and ensuring all CAPA were implemented.
5 Ensuring all the activities related trainings were imparted to all related employees.
6 Investigation of all product related customer complaints and ensuring recurrence of the defects by implementation of appropriated CAPA.
7 Investigation of Out of specifications
8 investigation of deviations and implementing appropriate CAPA
9 Implementation of change control systems to avoid unauthorized changes to the validated systems and procedures.
10 Co-ordination with all other departments during customer and regulatory audits and ensuring the stringent adherence to cGMP compliances.
11 Carrying out Annual Product reviews and ensuring the status of validation of all systems and procedures
12 Sending samples for the customers for product promotions and co-ordination with marketing and purchase department.
13 Co-Ordination with RA department for updation of DMFs

Declaration of the New Employee: The activity of QA department is briefed by the Mr _____ designation _____ and understood the procedures.

Employee Name:

Sign & Date:

Evaluation by QA: The understanding level of the new employee is found satisfactory/not satisfactory.

Name:

Sign & Date:

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DATA INTEGRITY DECLARATION

I _____(Employee name) hereby declare that, I will involve myself in my respective area and I will be responsible for cGMP compliance and will giving commitment to the Management that I shall not involve any of the following specified data integrity issues,

- Falsification of data.
- Alteration of data and events.
- Misleading information, statements or facts.
- Misrepresentation of what really happened.
- Untruthful statements.
- Forgery.
- Questionable information, statements, events or facts.
- Misreporting or selective reporting information.
- Not recording activities contemporaneously.
- Back dating.
- Copying existing data as new data
- Releasing failing product. (but not limited to…)

Prerequisite Training:

I have completed and understand CGMP, Good hygiene practices & data integrity perspective.

Signature of employee: **Date:**

==========

To be completed by Quality Assurance:

Reviewed by (Sign/Date):

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QUALITY ASSURANCE EVALUATION

Name of New employee :_____

Employee Code :_____

Department :_____

Designation :_____

Contents	Date of Completion	Qualified / Not Qualified	Sign/Date of QA HOD/Designee
Induction Programme schedule			

Quality Assurance Comments:

He / She has undergone training under supervision and found Qualified / Not qualified for induction training.

Signature of QA HOD/Designee:

Date:_____

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SHILPA PHARMA LIFESCIENCES LIMITED (UNIT-2)

TEMPLATE FOR TRAINING EVALUATION QUESTIONNAIRE

Document No.: SOP/U-2/PA/GEN/005
Form No: FM-PA-041-03

Effective Date: 22/07/24
Page 1 of 1

SHILPA PHARMA LIFESCIENCES LIMITED (UNIT-2)	Page X of Y
TRAINING EVALUATION FORM	

Topic/ SOP	:	
Venue	:	

Name of the Employee	:		Employee Code	:		
Department	:		Date of Training	:		
Trainer name	:		Questioner filling time	:	From	TO

Choose the most appropriate answer and enter in respective brackets.

Marks:

[ ]

Template

Marks Obtained	:	
% of marks	:	

Signature of the Employee and date	:	

Comments Of The Trainer:

1. ***Knowledge and understanding level is Satisfactory/Not satisfactory***
2. ***Retraining required/Not required***

Signature and date of the Trainer

Form No: FM-PA-041

	Prepared by	Reviewed by	Approved by
Name	R Surender	Arvind Kumar Singh	N.Prasad Achanta
Designation	Asst.Manager-P&A	GM - P&A	Manager-QA
Sign & Date	10/07/24	11/07/24	12/07/24

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SHILPA PHARMA LIFESCIENCES LIMITED (UNIT-2)	
JOB DESCRIPTION FOR CONTRACT HELPERS	
Document No.: SOP/U-2/PA/GEN/005	Effective date: 24/07/24
Form No: FM-PA-045-01	Page 1of 1

Job Description:

Template

Prepared by:
Date:

Approved by:
Date:

	Prepared by	Reviewed by	Approved by
Name	R Surender	Arvind Kumar Singh	N.Prasad Achanta
Designation	Asst.Manager-P&A	GM- P&A	Manager-QA
Sign & Date	10/07/24	11/07/24	12/07/24

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SHILPA PHARMA LIFESCIENCES LIMITED (UNIT-2)	
TRAINING NEED IDENTIFICATION CHART FOR TEMPORARY/ CASUAL/CONTRACT HELPERS / WORKERS / OPERATORS	
Document No.: SOP/U-2/PA/GEN/005	Effective date: 22/07/24
Form No: FM-PA-049-03	Page 1of 1

SHILPA PHARMA LIFESCIENCES LIMITED (UNIT-2)	
TRAINING NEED IDENTIFICATION CHART FOR TEMPORARY / CASUAL / CONTRACT HELPERS / WORKERS / OPERATORS	
Document No.: SOP//U-2/PA/GEN/005	Page X of Y
Form No: FM-PA-049-03	

Employee Name :

Department :

Designation :

Assessment year :

EMP code :

S.No:	Title

Template

	Prepared by	Reviewed by	Approved by
Name			
Sign & Date			

	Prepared by	Reviewed by	Approved by
Name	R Surender	Arvind Kumar Singh	N.Prasad Achanta
Designation	Asst.Manager-P&A	GM- P&A	Manager-QA
Sign & Date	10/07/24	11/07/24	11/07/24

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SHILPA PHARMA LIFESCIENCES LIMITED (UNIT-2)	
TRAINING SCHEDULE FOR ANNUAL/ REFRESHER TRAINING FOR TEMPORARY / CASUAL / CONTRACT HELPERS / WORKERS / OPERATORS	
Document No.: SOP/U-2/PA/GEN/005	Effective date: 22/03/24
Form No: FM-PA-050-02	Page 1of 1

Employee Name :
Designation :
EMP code :

Department :
Assessment year :

SOP/Module Number	Title of SOP/Module	Training dates		Assessment Remarks
		Planned	Completed	

Template

Prepared by:
Date:

Reviewed by:
Date:

Approved by:
Date:

	Prepared by	Reviewed by	Approved by
Name	R Surender	Arvind Kumar Singh	N.Prasad Achanta
Designation	Asst.Manager-P&A	GM- P&A	Manager-QA
Sign & Date	10/07/24	11/07/24	12/07/24

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Document Reference No.: SOP/U-2/PA/GEN/005
Form No.: FM-PA-058-04

Effective date: 22/07/24
Page 1 of 24

ON JOB TRAINING (JST-1 & JST-2)

FOR

NEW EMPLOYEE

Name of New Employee	
Employee code	
Department	
Designation	
Total experience in years	
Date of Joining	
On job training starting date	
On job training completion date	

M/s SHILPA PHARMA
LIFESCIENCES LIMITED (UNIT-2)
Plot Nos. : 33, 33A, 40 to 47
Raichur Industrial growth center,
Chicksugur-584 134, District: Raichur, Karnataka (India)

Corporate Office
#12-6-214/A-A, Hyderabad road, Raichur-584 135
Website: info@vbshilpa.com

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1.	Job Specific Training (JST-1 & JST-2)	3-20
2.	Certification of proficiency	21-22
3.	New employee training evaluation	23
4.	Training certificate	24

Note: Period of on job training (JST-1 and JST-2) for different categories of new employees is described as below:

Designations	Time period for on job training
For Operators/ Trainee / Trainee chemist (other than QC) etc. without experience.	15 to 30 working days
For Operators/ Chemist/ Sr. Chemist / process engineers (other than QC) Experienced employees	10 to 20 working days
For QC-Analyst (Fresher) / Trainee (QC) etc. without experience QC employees	15 to 30 working days.
For QC-Analyst / QC chemist / QC sr. chemist etc. QC Experienced employees	10 to15 working days
For Executive/Shift In-charge/ Sr. Executive/ Supervisors / engineers etc. for all departments	7 to 15 working days
Asst. Manager & above (for all departments) For experienced employees	5 to 10 working days
Asst. Manager & above (for all departments) For non-experienced employees	10 to 30 working days

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JOB SPECIFIC TRAINING (JST-1 &JST-2)

Job Specific Training (JST) (Day-____)	
Topic covered/ Summary of training	Date:
Trainee: Sign & date:	Trainer: Sign & date:
Job Specific Training (JST) (Day-____)	
Topic covered/ Summary of training	Date:
Trainee: Sign & date:	Trainer: Sign & date:

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Job Specific Training (JST) (Day-____)	
Topic covered/ Summary of training	Date:
Trainee: Sign & date:	Trainer: Sign & date:
Job Specific Training (JST) (Day-____)	
Topic covered/ Summary of training	Date:
Trainee: Sign & date:	Trainer: Sign & date:

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Job Specific Training (JST) (Day-____)	
Topic covered/ Summary of training	Date:
Trainee: Sign & date:	Trainer: Sign & date:
Job Specific Training (JST) (Day-____)	
Topic covered/ Summary of training	Date:
Trainee: Sign & date:	Trainer: Sign & date:

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Job Specific Training (JST) (Day-____)	
Topic covered/ Summary of training	Date:
Trainee: Sign & date:	Trainer: Sign & date:
Job Specific Training (JST) (Day-____)	
Topic covered/ Summary of training	Date:
Trainee: Sign & date:	Trainer: Sign & date:

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Job Specific Training (JST) (Day-____)	
Topic covered/ Summary of training	Date:
Trainee: Sign & date:	Trainer: Sign & date:
Job Specific Training (JST) (Day-____)	
Topic covered/ Summary of training	Date:
Trainee: Sign & date:	Trainer: Sign & date:

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Evaluation by Concern department HOD/Designee:

This is certified that, _____ (Employee name) has been successful completed his Job specific traininig-1 & Job specific training-2 and the understanding level of the new recruit is found SATISFACTORY / NOT SATISFACTORY based on training evaluation.

Sign & date of concern HOD/Designee:

Prescribed Personnel Protective Equipment (PPE) and Clothing:

(Tick as '√' against whichever applicable, If not applicable put '×')

Name	'√'/ '×'	Name	'√'/ '×'	Name	'√'/ '×'
Head Cover		Pressure suit		Ear Muffs and Plugs	
Mask		PVC apron		Organic Nose Mask	
Shoe Cover		PVC Hand gloves		Respirator with cartridge nose mask	
Safety goggles		Neoprene Hand gloves		Dust and disposal nose mask	
Face Shield		Nitrile Hand gloves		Fire suit	
Safety helmet		Asbestos hand gloves		SCBA (self-contained breathing apparatus)	
Hand gloves		Chemical splash goggles		Laboratory apron	
Safety shoes		Safety Gumboots		Dongary	

Other: _____

Filled by:
Sign and date of EHS department HOD / Designee

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CERTIFICATION OF PROFICIENCY BY CONCERNED DEPARTMENT TRAINER

I, _____

(Trainer name of concern department)

_____

(Trainee name)

has demonstrated skill demonstration assessment (SDA) in the above named task/procedure and he /she is Qualified / Not qualified.

Trainer of concerned department sign & date:_____

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NEW EMPLOYEE TRAINING EVALUATION

Name of New employee: _____

Employee Code :_____

Department :_____

Designation :_____

Contents	Date of Completion	Qualified / Not Qualified	Sign & Date	Signed by
Induction Program schedule				PA HOD/ designee
On job Training (JST-1 & JST-2)				Concern department HOD / designee
Specimen signature card				PA HOD/ designee
Ensure that Job description (JD) finalized by department HOD				PA HOD/ designee

Quality Assurance Comments:

He / She has undergone training under supervision and found Qualified / Not qualified.

Signature of QA Trainer:

Date:_____

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TRAINING CERTIFICATE

Here by it is certified that _____Employee Id.:_____Department:_____Designation:_____ have undergone the below training activities.

1. Induction and basic GMP Training
2. On Job training (JST-1 & JST-2)

Knowledge of the new employee is found satisfactory / not satisfactory and hence he / she can be allotted / not allotted works as per the Job responsibilities assigned to him/ her.

Trainer (QA):
Sign and Date:

HOD / Designee (QA):
Sign and Date:

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ON JOB TRAINING (JST-1 & JST-2)

FOR

Long period absentees /transfer employee/ changes in job description / additional job responsibilities

(Tick mark which is applicable)

Name of Employee	
Employee Code	
Department	
Designation	
Leave /Absent Period (If applicable)	**From_____To_____**
Transferred from (If applicable)	**From_____To_____**
On job training starting date	
On job training completion date	

M/s SHILPA PHARMA LIFESCIENCES LIMITED (UNIT-2)
Plot Nos. : 33, 33A, 40 to 47
Raichur Industrial growth centre,
Chicksugur-584 134, District: Raichur, Karnataka (India)

Corporate Office
#12-6-214/A-A, Hyderabad road, Raichur-584 135
Website: info@vbshilpa.com

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3.	Employee training evaluation	20
4.	Training Certificate	21

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JOB SPECIFIC TRAINING (JST-1 &JST-2)

Job Specific Training (JST) (Day-____)	
Topic covered/ Summary of training	Date:
Trainee: Sign & date:	Trainer: Sign & date:
Job Specific Training (JST) (Day-____)	
Topic covered/ Summary of training	Date:
Trainee: Sign & date:	Trainer: Sign & date:

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Job Specific Training (JST) (Day-____)	
Topic covered/ Summary of training	Date:
Trainee: Sign & date:	Trainer: Sign & date:
Job Specific Training (JST) (Day-____)	
Topic covered/ Summary of training	Date:
Trainee: Sign & date:	Trainer: Sign & date:

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Evaluation by concern department HOD/Designee:

This is certified that, _____ (Employee name) has been successful completed his Job specific traininig-1 & Job specific training-2 and the understanding level of the new recruit is found SATISFACTORY / NOT SATISFACTORY based on training evaluation.

Sign & date of concern HOD/Designee:

Prescribed Personnel Protective Equipment and Clothing:

(Tick as '√' against whichever applicable, If not applicable put '×')

Name	'√'/ '×'	Name	'√'/ '×'	Name	'√'/ '×'
Head Cover		Pressure suit		Ear Muffs and Plugs	
Mask		PVC apron		Organic Nose Mask	
Shoe Cover		PVC Hand gloves		Respirator with cartridge nose mask	
Safety goggles		Neoprene Hand gloves		Dust and disposal nose mask	
Face Shield		Nitrile Hand gloves		Fire suit	
Safety helmet		Asbestos hand gloves		SCBA (self-contained breathing apparatus)	
Hand gloves		Chemical splash goggles		Laboratory apron	
Safety shoes		Safety Gumboots		Dongary	

Other:_____

Filled by:
Sign and date of EHS department HOD / Designee

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CERTIFICATION OF PROFICIENCY BY CONCERNED DEPARTMENT TRAINER

I, _____,
(Trainer name of concern department)

_____
(Trainee name)

has demonstrated skill demonstration assessment (SDA) in the above named task/procedure and he/she is Qualified / Not qualified.

Trainer of concerned department sign & date:_____

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EMPLOYEE TRAINING EVALUATION

Name of employee : _____

Employee Code :_____

Department :_____

Designation :_____

Contents	Date of Completion	Qualified / Not Qualified	Sign & Date	Signed by
On job Training (JST-1 & JST-2)				Concern department HOD / designee
Specimen signature card (This applicable, who are transferred from other units)				PA HOD/ designee
Ensure that Job description (JD) is finalized by department HOD				PA HOD/ designee

Quality Assurance Comments:

He / She has undergone training under supervision and found Qualified / Not qualified.

Signature of QA Trainer:

Date:_____

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TRAINING CERTIFICATE

Here by it is certified that _____Employee Id.:_____Department:_____Designation:_____ have undergone the below training activities.

1. Job specific Training-1
2. Job specific Training-2.

Knowledge of the existing employee was found satisfactory / not satisfactory and hence he / she can be allotted / not allotted works as per the Job responsibilities assigned to him.

Trainer (QA):
Sign & Date:

HOD / Designee (QA):
Sign &Date:

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SHILPA PHARMA LIFESCIENCES LIMITED (UNIT-2)	
ANNEXURE - I LIST OF TRAINING PROGRAMS	
Document No.: SOP/U-2/PA/GEN/005	Effective Date: 22/07/24 Page 1 of 3

Following are the few examples of training programs, but are not limited to:

S.No	Training programs
	GMP
1.	Equipments Qualifications (IQ, OQ & PQ)
2.	Annual Product Review (APR)
3.	Approach to Analytical Method Validation
4.	Approach to Cleaning Validation
5.	Approach to Process Validation
6.	Approach to Water System Validation
7.	Change Control System
8.	Control of Records
9.	Deviation Control
10.	Good Documentation Practices , Data integrity
11.	Good Hygiene Practices
12.	Good Labeling Practices
13.	Handling of Customer Complaints
14.	Internal Quality Audits
15.	Product Recalls
16.	Technology Transfer
17.	Utilities (Steam, Gas, Compressed air, Heating, Ventilation & Air Conditioning)
18.	Vendor Qualification System
19.	Water Generation and Distribution System

	Prepared by	Reviewed by	Approved by
Name	R Surender	Arvind Kumar Singh	N.Prasad Achanta
Designation	Asst.Manager- P&A	GM- P&A	Manager-QA
Sign & Date	10/07/24	11/07/24	12/07/24

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S.No	Training programs
	Environment
20.	Environment Management
21.	Environmental Legislation
22.	Waste Management, Pollution And Its Impact on Health
23.	Waste Minimization
	Health
24.	Personnel Hygiene
25.	First Aid
26.	Antidotes
	Safety
27.	Causes of Fire and the Method of Extinguishers
28.	Chemical Handling and Safety Precautionary Measures
29.	Electrical Safety and Hazard Control
30.	Emergency Response and Preparedness
31.	Fire Protection System
32.	Material Safety Data Sheets (MSDS) and its Importance
33.	Safety Management System
34.	Spill Control Procedures
35.	Usage of Personnel Protective Equipments (PPE)
	GLP
36.	Laboratory Safety
37.	Calibration of Laboratory Instruments

	Prepared by	Reviewed by	Approved by
Name	R Surender	Arvind Kumar Singh	N.Prasad Achanta
Designation	Asst.Manager-P&A	GM - P&A	Manager-QA
Sign & Date	10/07/24	11/07/24	12/07/24

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SHILPA PHARMA LIFESCIENCES LIMITED (UNIT-2)	
ANNEXURE - I LIST OF TRAINING PROGRAMS	
Document No.: SOP/U-2/PA/GEN/005	Page 3 of 3

S.No	Training programs
38.	Good Documentation Practices
39.	Good Sampling Practices
40.	Handling of Glassware
41.	Control Samples
42.	Reference Standards and Working Standards
43.	Stability Samples
44.	Preparation and Standardization of Bench Reagents
45.	Qualification of Laboratory Instruments.

	Prepared by	Reviewed by	Approved by
Name	R Surender	Arvind Kumar Singh	N.Prasad Achanta
Designation	Asst.Manager-P&A	GM - P&A	Manager-QA
Sign & Date	10/07/24	11/07/24	12/07/24

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SHILPA PHARMA LIFESCIENCES LIMITED (UNIT-2)

ANNEXURE – II
List of Training program for Temporary / Casual / Contract Workers / Helpers

Document No.: SOP/U-2/PA/GEN/005

Effective date: 22/07/24

List of Training program for Temporary/Casual/Contract Workers / helpers, but are not limited to.

S.No	SOP No	Training programs
1.	SOP/U-2/PA/GEN/003	Good Hygiene Practices
2.	SOP/U-2/PA/GEN/004	Cleaning, Sanitation and Housekeeping in Factory Premises
3.	SOP/U-2/EHS/GEN/006	First Aid box
4.	SOP/U-2/EHS/GEN/018	Handling of spillages.
5.	SOP/U-2/EHS/GEN/001	Handling /Usage of Personnel Protective equipment.
6.	SOP/U-2/EHS/GEN/008	Procedure for collection and disposal of solid & liquid waste (Hazardous waste & Non hazardous waste)
7.	SOP/U-2/EHS/GEN/003	Operation and maintenance of Fire Hydrant system.
8.	SOP/U-2/MB/GEN/001	Entry And Exit Procedure For Microbiology Laboratory.
9.	SOP/U-2/MB/GEN/002	Entry and Exit Procedure For Laminar Air Flow Room.
10.	SOP/U-2/QC/GEN/039	Entry and exit procedure in quality control laboratory.
11.	SOP/U-2/QC/CLE/001	Procedure for cleaning of glassware and sampling devices.
12.	SOP/U-2/QC/CLE/002	Procedure for cleaning of laboratory areas and instruments.
13.	SOP/U-2/QC/CLE/003	Procedure for cleaning and temperature monitoring of refrigerator.
14.	SOP/U-2/MB/CLE/002	Cleaning and sterilization of Glassware in Microbiology Laboratory.
15.	SOP/U-2/MB/CLE/003	Cleaning of Instruments in Microbiology Laboratory.
16.	SOP/U-2/MB/CLE/004	Cleaning and Sterilization of Clean Room Garments and Boots.

	Prepared by	Reviewed by	Approved by
Name	R Surender	Arvind Kumar Singh	N.Prasad Achanta
Designation	Asst.Manager-P&A	GM- P&A	Manager-QA
Sign & Date	10/07/24	11/07/24	12/07/24

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SHILPA PHARMA LIFESCIENCES LIMITED (UNIT-2)

ANNEXURE – II
List of Training program for Temporary / Casual / Contract Workers / Helpers

Document No.: SOP/U-2/PA/GEN/005

S.No	SOP No	Training programs
17.	SOP/U-2/PD/CLE/002	Procedure for cleaning Intermediate and Parma area
18.	SOP/U-2/PD/CLE/004	Cleaning and disinfection of drains.
19.	SOP/U-2/WH/CLE/002	Cleaning procedure for ware house areas and pallets.

Based on their activities Head of the department can also provide training when ever new requirements are triggered.

	Prepared by	Reviewed by	Approved by
Name	R Surender	Arvind Kumar Singh	N.Prasad Achanta
Designation	Asst.Manager-P&A	GM- P&A	Manager-QA
Sign & Date	10/07/24	11/07/24	12/07/24

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SHILPA PHARMA LIFESCIENCES LIMITED (UNIT-2)

ANNEXURE - III
TEMPLATE FOR GMP TRAINING MODULES

Document No.: SOP/U-2/PA/GEN/005 Effective date: 22/07/24
Page 1 of 1

TRAINING MODULE NO.:

TOPIC:-

Template

Prepared By:
Date:

Reviewed by:
Date:

Approved by:
Date:

TRAINING MODULE NO.

Page No. X of Y

	Prepared by	Reviewed by	Approved by
Name	R Surender	Arvind Kumar Singh	N.Prasad Achanta
Designation	Asst.Manager-P&A	GM - P&A	Manager-QA
Sign & Date	10/07/24	11/07/24	12/07/24

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SHILPA PHARMA LIFESCIENCES LIMITED (UNIT-2)	
TRAINING SCHEDULE AND HISTORY ASSESSMENT RECORD FOR JOB SPECIFIC TRAINING-1	
Document No.: SOP/U-2/PA/GEN/005	Effective date: 22/07/24
Form No: FM-PA-006-06	Page 1 of 1

Employee Name :
Designation :
Employee code no. :

Date of Joining :
Department :
Assessment year :

SOP/Module Number	Title of SOP/Module	Training dates		Time (Hrs)		Method of Training	Mode of assessment	% of marks obtained	Assessment Remarks
		Planned	Completed	From	To				
						Oral/ PPT	Oral/ Questionnaire		
						Oral/ PPT	Oral/ Questionnaire		

PPT: Power point presentation

	Prepared by	Reviewed by	Approved by
Name			
Sign & Date			

Note: The training schedule shall be prepared by the concerned section in-charge/Designee of respective department, Reviewed by HOD/Designee of concerned department. Approved by QA HOD/Designee.

	Prepared by	Reviewed by	Approved by
Name	R Surender	Arvind Kumar Singh	N.Prasad Achanta
Designation	Asst.Manager-P&A	GM - P&A	Manager-QA
Sign & Date	10/07/24	11/07/24	12/07/24

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SHILPA PHARMA LIFESCIENCES LIMITED (UNIT-2)	
TRAINING SCHEDULE AND HISTORY ASSESSMENT RECORD FOR JOB SPECIFIC TRAINING-2	
Document No.: SOP/U-2/PA/GEN/005	Effective date: 22/07/24
Form No: FM-PA-036-04	Page 1 of 1

Employee Name :

Designation :

Employee code no. :

Date of Joining :

Department :

Assessment year :

SOP/Module Number	Title of SOP/Module	Training dates		Time (Hrs)		Method of Training	Mode of assessment	% of marks obtained	Assessment Remarks
		Planned	Completed	From	To				
						Oral/ PPT	Oral/ Questionnaire		
						Oral/ PPT	Oral/ Questionnaire		

PPT: Power point presentation

	Prepared by	Reviewed by	Approved by
Name			
Sign & Date			

Note: The training schedule shall be prepared by the concerned section in-charge/Designee of respective department, Reviewed by HOD/Designee of concerned department. Approved by QA HOD/Designee.

	Prepared by	Reviewed by	Approved by
Name	R Surender	Arvind Kumar Singh	N.Prasad Achanta
Designation	Asst.Manager-P&A	GM - P&A	Manager-QA
Sign & Date	10/07/24	11/07/24	12.07.24

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SHILPA PHARMA LIFESCIENCES LIMITED (UNIT-2)

SUMMARY OF TRAINING MATRIX

Document No.: SOP/U-2/PA/GEN/005
Form No: FM-PA-039-02

Effective Date: 22/07/24
Page 1 of 1

Department: **Year:**

Name of the Employee	GMP[Modules]				SOP Numbers																					

Template

Prepared By:
Sig & Date:

Approved By:
Sig & Date:

	Prepared by	Reviewed by	Approved by
Name	R Surender	Arvind Kumar Singh	N.Prasad Achanta
Designation	Asst. manager-P&A	GM - P&A	Manager-QA
Sign & Date	10/07/24	11/07/24	12/07/24

SHILPA PHARMA LIFESCIENCES LIMITED (UNIT-2)	
TRAINING SCHEDULE FOR ANNUAL/ REFRESHER TRAINING AND HISTORY ASSESSMENT RECORD	
Document No.: SOP/U-2/PA/GEN/005	Effective date: 22/07/24
Form No: FM-PA-042-04	Page 1 of 1

Employee Name :

Designation :

Employee code no. :

Date of Joining :

Department :

Assessment year :

Template

SOP Number	Title of SOP / Product	Type of Training (JST-1 / JST-2)	Previous Training Completed date	Training Planned month

Prepared by:

Date:

Reviewed by:

Date:

Approved by:

Date:

Note: Prepared by the section in charge/designee of respective department. Reviewed by concern department head / designee and approved by QA head / Designee.

	Prepared by	Reviewed by	Approved by
Name	R Surender	Arvind Kumar Singh	N.Prasad Achanta
Designation	Asst.Manager-P&A	GM- P&A	Manager-QA
Sign & Date	10/07/24	11/07/24	12/07/24

REPRESNTING PARTIES

REPRESENTING EMPLOYER

SHILPA PHARMA LIFESCIENCES LTD.

Unit-I, &II, DEOSUGUR RAICHUR.

Sri.Vishnukanth Bhuthada

Managing Director.

Mr. Mahesh Pattanshetty

Sr.Manager - HR

Mr.Panduranga Rao

General Manager (O)

Mr Basavaraj Gouda

Sr.Manager HR (Corporate)

Mr Dilip Kankani

Asst General Manager(Accounts)

REPRESENTING WORKMAN

SHILPA MEDICARE EMPLOYEE'S

UNION, DEOSUGUR RAICHUR

Mr. M.Sharnagouda

Honorary President.

Mr. Chennareddy.

President.

Mr. Praveen Kumar Reddy

Gen Secretary

Mr. B.Sharanappa

Jt. Secretary

Mr. Ravikumar

Treasurer.

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Memorandum of understanding/Agreement on wage revision

The Shilpa Medicare Employees Union of Shilpa Pharma Lifesciences Limited Unit-1, Deosugur & Unit-2, Chicksugur. Tq & District Raichur has proposed a Charter of Demands of Revision of their Salary and Other Benefits for the agreement period of July 1st, 2022 to October 31st, 2026, in the presence of the Management of Shilpa Medicare Limited. Raichur.

PLEDGE

1. All necessary efforts will be made to ensure punctuality to reduce absenteeism at all places, and deploy personnel in a manner to minimize idle hours and improve productivity hours.

2. Raising awareness about safety management through good housekeeping and the mandatory use of safety shoes, helmets, goggles, gloves, and other protective equipment as needed for the job.

3. The present healthy and positive industrial relations environment to be maintained in the company is characterized by teamwork and improved discipline at all levels. Having regard to the above pledges, the terms, and conditions of the settlement are as follows.

Terms & conditions

1. The present demand agreement will remain in force from the date of 01.07.2022 to 31.10.2026.
2. The management has fixed the increment for four years, A list of employees has been attached.
3. The management has agreed to promote the employees who are eligible for promotion. List of the employee has been attached.
4. Employees demanded that the Provident Fund contribution should be 12% of the existing Basic+DA, i.e., 60% of gross salary.
   - **Management has agreed to a 12% PF contribution of Basic+DA on 50% of the gross salary..**
5. Employees demanded service weightage for those who have contributed 20 years of service to the organization.
   - **Management has agreed to the same and an eligible employee list has been attached.**
6. Employees demanded that the employer pay the entire premium for the existing medi-claim policy.
   - **Management has agreed to give 50% of the premium contribution for the mediclaim policy on the following conditions:**
   - Employees with parents will get 50% of the premium contribution for Three Lakh sum assured.
   - Employees whose parents are no more will get 50% of the premium contribution for Two Lakh sum assured.
7. Employees demanded to be paid Gratuity on gross salary.

MANAGING DIRECTOR

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- **The management has agreed to consider the gratuity for the employees upon their retirement. It would be calculated at 70% basic+DA on gross salary, and the death gratuity would be calculated on a gross salary basis. The maximum amount of gratuity would be Rs. 20 lakhs, and as and when the act of gratuity is revised, it will apply the same.**

8. Employees demanded to increase the existing OPD amount

- The management has agreed to consider Rs.12000/- per annum as the OPD amount.

9. All Employees are eligible to get 12 National Festival holidays.

10. All employees are eligible to get a yearly total of 14 casual leaves(CL), 11 sick leaves (SL) and earned leaves (EL) which will be calculated as per the Factory Act 1948, section 79.

11. The management has agreed to pay an 8.33% bonus per year on gross salary.

Sri. Vishnukanth Bhuthada
Managing Director.

Mr. Mahesh Pattanshetty
Sr Manager – HR

Mr.Panduranga Rao
General Manager (O)

Mr.Basavaraj Gouda
Sr Manager HR (Corporate)

Mr.Dilip Kankani
Asst General Manager (Accounts)

Mr. M.Sharnagouda
Honorary President.

Mr. Chennareddy.
President.

Mr. Praveen kumar Reddy.
Gen Secretary.

Mr. B.Sharanappa
Jt. Secretary.

Mr. Ravikumar
Treasurer.

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REPRESNTING PARTIES

REPRESENTING EMPLOYER

SHILPA MEDICARE LTD.

Unit-I, &II, DEOSUGUR RAICHUR.

Sri .Vishnukanth Bhuthada

Managing Director.

Mr. Mahesh Pattanshetty

Sr.Manager - HR

Mr.Panduranga Rao

General Manager (O)

Mr Basavaraj Gouda

Sr.Manager HR (Corporate)

Mr Dilip Kankani

Asst General Manager(Accounts)

REPRESENTING WORKMAN

SHILPA MEDICARE EMPLOYEE'S

UNION, DEOSUGUR RAICHUR

Mr. M.Sharnagouda

Honorary President.

Mr. Chennareddy.

President.

Mr. Praveen Kumar Reddy

Gen Secretary

Mr. B.Sharanappa

Jt. Secretary

Mr. Ravikumar

Treasurer.

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SHILPA PHARMA LIFESCIENCES LIMITED UNIT-2
2023-24 year training summary data

SL. No	Employee Name	Number of training completed in 23-24 year
1.	A Ranganath . [3085]	20
2.	A VEERESHA - [7466]	2
3.	Abdul Azeem [1178]	41
4.	Abhishek Anandrao Umale [3685]	80
5.	ABHISHEK SINGH . [5321]	205
6.	Abinash Parida [7388]	16
7.	Ahmad Pasha [1277]	1
8.	AJIT CHANDRAKANT BORUTE . [6040]	156
9.	AKASH DAYANAND AWALE - [6190]	162
10.	AKASH RAJENDRA NALAWADE . [5704]	141
11.	AKKULA PRATHAP GOWD . [5217]	107
12.	AKSHAY MALLU BODHALE - [7371]	16
13.	AKSHAY NAMDEV ATOLE - [7287]	25
14.	Akshay Sukhadev Paymode - [7394]	18
15.	Alkesh Kashte . [3938]	30
16.	Alure Vasant [2025]	218
17.	Amar Sarode [2142]	65
18.	Amare Gouda . [1392]	56
19.	AMARRAYYA . . [4788]	45
20.	Amarsing Kisansing Rajput [3523]	159
21.	AMIT ANNAPPA ATHANI - [6254]	303
22.	AMIT ASHOK MALI . [5880]	219
23.	AMOL TUKARAM DHANWATE - [7361]	25
24.	Ananda K [3799]	262
25.	Anantha Sena Reddy Gaunolla [1395]	521
26.	Anil Gangadhar Bollineni [1321]	167
27.	Anil Kumar Gupta [3207]	213
28.	Anilkumar Polisetty . [3996]	164
29.	Anis Mangalwade [1888]	41
30.	ANISH CHANDRAN - [6960]	66
31.	Anjaliya Babu Dandu [1135]	158
32.	ANNA VENKATESWARLU . [6680]	142
33.	Anupam Kapoor [1222]	65
34.	Anwar Basha Katika [1625]	499
35.	APPIKATLA SAI KUMAR - [6542]	172
36.	Aravind Giddalur [2995]	218
37.	Arun Kumar [1210]	201
38.	Arun Kumar Gunjanur [1307]	185

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SHILPA PHARMA LIFESCIENCES LIMITED UNIT-2
2023-24 year training summary data

SL. No	Employee Name	Number of training completed in 23-24 year
39.	ARUN KUMAR S - [6223]	22
40.	Arun Kumar Singh [1355]	250
41.	Arvind Chandrakant Balkundi [2271]	145
42.	Arvind Kumar Singh [2766]	31
43.	Ashok . [3087]	32
44.	Ashok Ellendula [3321]	456
45.	Ashok kumar . [5659]	11
46.	ATAR SINGH - [7420]	2
47.	Attunuru Prasad Reddy [2952]	167
48.	ATUL DWIVEDI - [7373]	12
49.	AVADHUT ASHOK KULKARNI . [5694]	209
50.	Avinash . [2089]	35
51.	Avinash Digambar Bhalerao [3573]	157
52.	Avularaju Pokala [2307]	164
53.	Awnesh Kumar Goswami [1366]	113
54.	B E SATISH KUMAR - [7309]	38
55.	B MOHAN KUMAR . . [4664]	32
56.	B PURNA CHANDRA RAKESH . [6646]	193
57.	B. Linga Reddy - [1563]	76
58.	B.Siva Kumar [2636]	195
59.	Babu P [2744]	38
60.	BADESAB HUSEN SHAIKH - [7188]	12
61.	Badrinath . [4344]	148
62.	Bajeswara Rao Gottipati [3192]	66
63.	Baji Shaik [1786]	42
64.	Bala Krishna Reddy Vaka [2459]	445
65.	Balachandar B [3481]	207
66.	Balaji Kisanrao Kadam - [1221]	51
67.	Balaji Vamanrao Handge . [4000]	152
68.	Balaveeraiah Valadasu [1495]	154
69.	Balesha Mhommed [1889]	37
70.	BANDAMEEDI RAMESH . [6196]	207
71.	BANDU SUNIL NANAWARE . [5369]	203
72.	BAPALA MANOJ KUMAR - [7450]	3
73.	BASANA GOUDA C . [5314]	104
74.	Basavaraj . [3499]	116
75.	Basavaraj Basavalingaiah [1959]	68
76.	Basavaraja S D [3488]	434

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SHILPA PHARMA LIFESCIENCES LIMITED UNIT-2
2023-24 year training summary data

SL. No	Employee Name	Number of training completed in 23-24 year
77.	Baswraj Kalyani Gundure . [4324]	208
78.	Bathala Purushotham [3719]	226
79.	BEERAPPA GAWADE . [5438]	205
80.	Bharath Kumar Pisay [1618]	60
81.	Bharmanna Shivaraya Petarge [1186]	167
82.	Bheemrayudu Konkal [2356]	239
83.	Bheemsingh Rathod [2404]	249
84.	BHIMAREDDY - [6512]	37
85.	Bijay Ketan Mangaraj [1168]	140
86.	BIRENDRA KUMAR RANA . [4716]	255
87.	Biswaranjan Padhy [7387]	16
88.	Bobbili Kasi Naidu . [1407]	17
89.	Bolla Surendra Reddy . [2236]	210
90.	BOOSUPALLI SANJEEVA REDDY - [6961]	202
91.	Borra NagaKrishna [2987]	80
92.	Boya Mallikarjuna [2836]	96
93.	Boyini Parushuram [2911]	169
94.	Brahmaiah Mandadapu [2409]	231
95.	BYRAKONDA HARIKRISHNA - [7311]	22
96.	Challa Rambabu [3832]	199
97.	Chandra Sekhar Kummari [2972]	313
98.	Chandra Shekar . [3084]	33
99.	Chandrahas Verma . [4223]	104
100.	CHANDRARAO LENKA . [5736]	165
101.	CHANDRASHEKAR SHANTAMALLAPPA DUDHANI . [6645]	65
102.	Channa Reddy [1069]	63
103.	CHANNESHAPPA H . . [4824]	217
104.	Chanukya S [1978]	283
105.	CHAPALI NARSIMULU - [7234]	53
106.	CHAVAN SATYAJIT MOHAN . . [4625]	97
107.	CHEKUBOYINA SURYAVAMSI GOKUL - [6157]	254
108.	CHELIKANI ADARSH - [7345]	24
109.	Chetan Ganapati Kumbhar - [7230]	3
110.	CHEVITOLLA PEDDA RAMESH - [6163]	172
111.	CHILUKU HARIKRISHNA - [7293]	49
112.	Chinmay Martha . [4340]	148
113.	Chinna Masum Kasanna Gari [1784]	177

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SHILPA PHARMA LIFESCIENCES LIMITED UNIT-2
2023-24 year training summary data

SL. No	Employee Name	Number of training completed in 23-24 year
114.	CHINTAMANI SAHU - [7327]	21
115.	D BALAKRISHNA . [5687]	217
116.	D V R N S C PRATAP - [6420]	172
117.	DADASO LALASO MAGAR - [5532.]	163
118.	DADASO LALASO MAGAR . [5532]	2
119.	DAGGUPATI VENKATARAMANA - [6322]	167
120.	DANDA VENKATA RAVI KUMAR . . [4806]	72
121.	DAPKE SHAILESH MOHAN - [7295]	21
122.	DASHRATH DHANAJI MADANE . [5645]	18
123.	DATTATREY RAMESHWAR VARPE [4446]	201
124.	DATTATRYA SADASHIV JADHAV - [7397]	9
125.	DEEPAK . [4913]	144
126.	DEEPAK GOVINDRAO NATKARE . . [4799]	147
127.	Deepak Kumar - [1649]	1
128.	DERANGULA SRINIVASRAO - [6193]	204
129.	Deva Kumar Ambigar [2040]	276
130.	Devaraja . [1248]	210
131.	Devaraja . [1913]	51
132.	Devendra Pratap Singh [1209]	189
133.	Devi Krishna Gujjula [2229]	196
134.	Devidas Dattatray Gund . [4173]	207
135.	DIPAK BALASAHEB SASANE - [6694]	205
136.	DIPAK NAVNATH TONDE - [7427]	2
137.	DIPAK RAMESH WADKAR - [7301]	31
138.	DIVI VENUGOPAL . . [4866]	168
139.	DUDEKULA BALA HUSSAINAIAH . [5487]	207
140.	DUDEKULACHINNA JAMALBASHA . . [4633]	29
141.	Durga Sandeep Korasika . [4199]	125
142.	Durisetti Rambabu [3103]	192
143.	Edari Venkateswarlu [2909]	92
144.	Ediga Khajan Goud [1627]	256
145.	Edukondalu Pagolu [2849]	146
146.	Eswar Rao Banisetti [1945]	242
147.	Fayaz Ahmad Shaik [3019]	208
148.	G Pratap Reddy [3785]	344
149.	G Subramanyam Reddy [2796]	166
150.	G VINEETH KUMAR - [7281]	1
151.	G.Nagarjuna . [1604]	204

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SL. No	Employee Name	Number of training completed in 23-24 year
152.	G.Satish Kumar [2560]	54
153.	GALLA VENKATA SUBBA RAO - [6669]	116
154.	GANESH KUMAR GUPTA . . [4818]	194
155.	Ganga Sagar Gaur . [4005]	210
156.	Ganganna Nagallapur [1173]	46
157.	GAURAV KUMAR MALL - [7399]	13
158.	Girish Mohan Bhandare . [3978]	228
159.	GOLLA MADHU . [4725]	27
160.	GOLLA PANDUKUMAR . [6069]	138
161.	GOOTLO PAVAN KUMAR . . [4649]	207
162.	GOPICHAND BHAIRU MOHITE . [5789]	170
163.	Gouse Mohinuddin [1903]	32
164.	Gousoddin Mohmad [2320]	144
165.	Govinda Peddrai [1379]	62
166.	Govindappa Galagali . [3940]	118
167.	Govindarajulu Mendi Srinivasulu [1070]	201
168.	GOWRU VISWANATHA REDDY . [4728]	117
169.	GUDI MURALI - [7375]	10
170.	Gudipudi Suresh Babu [1979]	50
171.	GUNAVANT SURESH POTADAR . [5260]	145
172.	Gundu Rao Badasheshi [1908]	31
173.	Gunti Venkateswarlu [2900]	167
174.	Gurrala Bhavani Sankar . . [3885]	207
175.	Gurunath Lomada [1389]	343
176.	GYANESHWAR MANIKRAO SHEP . . [4826]	216
177.	HANUMANTHA J GOWDA - [6284]	68
178.	Hari Maddiralla [2056]	237
179.	Hari Om Kumar [1842]	187
180.	Harun Rasheed Shaik [3291]	209
181.	Irfan Mahammad [2793]	251
182.	J KOTESHWERRAO - [6392]	90
183.	Jagannadham Immadi [3060]	128
184.	Jakka Sivakrishna [2953]	136
185.	Jalandar Pasula [1610]	351
186.	Jampali Raghavender [2895]	334
187.	JANGAM KIRAN KUMAR - [6513]	147
188.	JAYAKUMAR KOTWAL . . [4847]	51
189.	JE Raghunandan Goud [1408]	157

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2023-24 year training summary data

SL. No	Employee Name	Number of training completed in 23-24 year
190.	Jindappa K [1193]	165
191.	Jindoba Kashinath Waghmode [2006]	208
192.	JOSHI ASHWIN SHRINIVAS - [6285]	111
193.	JULURI RAGHU . [5909]	44
194.	K.S RAMA KRISHNA . [4883]	39
195.	KABIR SHABBIR MUJAWAR . [6095]	178
196.	Kadathala Sravan Goud . [3822]	168
197.	KADRI REDDY PRASAD - [6629]	74
198.	Kallipati Nagabhushanam . [3853]	329
199.	KAPARE CHANDRAKANT MACHINDRA . [5490]	216
200.	Kapil Khandelwal [1311]	33
201.	KASHINATH SHASHIKANT KASTURE - [7336]	10
202.	Kasi Sandeep Burugupalli [3017]	214
203.	Kasim Valli Mahmad [3046]	131
204.	KAUTIK MUKTAJI JADHAV . [5910]	193
205.	Khadar Mohiddin Shaik [3503]	91
206.	Khaja Sab [1155]	42
207.	KISHOR APPASAHEB JADHAV - [7363]	20
208.	Korlapu Apparao [2898]	216
209.	KOTRAPPA D - [6661]	90
210.	Kovelakuntla Venkateswarlu [2194]	205
211.	Krishna . [1157]	147
212.	Krishna . [1404]	117
213.	Krishna Reddy Paluvae [1378]	173
214.	Krishna Telugu [1150]	42
215.	KUKNOOR HANMANTHU . [5858]	224
216.	KUMMARI RAMESH - [7273]	29
217.	KUNDAN SATYAWAN PATOLE . [4718]	100
218.	KURVA VENKATESH . . [4905]	216
219.	Lakshmi Kanth . [1360]	174
220.	LAV KUMAR - [6595]	37
221.	Leela Mohan Burra [3382]	346
222.	Lingaraju Cholappa Bettapnor [2362]	146
223.	Lokeswara Duthala . [3929]	235
224.	M ARUN KUMAR - [7467]	1
225.	M Ramu . [1958]	264
226.	M.Veerendra Kumar [1161]	55
227.	MADAN DILIP RAO DEVANE . . [4937]	213

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SL. No	Employee Name	Number of training completed in 23-24 year
228.	Madarvali Syed [2412]	164
229.	MADDI SIVARAM REDDY - [6370]	182
230.	MADDILA PAPARAO - [7449]	4
231.	Madhav Vinayak Kumbhar - [5184.]	192
232.	Maganti Venkata Harideep [2016]	66
233.	Mahaboob Subhani Kastala [3521]	211
234.	MAHADEV RAMESH - [7459]	3
235.	Mahantesh Angadi [1122]	69
236.	MAHAVIR BALI KIRTIKAR - [6721]	69
237.	Mahesh . [1891]	34
238.	MAHESH BASAPPA HATTALI . [5379]	231
239.	MAHESH MALLINATH SHERIKAR - [6617]	259
240.	MAHESH MANIK VANVE . . [5301]	167
241.	Mahesh Narasimhulu [1479]	30
242.	Mahesh Narasu Bhandari [2059]	69
243.	MAHESH SIDDAPPA JATTI - [7426]	2
244.	MAINGADDA SHIVAKUMAR . [6275]	47
245.	Mala kondaiah Tirumalla [3027]	134
246.	MALAKARI CHOUGULE [7393]	7
247.	Mallesu Dalavai [2127]	228
248.	Mallikarjuna OWK [3059]	5
249.	Mallikarjuna Rao Bathula [2615]	130
250.	Mandla Panduranga Naidu [1160]	53
251.	MANGESH BANDUJI UKE . . [4677]	151
252.	MANIDEEP BH - [6501]	264
253.	MANISH PANDEY . [5322]	118
254.	Manjeet Singh - [7310]	16
255.	MANJUNATH VITTHAL HONNUNGRE . [4685]	143
256.	Manjunatha . [2893]	108
257.	Manjunatha D.N . . [4332]	71
258.	MANOJ KUMAR - [7283]	22
259.	MANVENDRA SINGH - [7322]	23
260.	MARENNA NELSON - [6227]	38
261.	Maridayya Palivela [3615]	212
262.	Maruthirao Jangiti [1169]	469
263.	Masuldar Abdul Zaber shaik [3476]	211
264.	Meenappa Madiga [1793]	78
265.	Meer Masood Ali [1184]	147

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SL. No	Employee Name	Number of training completed in 23-24 year
266.	MILIND MANIK SARPE - [7446]	2
267.	MILIND RAMAJI BADWAIK - [7445]	1
268.	MODUGULA VENKATESH . [5738]	7
269.	MOHAMMAD ARSHAD AYYUB . . [4869]	215
270.	Mohammed Gouse S S [3520]	70
271.	Mohammed Irfan [1887]	29
272.	Mohammed Mustafa [1343]	37
273.	Mohammed Rafi . [1910]	38
274.	MOHAMMED SALAHUDDIN [7435]	5
275.	Mohan Mahadev Chauhan . [5338]	53
276.	Moinuddin Moin [1890]	25
277.	Molabanti Kanyaka Parameswara Rao [2848]	89
278.	MOTIKA BABU . [6091]	218
279.	MUDRAGADA SRINU - [6596]	98
280.	Mujahid Hussain [1716]	116
281.	MULAKA MADHU - [4980.]	37
282.	Mulaparthi Samraj [2601]	215
283.	Murali Krishna Pinakana [1275]	35
284.	N Prasad Achanta [1299]	77
285.	N SATYAMURTHY - [6781]	27
286.	Naga Sai Kollipara [2637]	185
287.	Nagababu Chennu [1200]	208
288.	NAGARAJ GANGANNAVAR - [7260]	10
289.	Nagaraju Eeda [2078]	247
290.	NAGARAJU GAMIDI . [5528]	237
291.	Nagaraju K [3592]	90
292.	NAGARAJU P [4453]	175
293.	Nagesh Nallagorla . [1588]	113
294.	Nageshwar Rao Padamati [1364]	168
295.	Nageswara Rao Gudavalli [1372]	201
296.	Narasimahlu Gadwal [1257]	65
297.	Narasimha Murthy Venkata Nanduri [1937]	236
298.	Narasimhalu . [1906]	38
299.	Narasimhulu Jamjala [3784]	34
300.	NARENDRA REDDY . EDA [4414]	182
301.	Naresh Bhandarigal [2695]	57
302.	Naresh K [1386]	28
303.	NAVANATH RAMCHANDRA WALSE . . [4846]	166

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SL. No	Employee Name	Number of training completed in 23-24 year
304.	Naveen Kumar Desai [1911]	34
305.	Naveen Kumar Pilla [3747]	141
306.	Naveen Samgapu [2919]	206
307.	NAYAK MITTU - [7398]	7
308.	Nemmadi Mahesh [2945]	142
309.	NERUSU RAMANJANEYULU . [5903]	166
310.	Nisar Ilai Nadaf . [4192]	94
311.	NISARG SANJAY ANDHALE - [6158]	130
312.	Nishant Kumar [2408]	168
313.	NITHIN K - [6567]	2
314.	NITIN DILIP GAIKWAD . [5675]	108
315.	Nitin Tukaram Ghadge [3484]	122
316.	NITINKUMAR VIRBHADRAPPA NASALE - [7286]	29
317.	Nunna Guru Brahmam [2552]	175
318.	OJA SUBRAMANYAM - [6670]	294
319.	OMKARESWARARAO PASUMARTHI [4454]	209
320.	OMPRAKASH - [7430]	1
321.	Omprakash . [2199]	265
322.	PADAMATI SIVA NAGA RAJU - [7036]	53
323.	Panthiki Suresh [3081]	1
324.	PARAMESHWAR . . [5155]	202
325.	PARASHURAMA - [6286]	208
326.	Parmanand Ramanna Patil [1071]	143
327.	PASUPULA SUDHAKAR . [4727]	29
328.	Patan Reddi Basha [3641]	113
329.	Pathivada Ganapathi . . [5586]	142
330.	PATIL PRASHANT PANDURANG - [6321]	99
331.	Pavan . [1657]	34
332.	Pavan Bijji [2033]	176
333.	Pavan kumar Reddy Sanikommu [3470]	186
334.	Pavan Nagendra Narapu [2081]	121
335.	PAYALA BRAHMANJANEYULU . . [4936]	209
336.	PEETHA NAGARJUNA - [6276]	151
337.	PEGGI RAJU . [6331]	247
338.	PERUMALA SATISH KUMAR . . [4666]	179
339.	PINJARI SAIFULLA . [5549]	205
340.	PRABHU . [4367]	33
341.	PRADEEP SURYABHAN ANAP . [6077]	78

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SL. No	Employee Name	Number of training completed in 23-24 year
342.	PRAKASH . [5492]	180
343.	PRAMOD SUBHASH PATIL . [5607]	209
344.	Prasad Burri [2780]	183
345.	PRASAD SHRIKANT PATIL - [7308]	11
346.	Prasadu Nakka [2343]	182
347.	Prasanna Ravindra Dhanshetti [1496]	188
348.	PRASHANT BHAGIRATH MAKONE . [6982]	20
349.	Prashant Kalyani Gundure [3644]	182
350.	PRASHANT VIJAYKUMAR KAMATHI - [7366]	21
351.	PRATAP . [5050]	106
352.	PRATAP SUBHASH BHOSALE - [7460]	2
353.	PRATHAMESH - [7228]	2
354.	PRATHAMESH PANCHAPPA BAGALE - [7228]	1
355.	PRAVEEN C . [4643]	129
356.	Praveen Chintalapati [1199]	163
357.	Praveen Kumar Bandaru [3016]	184
358.	Praveen Kumar Gadwal [1308]	235
359.	Praveen Kumar Mannur [1140]	54
360.	Praveen Kumar Puli [3760]	225
361.	PRAVIN UDDHAV BANDAL . . [4810]	208
362.	Prem Kumar Nagula [3485]	181
363.	PRITHIVIRAJ POPAT RANANAVARE - [7277]	22
364.	PRITHVIRAJ POPAT RANANAVARE - [7277]	1
365.	Pulla Reddy Gowreddy [1846]	369
366.	Puramshetti Srinivas [2908]	177
367.	Purnaprajna Kulkarni [3323]	138
368.	R.ELANGOVAN - [6808]	45
369.	Raghavendra Rao K . [5029]	66
370.	Raghunatha Reddy Athmakuru [3153]	7
371.	Raghunatha Reddy Musani . [3871]	56
372.	RAGHUPATHI ACHARI - [6222]	191
373.	RAHUL A . [4667]	33
374.	RAJ KUMAR VISHWAKARMA - [7282]	22
375.	Raja Babu Kaveti [1719]	102
376.	Raja Kumar Anipe [1798]	335
377.	Rajagopal Onteru [2113]	159
378.	Rajashekar Jojode [1909]	34
379.	Rajashekhar . [3776]	180

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SL. No	Employee Name	Number of training completed in 23-24 year
380.	Rajeev Perimi [2787]	214
381.	RAJENDRA SHRIRANG NIMBALKAR . [5912]	1
382.	Rajesh Bari [1595]	538
383.	RAJESH M . [5433]	74
384.	Rajesh Mucharla [3194]	107
385.	RAJESH PASWAN . [4684]	150
386.	Rajkumar.M - [5996]	25
387.	Rajshekar Reddy Kanala [1205]	217
388.	Rajshekhar Bhimasha Gaikwad [3421]	233
389.	Rakesh . [2136]	54
390.	Rakesh Kumar K [3090]	72
391.	RAKESH KUMAR P - [6631]	236
392.	Ramachandra Rao Paidi [1171]	46
393.	Ramachandrudu Boya [3278]	107
394.	Ramakrishna Allam [2232]	188
395.	Ramakrishna K . S . [3920]	64
396.	Ramakrishna Kalipindi [1218]	63
397.	RAMANJANEYULU DASA [4476]	90
398.	Ramanjulu Guttapalli [3011]	224
399.	RAMAVATH VENKATESU NAIK . [5592]	206
400.	Ramesh Babu Ykkaluri [2075]	200
401.	Ramprakash Sulakhe [1280]	43
402.	Ranga Rao Baggu [1962]	173
403.	Ranga Swami [1892]	23
404.	RANJEET PANDURANG DEOKAR - [6308]	204
405.	RATAN GANPATI HARER - [7423]	1
406.	Ravi Murapakala [3599]	10
407.	Ravinder Reddy G [1583]	118
408.	Ravinder Reddy Kareddy [2246]	133
409.	RAVSAHEB RAYKAR - [7447]	2
410.	Reddy Venkat Bomma Reddy [2258]	36
411.	Rohit sanjay Mudkanna . [5026]	70
412.	Rudramuni Hiremath . [1609]	119
413.	RUSHIKESH BALASAHEB MALI - [6793]	141
414.	S Jayadev Gorantla [1206]	131
415.	S Krishna . [3091]	30
416.	S MAHESH . [6033]	153
417.	S P Prabhakar Siddeshwar Kumbhar [1482]	171

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SL. No	Employee Name	Number of training completed in 23-24 year
418.	S SUMAN . [5503]	49
419.	S. Kiran Kumar . [5350]	211
420.	S.A.Mahesh Kumar [1894]	11
421.	S.Nandakishore . [1162]	81
422.	SAGAR BALU BAGAV . [5376]	229
423.	SAGAR M . [4606]	139
424.	Saidulu Kadakanchi [3465]	211
425.	SALUNKE AKSHAY - [7464]	2
426.	SALUNKHE NAMDEO SHIVAJI - [7168]	19
427.	SAMBHAJI PANDURANG GADADE . [5714]	4
428.	SAMEER M - [2834]	5
429.	Samir Kisan Ghuge . [4359]	188
430.	SANAPALA SHANMUKHA RAO . [5957]	41
431.	Sandeep Gaddyappa Vadigeri [1251]	61
432.	Sandeep Kulkarni [1234]	193
433.	Sandeep Kumar Yasa [2451]	483
434.	SANDRALA PRASAD - [6427]	214
435.	Sankar K [2212]	79
436.	Sankar Kuruva [2212]	96
437.	Sant Prasad Singh [3458]	182
438.	Santhosh Mirji [2027]	57
439.	Santhosh Raju Posani [3612]	167
440.	Santosh . [3239]	114
441.	SANTOSH K . [7049]	172
442.	Santosh Kumar . [3917]	184
443.	SANTOSH KUMAR EROTHI . [4803]	171
444.	Saravanan N [1219]	82
445.	Sasidhar Avula [1198]	201
446.	Satish Babu Kota [1489]	153
447.	Satish Kashinath Dumne [3480]	113
448.	SATISH KUMAR - [7007]	28
449.	Satish Shivaji Kodag . [4352]	200
450.	Shalam . [1904]	39
451.	Shankar Kumar Jha [1843]	85
452.	Shankar Meedigada [2334]	161
453.	Shankrappa . [3088]	27
454.	Shankshank Suresh Banne . . [5031]	199
455.	Sharan Prasad Hampayya swamy Shivaling [1497]	128

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SL. No	Employee Name	Number of training completed in 23-24 year
456.	SHARANA BASAVA R - [6603]	47
457.	Sharanabasava Revannasid Kulkarni [2546]	59
458.	Sharanabasava . [2720]	1
459.	Sharanappa Nammakam [1243]	52
460.	SHARANAYYA . [5049]	104
461.	Shekappa . [4176]	77
462.	Shivakumar Shivappa [1902]	32
463.	SHIVANAND RAMESH KOLLI - [7431]	2
464.	Shivaraj Jojan [1406]	234
465.	Shivyogi Shankar Kognure [1413]	187
466.	SHRIDHAR RAMESH SOMWANSHI . [5837]	138
467.	SHRIKRUSHNA SUBHASH TELORE - [7110]	110
468.	Shrishail Jyotiba Gade [2166]	212
469.	Shrishail Shivasharanappa Bambase [2214]	220
470.	SHUBHAM SUNIL MANE . [5814]	155
471.	Siddappa . [2745]	38
472.	SIDDHARAM CHANDRAM TOLANURE - [6616]	84
473.	Siddhartha Reddy Pamuri [1247]	159
474.	SIDHAJI RAM MASHALE . [4419]	171
475.	Sivaprasad Reddy Munagala [2138]	227
476.	Somanath Reddy Gaddam [2193]	269
477.	SONDEV MAURYA - [6404]	165
478.	SOURABH PANDURANG PATIL - [6451]	153
479.	Sreekanth Reddy Kasa [2120]	73
480.	Srihari Rao Emani [2085]	234
481.	Srikanth Miyapuram . [4227]	122
482.	Srinivas . . [4240]	27
483.	Srinivas Avula [1310]	171
484.	Srinivas Kandula [1901]	31
485.	Srinivas Reddy Narava [2837]	267
486.	Srinivasa Rao Kodali [1318]	93
487.	Srinivasa Rao Muvvala [2884]	156
488.	SRINIVASU GUNNAM . [6124]	48
489.	Srinivasulu Reddy Konda [2789]	48
490.	Subba Rao Venkata Mothukuru [1201]	216
491.	SUDARSHAN DATTRAO GIRI . [6096]	258
492.	SUDARSHAN GUNDAPPA BHOSEKAR . [5809]	87
493.	Sudhakar Chindukuri [1483]	160

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SL. No	Employee Name	Number of training completed in 23-24 year
494.	SUDHIR BHANUDAS PAWAR . [5402]	193
495.	SUDHIR BHIMRAO VAGRE . [5753]	83
496.	Sudhir Patange [3152]	48
497.	SUKADEV MOHNTY . [5491]	181
498.	Sulam Prasanna Yadav . . [3887]	119
499.	Sultan Salahuddin Mohammed [3204]	25
500.	Suman Midde [1347]	218
501.	SUMIT DINKAR SAWANT - [6668.]	198
502.	Sunil Kumar Patra [2963]	171
503.	SUNIL KUMAR RAO . [5967]	76
504.	SUNIL KUMAR YADAV - [7413]	7
505.	SUNIL NAGNATH RANSHUR . [5771]	66
506.	SURAJ ANANDA DADMODE - [6355]	108
507.	Suraj Rajaram Patil . [5027]	82
508.	SURENDER RAMACHANDRUNI [4926]	32
509.	SURENDRA BABU GOLLA [5596]	231
510.	Suresh . [3086]	32
511.	Suresh Akkena [1394]	35
512.	Suresh Goud Shagala [1486]	433
513.	Suresh Kumar N . [3089]	31
514.	Suresh Kumar Reddy Patchaela [1569]	264
515.	Suresh Mane [1192]	44
516.	Suresh Paleti [1816]	143
517.	Suresh Reddy . [3823]	34
518.	Suresh Shivamurthi [1418]	159
519.	SURESH.S . [6612]	4
520.	SURYA PRAKASH MAURYA - [6683]	197
521.	SUSHANT PANDURANG PATIL . [5548]	204
522.	SUSHANT SUDHIR MAGADUM . [5812]	78
523.	SWAPNIL SHARNAPPA CHATAGE . [5310]	188
524.	T BALAJI SAVANTH . [6585]	52
525.	T D Anil Kumar [2844]	346
526.	T VENKATA NARAYANA - [6639]	166
527.	Tanaji Sudhakar Somvanshi [4341]	212
528.	THAMATAM SANTI . . [4901]	168
529.	THATRAKAL SIVA PRASAD . [5501]	207
530.	Theja P . [4985]	300
531.	Thondamalla Venkata Praveen Kumar [3100]	213

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SHILPA PHARMA LIFESCIENCES LIMITED UNIT-2
2023-24 year training summary data

SL. No	Employee Name	Number of training completed in 23-24 year
532.	Timma Reddy Garka [1114]	1
533.	TIRUMALASETTI HARIKRISHANA - [6550]	142
534.	Tirupathi Goud [2398]	524
535.	TUSAR KUMAR MOHAPATRA . [5954]	259
536.	Uday Kumar Tallapally [1196]	198
537.	UGGAM RAJA SHEKHAR . [6116]	40
538.	Umakanth Patil [1423]	29
539.	Umesh Jalkote [1304]	187
540.	UMESHA . [4609]	174
541.	UPPARA VEERENDRA . [6060]	166
542.	V V Chinna Bheema Raju [1296]	92
543.	V.N.PRASAD ANDE . [1581.]	157
544.	VAIBHAV DATTATRAYA KARANDE - [7312]	2
545.	VAIBHAV N MANDLIK . [5934]	162
546.	VAIBHAV SANJAY KOTHARE . [5928]	157
547.	Vaibhav Suryabhan Kakade - [5111]	45
548.	VAIBHAV VASANTRAO VYAWAHARE - [6256]	24
549.	Vaibhav Vilas Deshpande [3406]	222
550.	Vasu Madivada [1434]	421
551.	VASU PUJARI - [6257]	181
552.	VEERAM MALLESWARA REDDY . [4792]	54
553.	Veereshappa . [1045]	119
554.	Venkaiah Yadava Golla [1900]	38
555.	VENKAT PRASAD G - [7441]	2
556.	Venkata Gouri Janakiram Arepu [3749]	421
557.	Venkata lakshmi Prasanna Bezawada [3597]	52
558.	Venkata Prasad Kondapalli [2134]	204
559.	Venkata Rao Saana [1974]	151
560.	Venkata Reddy Padala [1756]	445
561.	Venkata Subba Reddy Dhani Reddy [1262]	181
562.	VENKATA SURESH BABU YAMMANURU [2785]	166
563.	Venkatesh Regula [3614]	85
564.	VENKATESHWAR RAO P . [5293]	87
565.	Venkateshwara Rao Parisa [1956]	190
566.	Venkateshwarulu C [1190]	139
567.	VENKATESWARLU THOTA [4409]	76
568.	Vidyadhar Chiuveri [2502]	154
569.	Viishnu Manukondu [2520]	181

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SHILPA PHARMA LIFESCIENCES LIMITED UNIT-2
2023-24 year training summary data

SL. No	Employee Name	Number of training completed in 23-24 year
570.	VIJAY DATTATRAY BHANDALKAR - [7288]	22
571.	Vijay Kumar Kuruva [1147]	187
572.	VIJAY KUMAR N . [5208]	47
573.	Vijaya Bhaskar K . [5030]	163
574.	VIKAS GUPT - [7232]	8
575.	Vikas Guttal [1893]	43
576.	VINOD RAJARAM CHAVAN - [6382]	123
577.	VINUKONDA SRIRAMULU - [6763]	173
578.	Virendra B Kalshetti [4412]	210
579.	VISHAL BALU TANTARPALE - [7429]	1
580.	VISHAL KUMAR - [7343]	20
581.	Vishal Madhukar Kamble . [5028]	215
582.	VISHAL PRABHAKAR MANE - [6160]	140
583.	VISHAL VITTHAL KODAG - [6673]	75
584.	Vitthal Abaso Babar [1411]	148
585.	VIVEK KUMAR - [7478]	1
586.	VIVEK KUMAR CHAUHAN . [5817]	83
587.	Vivekanand Hosur [1916]	126
588.	VSV Prasad Akula [2922]	203
589.	Yallaling Pujari N [4078]	163
590.	Yallappa . [1907]	36
591.	Yamanurappa . [2470]	65
592.	Yashwanth Pasupula [3324]	54
593.	YEDDULA VEERANJANEYULU . [4552]	184
594.	YERRAGUDI VENKATESH - [6329]	24
595.	YERRAMADA PRABHAKAR - [6233]	39
596.	YOGEESH C JAHAGIRDAR . [6063]	227
597.	Yogesh Patil [1697]	67
598.	YOGESH PRAKASH DESHMUKH . [5811]	156
599.	YOGESH RAJENDRA JAGTAP - [7454]	2
600.	Yuvaraj . [3725]	60
	Grand Total	**77893**

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SHILPA PHARMA LIFESCIENCES LIMITED UNIT-2
2023-24 year training summary data

Total number of employees	600
Total number of trainings	77893
Average training duration, 15 min for each topic	1168395
Total training man-hours	19473.25
Average training hours / employees / year	**32.46**

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SOCIAL ACCOUNTABILITY MANAGEMENT SYSTEM MANUAL

(Based on Requirements of SA 8000:2014 Standard)

Shilpa Pharma Lifesciences Limited.

Innovating for Affordable Healthcare

Document No: SPL/SAMS
Issue No: 01
Revsion No: 01

Shilpa Pharma Lifesciences Limited
Plot Nos: 33, 33A & 40-47, Raichur Industrial Growth Centre
Wadloor Road, Chicksugur Pots, Raichur 584134, Karnataka, INDIA

	Prepared by	Reviewed by	Approved by
Name	Kapil Khandelwal	Arvind Kumar Singh	K. Sharath Reddy
Designation	Asst. Manager-HR	DGM-HR	Technical Director
Sign &Date	17/07/23	17/07/23	17/07/23

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Sign &Date			

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0.1 Revision History

Manual/ Section No.	Rev. No. & Eff. Date	Brief Description of Changes	Change Approver
Whole Document	Rev. 00 Eff. Date: 16-01-2023	First issue of manual to address SA 8000:2014 requirements.	WTD
Section 5.0	Rev. 01 17.07.2023	POSH Policy included as reference document.	WTD

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0.2 Abbreviations

Abbreviations	Full Form
API	Active Pharmaceutical Ingredients
CSR	Corporate Social Responsibility
Eff.	Effective
EHS	Environment Health Safety
ESI	Employees State Insurance
HOD	Head of Department
HR	Human Resources
ILO	International Labour Organization
LIC	Life Insurance Corporation
No.	Number
OHS	Occupational Health & Safety
PF	Provident Fund
POSH	Prevention of Sexual Harassment
PSCI	Pharmaceutical Supply Chain Initiatives
PSMS	Process Safety Management System
SAMS	Social Accountability Management System
SDG	Sustainable Development Goals
SPL	Shilpa Pharma Lifesciences Limited
SSC	Secondary School Certificate
TA	Travel Allowance
TDS	Tax Deducted at Source

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UNGC	United Nations Global Compact
WTD	Whole Time Director

0.3 Manual Distribution

MASTER COPY

Master Copy is the one, which is duly approved (signed) and authorized for use.

CONTROLLED COPY

Soft Copy of the Master Copy will be made accessible (READ only) through intranet in shared folder for READ only access and use by all employees.

Hard Copy of the Master Copy will be displayed through Policy Stand and one Hard Copy will be kept with HR Head as "Controlled Copy" for auditor's use.

UNCONTROLLED COPY

Any other copy of the document, which is generated on want basis, shall be referred to as "Uncontrolled Copy".

OBSOLETE COPY

Old version of the Master Copy of the document, which is not in use but kept for knowledge preservation, shall be referred to as "Obsolete Copy".

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0.4 Profile of Shilpa Pharma Lifesciences Limited

Shilpa Pharma Lifesciences Limited (SPL), a subsidiary of Shilpa Medicare Limited, established in 1987, produces and exports consistently high-quality active pharmaceutical ingredients, fine chemicals, intermediates, herbal products, and specialty chemical products using sophisticated technology, meticulously following international specifications and good environment, health, and safety practices. Currently SPL is one of the leaders in the oncology market and offer a complete range of products in this segment spanning across APIs, Formulations and are striving to put in our efforts in field of novel drug delivery systems and biotech products along with widening our focus to other therapy areas. SPL provides high-quality, affordable medicines trusted by healthcare professionals and patients in over 100 countries worldwide.

SPL is committed to integrate relevant SDGs & PSCI Principles in the business processes within the context of our Vision "Innovating for Affordable Healthcare" by formulating and implementing this Social Accountability Policy adopting a systematic approach to contribute for the Social Pillars of Sustainability as described in the manual.

SPL recognizes its commitment to the community in which it operates through its Corporate Social Responsibility initiatives. We reach out to underserved communities and work towards making a meaningful difference to them. SPL's CSR programs are focused on education, health, environment, and women empowerment.

OUR VISION

Innovate for providing affordable healthcare.

Beyond any discrimination or boundaries, so as to bring a pleasant difference to patient's lives.

OUR MISSION

Making the medicines affordable by inclusive participation of the stakeholders, with minimum impact on environment, social accountability & exceed customer expectations.

OUR VALUES

Assuring compliance by continuously improving the systems by adhering to Environment, Health, safety & Social accountability Practices.

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0.5 Normative Elements & Interpretation

SPL shall comply with applicable national, local, and other laws, industry standards, other requirements to which SPL subscribes and SA 8000 requirements.

SPL shall also respect the ILO conventions as per the policy of the Government of India and the respective State Governments.

List of key national and local regulations on Social Aspects are as follows:

a) Factories Act, 1948
b) Labour Welfare Fund Act, 1987
c) Factories & Establishments (National, Festival & Other Holidays), Act 1974
d) Payment of Wages Act, 1936
e) Employment Exchange (Compulsory Notification of Vacancies) Act 1959
f) Contract Labour Act (Regulation & Abolition) Act, 1970
g) Employees State Insurance Act 1948
h) Employees Provident Fund & Miscellaneous Provisions Act 1952
i) Apprenticeship Act 1961:
j) Payment of Bonus Act 1965
k) Payment of Gratuity Act 1972
l) Minimum Wages Act 1948
m) Child Labour Act 2016
n) Maternity Benefit Amendment Act 2017

List of key ILO Conventions on Social Aspects are as follows:

a) ILO Convention 1 (Hours of Work - Industry) and Recommendation 116 (Reduction of Hours of Work)
b) ILO Conventions 29 (Forced Labour) and 105 (Abolition of Forced Labour)
c) ILO Convention 87 (Freedom of Association)
d) ILO Convention 98 (Right to Organise and Collective Bargaining)
e) ILO Conventions 100 (Equal Remuneration) & 111 (Discrimination-Employment)
f) ILO Convention 102 (Social Security - Minimum Standards)
g) ILO Convention 131 (Minimum Wage Fixing)
h) ILO Convention 135 (Workers' Representatives)
i) ILO Convention 138 and Recommendation 146 (Minimum Age)
j) ILO Convention 155 and Recommendation 164 (Occupational Safety and Health)
k) ILO Convention 159 (Vocational Rehabilitation and Employment - Disabled Persons)
l) ILO Convention 169 (Indigenous and Tribal Peoples)
m) ILO Convention 177 (Homework)
n) ILO Conventions 181 (Private Employment Agencies)
o) ILO Convention 182 (Worst Forms of Child Labour)
p) ILO Convention 183 (Maternity Protection)
q) ILO Code of Practice on HIVIAIDS and the World of Work
r) Universal Declaration of Human Rights
s) The International Covenant on Economic, Social and Cultural Rights

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t) The International Covenant on Civil and Political Rights
u) The UN Convention on the Rights of the Child
v) The UN Convention on Elimination of All Forms of Discrimination Against Women
w) The UN Convention on the Elimination of All Forms of Racial Discrimination
x) UN Guiding Principles on Business and Human Rights

0.6 Terms & Definitions

Attendance: Physical presence of the employee or Contract Personnel concerned at the place or places where he or she is required to work or report for duty remain on duty/work after making or getting the attendance marked.

Child: Any person under 15 years of age, unless the minimum age for work or mandatory schooling is higher by local law, in which case the stipulated higher age apples in that locality.

Child Labour: Any work performed by a child younger than the age(s) specified in the above definition of a child.

Collective Bargaining Agreement: A contract specifying the terms and conditions for work, negotiated between an organisation (e.g., employer) or group of employers and one or more worker organisation(s).

Corrective Action: Action to eliminate the cause(s) and root cause(s) of a *detected* non-conformance. Corrective action is taken to prevent recurrence.

Preventive Action: Action to eliminate the cause(s) and root cause(s) of a *potential* non-conformance. Preventive action is taken to prevent occurrence.

Forced or Compulsory Labour: All work or service that a person has not offered to do voluntarily and is made to do under the threat of punishment or retaliation or that is demanded as a means of repayment of debt.

Home Worker: A person who is contracted by the organisation or by its supplier, sub supplier or subcontractor, but does not work on their premises.

Human Trafficking: The recruitment, transfer, harbouring or receipt of persons, by means of the use of threat, force, deception, or other forms of coercion, for the purpose of exploitation.

Interested Parties: An individual or group concerned with or affected by the social performance and/or activities of the organisation.

Living Wage: The remuneration received for a standard work week by a worker in a place sufficient to afford a decent standard of living for the worker and her or his family. Elements of a decent standard of living include food, water, housing, education, health care, transport, clothing, and other essential needs including provision for unexpected events.

Management Representative: A member of the management appointed by the Top Management of SPL to establish and implement the requirements of the standard and report the performance to the top management.

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Muster Roll: Includes any Register or Registers or other records maintained by SPL and the suppliers / sub-contractors for the purpose of keeping a list of employees employed by SPL and the Contract personnel deployed in the company for the purpose of making attendance of said employees and contract personnel.

Non-conformance: Non-compliance with a requirement.

Notice: Official communication in writing given or exhibited on the "Notice Board" or any other place specified by the Management for the purpose disseminating information.

Notice Board: Designated location specially maintained in a conspicuous place at or near the entrance to the work area, canteen and/or administrative office for the purpose of displaying notices required to be posted or affixed.

Personnel: All individuals employed or contracted by an organisation, including but not limited to directors, executives, managers, supervisors, workers, and contract workers such as security guards, canteen workers, dormitory workers, and cleaning workers.

Worker: All non-management personnel.

Private Employment Agency: Any entity, independent of the public authorities, which provides one or agency: more of the following labour market services: Matching offers of and applications for employment, without the agency becoming a party to the employment relationship(s) which may occur; Employing workers with a view to making them available to a third party entity, which assigns their tasks and supervises the execution of these tasks.

Remediation of Child Labourers: All support and actions necessary to ensure the safety health education and development of children who have been subjected to child labour, as defined above, and whose work has been terminated.

Risk Assessment: A process to identify the health, safety and labour policies and practices of an organisation and to prioritise associated risks.

Worker Representative(s): One or more worker representative(s) freely elected by workers to facilitate communication with the management representative(s) and senior management on matters related to social concerns.

Social performance: An organisation's achievement of full and sustained compliance with SA8000 requirement while continually improving.

Stakeholder engagement: The participation of interested parties, including but not limited to the organisation, trade unions, workers, worker organisations, suppliers, contractors, buyers, consumers, investors, NGOs, media, and local and national government officials.

Standard Workday/Shift: 8 ½ Hours with a tolerance of 15 minutes including rest/lunch period of 30 minutes.

Supplier/Contractor: Any entity or individual(s) in the supply chain that directly provides

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the organisation with goods or services integral to, utilised in or to produce the organisation's goods or services.

Sub-supplier/Sub-contractor: Any entity or individual(s) in the supply chain that provides the supplier with goods and/or services integral to, utilised in or to produce the supplier's or the organisation's goods or services.

Worker organisation: An autonomous voluntary association of workers organised for the purpose of furthering and defending the rights and interests of workers.

Work Premises/Workplace: Includes premises and precincts of the factory / establishment / departments / plants / go-downs / sheds procurement centres and offices including ancillary departments owned, hired and/or managed by the Company and includes place or places where any employee is required to be present and/or work whether within or outside the factory premises.

Young worker: Any worker under the age of 18 but over the age of a child, as defined above.

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0.7 Organogram for Social Accountability Management System

Attached as Annexure 1.

0.8 Scope

The scope of the Social Accountability Management System of SPL covers meeting the requirements of SA 8000:2014 with respect to its activities related to:

"Manufacture and Supply of Active Pharmaceuticals Ingredients (APIs) and Intermediates."

This scope is applicable for SPL's manufacturing sites located at the following addresses:

Shilpa Pharma Lifesciences Limited
Unit 1, Plot No: 1A to 5B, Deosugur Industrial Area
Deosugur, Raichur 584170, Karnataka, INDIA.

Shilpa Pharma Lifesciences Limited
Unit 2, Plot Nos: 33, 33A & 40-47, Raichur Industrial Growth Centre
Wadloor Road, Chicksugur Pots, Raichur 584134, Karnataka, INDIA

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0.9 Social Accountability Policy

Shilpa Pharma Lifesciences Limited, a subsidiary of Shilpa Medicare Limited, established in 1987, produces and exports consistently high-quality active pharmaceutical ingredients, fine chemicals, intermediates, herbal products, and specialty chemical products using sophisticated technology, meticulously following international specifications and good environment, health, and safety practices. Currently SPL is one of the leaders in the oncology market and offer a complete range of products in this segment spanning across APIs, Formulations and are striving to put in our efforts in field of novel drug delivery systems and biotech products along with widening our focus to other therapy areas. SPL provides high-quality, affordable medicines trusted by healthcare professionals and patients in over 100 countries worldwide.

SPL is committed to integrate relevant UNGC, SDG & PSCI Principles in the business processes within the context of its Vision "Innovating for Affordable Healthcare" by formulating a Social Accountability Policy and implementing same adopting a systematic approach to adopt a proactive and risk-based approach towards social accountability management through:

- Complying with the applicable national, local, other subscribed statutory social obligations related to labour, human rights, and ethics,
- Ensuring no engagement of or support to use of child labour, forced or compulsory labour,
- Preventing ill health and injury to personnel at workplace,
- Respecting freedom of association, right to collective bargaining and preventing discrimination,
- Respecting all personnel with dignity, implementing ethical work practices, engaging with stakeholders, and ensuring minimum wages to the personnel,
- Setting social objectives to improve working standards of employees and continual improvement of social performance.

We believe that implementation of this policy in our facilities and supply chain will support in meeting expectations of our stakeholders and business.

We engage and work with our supply chain partners to understand each other's expectations on social aspects and adopt good practices.

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This policy applies to all SPL sites. It is made available to relevant stakeholders on request and periodically reviewed, as necessary.

Mr. K Sharath Reddy
Technical-Director

01 CHILD LABOUR

SPL does not engage or support Child Labour and does not tolerate Child Labour engagement by the Suppliers/Contractors.

Personnel, at the time of employment should sign a letter of appointment or any other form declaration required to be signed in accordance with the terms and conditions of service specified, and give correct, unambiguous, and undistorted personal particulars as required for the purpose of record and thereafter, notify SPL promptly of any change in such particulars.

If on verification, the personal particulars such as age, educational qualifications, experiences, caste community where reservation is claimed, etc, are found to be incorrect at any time subsequently, the concerned personnel is liable to be discharged from service.

The age of the personnel is assessed based on the certificate submitted and ensured that persons below 18 years are not employed/engaged in the company. Where, the person is not able to submit the certificate to establish his age, the person is judged by his physical appearance and as appropriate, certificate from Chiel Surgeon from Government Hospital is obtained on the age of the person to ensure that persons above 18 years of age only are employed by SPL or deployed by the sub-contractors.

Any one of the following is considered as a valid record for Proof of Age:

a) SSC Certificate
b) Passport
c) Aadhar Card with Date of Birth
d) Certificate issued by the Chief Surgeon of Government Hospital on the Age of the Person with Photo Identification
e) Affidavit issued by the Magistrate on the age of the person

Every person is given an appointment letter at the time of his / her appointment setting out the terms of the post and on promotion. In case of contract personnel, the company ensures that the employment letter with terms is issued by the contractor for every person and is reviewed by SPL for its compliance with SPL's employment policy.

Labour Contractors/Employment Services/Recruiters are utilised by SPL. It is ensured that they possess a valid license as per local law during the currency of the engagement and a copy of license is maintained. SPL ensures that the service is continued only with valid license. SPL verifies relevant documents with respect to contract and sub-contract

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personnel.

Policy and Procedure for Remediation of Child Labour has been established and is communicated to the supplier / contractor.

As part of due diligence, declaration from the Suppliers /Contractors is taken stating that child labour is neither employed by them nor employed by their suppliers/contractors (i.e., sub-suppliers/sub-contractors).
"No Use of Child Labour" Clause is included as one of the Purchase Order/Service Contract conditions. During periodical review/tracking of the supplier performance, if SPL observes use of Child Labour, the contract gets terminated and procedure for Remediation of Child Labour gets invoked by the Supplier/Contractor.

Where, SPL observes that the Supplier/Contractor is using Young Worker aged between 15 to 18 years, SPL verifies:
a) Whether Young Workers are subject to compulsory education, and they work only outside of school hours.
b) The record of attendance/utilization of Young Worker to assess the combined time spent at School, Work and Transportation. In case the combined time is either more than 10 Hours/day or the work hours is more than 8 hours/day, initiates necessary action to control the utilization of young worker by the supplier / contractor.
c) No use of Young Worker in night hours. Initiate action in case of deviation.
d) Whether the young person is exposed to any situations that are hazardous or unsafe to their physical and mental health and development. In case of any deviation, initiate necessary action.

References

Procedure: Child Labour & Human Trafficking Policy
Procedure: Child Labour Remediation

02. FORCED OR COMPULSORY LABOUR

The policy on Forced or Compulsory Labour is implemented for all personnel including the workers deployed by suppliers/contractors.

SPL prohibits any form of Forced Bonded Labour or Compulsory Labour that Includes human trafficking. Holding of original identity papers. Personnel are free to leave the premises after their standard workday / shift. The personnel are allotted work based on their skill and ability and are not forced to work.

As a policy, deposits are not taken from the personnel upon commencing employment. Benefits to the personnel are given as per the employment letter and does not tolerate any form of withholding personnel's salary, property, or documents to force personnel to continue working.

Workers are free to move within the premises to fulfil their duties and responsibilities considering the health and safety, hygiene and product safety practices that are laid out by SPL.

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Workers are free to use the canteen, take breaks, use rest room, and drink water based on the need, have access to necessary medical attention and practice any religious tenets.

SPL ensures:

a) All the committed remuneration and benefits due to the personnel are distributed in a timely manners except for the permissible deductions and transferred to their Bank Account.
b) The remuneration to the contract personnel is dispersed in the presence of SPL's staff or through electronic transfer to the contract employee's bank account.
c) Any fees to be paid to the Private Recruiting Agencies (if utilised) are given by SPL and that the Private Recruiting Agencies does not take any employment fees or costs from the personnel. Undertaking to that effect is taken from the agency.
d) The personnel are free to terminate their employment on providing reasonable notice period as per the signed employment agreement.
e) The personnel are provided notice period in case of any termination of employment by SPL as agreed in the employment letters. Any compensation due to them are provided as agreed in the employment letter.
f) Security measures implemented does not intimidate or unduly restrict the movement of workers.
g) All overtime hours are voluntary and monitors the implementation of the overtime to prevent any forced duty by the personnel.
h) Terms of employment outlined at the time of recruitment are same or better than the terms offered, during employment.
i) Personnel are empowered to remove themselves from imminent danger at workplace.
j) The personnel are not compelled to continue the employment based on pending loans or advances.
k) Personnel who have resigned are relieved within the agreed/committed notice period and the relieving from employment is not linked with the non-availability of reliever.
l) Workers are not forced to continue the shift in the absence of reliever.
m) SPL neither engages nor supports Human Trafficking. The contractor supplying labour does not engage nor support Human Trafficking.

References:-

Procedure: Forced Labour Control

03 HEALTH & SAFETY

SPL provides a safe and healthy workplace environment and takes effective steps to prevent potential health and safety incidents and occupational injury or illness arising out of, associated with or occurring in the course of work. Practices and procedures are established to minimize or eliminate, o the extent it is reasonably practicable, the causes of all hazards in the workplace environment, based upon the prevailing safety and health knowledge of the industry.

SPL assesses all the workplace risks to new, expectant, and nursing mothers including those arising out of their work activity, to ensure that all reasonable steps are taken to remove or reduce any risks to their health and safety. To enable the implementation of the controls, the women employees (both employed by SPL and its Suppliers/Contractors) are

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requested to inform the organisation on their status to Head HR or Women Representation in HR.

Where hazards remain after effective minimization or elimination of the causes of all hazards in the workplace environment, SPL provides personnel with appropriate personal protective equipment, as needed at its own expense. In the event of a work-related injury, SPL provide first aid and assist the worker in obtaining follow-up medical treatment. Personnel Training in First Aid, for both Men and Women, is conducted in all the shifts to render first aid. Contract has been signed with hospital in the proximity of the SPL's premises for treatment.

At SPL, the Site Head/Factory Manager ensures a safe and healthy workplace environment for all personnel as required by the national and local laws. Head EHS supports the Site Head/Factory Manager in this regard by implementing the Occupational Health & Safety Management System requirements.

A Health and Safety Committee as per the requirement of factories act, with proportional representation from the management and workers has been established. SPL is a unionised organisation. The workmen workwomen representatives in the Health and Safety Committee are elected by the workmen. The details of the members in the Health and Safety Committee are communicated to the workers through display at the general notice board and at canteen notice board. The current list of Health & Safety committee members is given in Annexure 2.

The Health and Safety Committee members are trained in their roles and responsibilities and retrained periodically to be competently committed to continually improving the health and safety conditions in the workplace. The Health and Safety Committee conducts the Occupation Health and Safety Risk Assessment as per the relevant procedure outlined in the SPL's EHS manual to identify and address current and potential health and safety hazards and the output is recorded in the form of OHS Risk Register.

The OHS Risk Register is periodically reviewed at department (monthly), unit (quarterly) and corporate (yearly), based on any change in the workplace or occurrence of OHS incident.

SPL provides effective health and safety training every year, including on-site training and, where needed, job-specific training. The training is provided at the time of induction of new personnel, reassignment of personnel (transfer for one process to another / one department to another), on occurrence of any incident, when there are changes in technology and/or the when introduction of new machinery presents new risks to the health and safety of personnel.

SPL has established procedures to detect, prevent, minimize, eliminate or otherwise respond to potential risks to the health and safety of personnel that are part of EHS Management System documentation. Procedure to report and investigate OHS incidents that occur in the workplace has been established as part of the EHS Management System.

All the personnel have been informed/ trained on the Health and Safety risk at their workplace so that they can remove themselves from imminent danger without seeking permission from their reporting authority and report the danger to the concerned supervisor/ERT Members for prompt action.

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04 FREEDOM OF ASSOCIATION & RIGHT TO COLECTIVE BARGAINING

SPL is a unionised organisation.

SPL provides the worker with the right to collective bargaining or elect their representatives for the purpose of collective bargaining with the management.

SPL does not interfere or restrict, discriminate, or retaliate against workers exercising their right of representation. The company does not interfere in any way with the establishment, functioning or administration of worker organisation(s) or collective bargaining arrangement.

SPL respect the right of all personnel to form and join trade unions of their choice and to bargain collectively.

SPL ensures that representatives of worker and any personnel engaged in organising workers are not the subject to discrimination, harassment, intimidation, or retaliation.

Head HR is responsible to implement the above policy on Freedom of Association & Right to Collective Bargaining

References:
Collective Agreement with Employees Union

05 DISCRIMINATION

SPL's Policy of non-Discrimination is to provide equal employment and advancement opportunities to all individuals based on merit irrespective of race, colour, religion, gender, national origin, age, or disability.

SPL:

a) Provides equal opportunity with respect to recruitment, remuneration, compensation, access to training, promotion, termination, or retirement to all the employees and the contract personnel without any discrimination.

b) Ensures that discrimination is not practiced in the organisation based on race, national or territorial or social origin, caste, birth, religion, disability, gender, sexual orientation, family responsibilities, marital status, union membership, political opinions, age, or any other condition.

c) Does not interfere with the exercise of personnel's rights to observe tenets or practices or to meet needs relating to race, national or social origin, religion, disability, gender, sexual orientation, family responsibilities, union membership, political opinions or any other condition.

d) Does not allow any behaviour that is threatening, abusive, exploitative, or sexually coercive, including gestures, language, and physical contact, in the workplace.

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e) Does not subject personnel to pregnancy or virginity tests under any circumstances. However, to ensure the safety of expectant mothers and nursing mothers at workplace, the personnel all requested to inform such status to the company for allocation of appropriate activity/work to eliminate/reduce the health risk, if any.

f) Documents the incidents of discrimination and reviews periodically in the Management Review.

g) In case of any incident related to discrimination, the remediation plan is documented, implemented and the results are reviewed during the Management Review.

SPL ensures that:

- All the personnel have the same opportunity to apply for and considered for the same job.
- All the personnel are treated fairly regarding benefits and canteen cafeteria privileges.
- Worker, without distinction, has the right to join or form a trade union of their own choosing and to bargain collectively.
- The employer adopts an open attitude towards the activities of trade unions and their organizational activities.
- Worker representatives are not discriminated against and have access to carry out their representative functions in the workplace.

Employees with questions or concerns about discrimination in the workplace are encouraged to bring these issues to the attention of their HOD/HR. Employees can raise concerns and report without fear of reprisal. Anyone found to be engaging in unlawful discrimination will be subjected to disciplinary action, including termination of employment.

References
Procedure: Code of Conduct
Procedure: Prevention of Sexual Harassment at Workplace (POSH Procedure)
Procedure: Human Rights Policy
Procedure: Grievance Policy

06 DISCIPLINARY PRACTICES

SPL treats all personnel with dignity and respect, does not engage in or tolerate the use oi corporal punishment, mental or physical coercion or verbal abuse of personnel, harsh or inhumane treatment.

The following acts are treated as misconduct:

a) Wilful insubordination or disobedience, whether alone or in combination with others, to any lawful and reasonable order of a superior.
b) Theft, fraud, or dishonesty in connection with the employer's business or property.
c) Wilful damage to or loss of employer's goods or property.
d) Taking or giving bribes or any illegal gratification.

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e) Habitual absence without leaves of absence without leave for more than 10 days.
f) Habitual late attendance.
g) Habitual breach of any law applicable lo the establishment.
h) Riotous or disorderly behaviours during working hours at the establishment or any act subversive of discipline.
i) Habitual negligence or neglect of work.
j) Striking work or inciting others to strike work in contravention of the provision of any law, or rule having the force of law.

No disciplinary action would be taken against any personnel for the misconduct other than warning or censure unless he has been issued a copy of the charge or charges levelled against him and after holding domestic enquiry and giving an opportunity of defending himself.

If a personnel present on duty refuses to take delivery of the letter or the charge in the presence of at least one witness, it is deemed to have been served the notice and a copy is exhibited on the company's notice board.

As safety related deviations have potential to cause work related injuries/illnesses, a **disciplinary action process for safety related deviations by any individual** has been implemented as per the following norms:

- **First time safety deviation:** Inform concerned HoD and HR head. Provide counselling by Safety Officer. Responsibility - Safety Officer.
- **Second time safety deviation:** Inform concerned HR Head and Unit Head/Factory Manager. Concerned Hod issues waring letter to the concerned individual and intimate same to the concerned HR Head. Responsibility – Concerned HoD.
- **Third time safety deviation:** Inform concerned Unit Head/Factory Manager and Head-API Operations. Concerned HR Head discussed the repeat deviations with Concerned Unit Head/Factory Manager and Head API Operations and takes appropriate disciplinary action on concerned persons. Responsibility – Concerned HR Head.

References

Procedure: Code of Conduct
Procedure: Anti-Bribery & Anti-Corruption Policy

07 WORKING HOURS

SPL abides by the work week stipulated by the national & local laws, any Collective Bargaining Agreement and Industry Standard applicable to its operating sector.

Adequate number of toilets are provided for use by the personnel that are in the proximity of the workplace. At a minimum. One urinal for every 25 employees and One toilet for every 50 employees separately for men and women employees are provided. Potable Water is provided at the proximity of the workplace and in the canteen.

The employees and contract personnel are eligible to use Canteen for their meal break. The

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requirements of Food Safety and Standards Regulation is implemented during the preparation and storage of food to prevent ill health to the personnel consuming the food.

Neither SPL nor its Suppliers/Contractors provide any dormitory facilities provided for personnel.

SPL operates six days a week in general shift between 9.00am to 5.30pm, Sunday weekly off. The operations and its support departments work on all days in three shifts of eight hours duration with staggered weekly off. The personnel in shift work 6 days (48 Hours) and seventh day are an off day which could fall on any of the weekday including Sunday on a rotational basis as agreed with the personnel through service rules and collective bargaining agreement. The personnel in operations and its support departments may be transferred from one shift to another as per the agreement.

Lunch break of 30 minutes and two Tea Breaks of 15 minutes each are provided. The personnel are free to choose their tea break as per their convenience. Staggered Lunch Break is planned to prevent undue rush in the canteen.

SPL entertains overtime by employees/ contractor's personnel voluntarily only and is not forced upon. The compensation for the overtime is the normal work hour wages. The overtime is limited to 50 Hrs. in a quarter. While planning the shifts, it is ensured that overtime is not on regular basis. Being a manufacturing establishment, under exceptional circumstances, the personnel may be required to work more than 6 days in a week, and they will be compensated with a Compensatory Off day.

In cases where overtime work is needed to meet short-term business demand and it is agreed with the personnel as part of collective bargaining process, the requirements are implemented as per the agreed terms and conditions.

Policies on Attendance, Workday & Timing, Holiday, Leave and Grievance have been established and implemented.

References

Procedure: Attendance Procedure
Procedure: Leave Policy
Procedure: Holiday Policy
Procedure: Workday & Timing Procedure
Procedure: Compensatory Off/Over Time Policy

08 REMUNERATION

SPL recognises and respects the right of personnel to a living wage and ensure that wages for a normal work week, not including overtime, always meets at least legal or industry minimum standard as per applicable collective bargaining agreements and laws. It is ensured that wages are sufficient to meet the basic needs of personnel and to provide some discretionary income.

SPL does not make any deductions from wages for disciplinary purposes until and unless

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the deduction falls under the provision of Section 7 of the Payment of Wages Act or agreed with the personnel as part of the employment/collective bargain process.

SPL communicates the wages of the personnel and benefits composition through pay slip for each pay period. In case of Suppliers/Contractors, it could be in the form of Wages Register/Pay Slip as per their practice. The wages for SPL's Employees are distributed through Online Transfer to the personnel's Bank Account. The wages for Suppliers/Contractors are distributed as per their procedure. However, the mode of distribution of wages is identified and agreed as part of the Purchase Order/ Contract and is monitored. It is ensured that all wages and benefits are distributed before 10th Day of each month or earlier working day and paid in the form of Cheque / Bank Transfer only. Payment in the form of vouchers, coupons or promissory notes is prohibited except for food allowance.

SPL pays overtime at a premium rate i.e., double the hourly wage for the personnel or as agreed part of service condition/collective bargaining agreement or at a premium rate equal to prevailing industry standards, whichever is higher.

SPL does not use labour-only contracting arrangements, consecutive short-term contracts and/or false apprenticeship or other schemes to avoid meeting its obligations to personnel under applicable labour laws & regulations and social security laws & regulations.

The overtime to meet the business requirement/maintenance activity are decided during the previous shift and communicated at least two hours prior to shift closure. Any planned overtime to meet the business exigency is discussed with the personnel and communicated a week in advance.

SPL ensures that overtime work for an individual does not exceed 16 hours per month, is not demanded other than in exceptional and short-term business circumstances and is always remunerated at a premium rate. Any exceptional circumstances arise that require personnel to put extra hours is intimated through display in notice board or discussion with the personnel. At no circumstances the personnel would be forced to do overtime.

Weekly off is given to the personnel after six days of work. For any reason, if the personnel must continue the duty even on the weekly off day, the off day is taken either five days before or after the weekly off.

If the personnel have worked continuously for 10 days, the 11th day would be the weekly off day. For the duty done on the weekly off days, the personnel are either paid the overtime wages or given two days compensatory off to comply with Payment of Wages Act.

Minimum Wages:

The Minimum Wage is computed as per the established procedure. Action Is taken to ensure that at least the minimum wage is paid. Gap between the current wage and the revised minimum wage is periodically assessed and addressed. The minimum wage is re-calculated as and when necessary to make necessary adjustment in the wages.

The Company ensures that all worker whether hourly, salaried, temporary, seasonal or otherwise are paid the Minimum Wages. The Head HR from time to time collect the

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minimum wages gazette from the department, reviews the order and initiates action to comply with the requirement and updates the database.

SPL ensures that wages and benefits are rendered in full compliance with all applicable laws and that compensation is rendered either in cheque or transferred to bank account in a manner convenient to personnel.

SPL uses only licensed labour or employment services which operates by the local or national government as a labour provider and does not give any piece work contract or assignment to work. The company does not encourage any piece-rate work.

Deductions from Wages:

Standard deduction such as PF, ESI, TDS, and LIC Premium Payments are implemented as permitted by Payment of Wages Act. Any loan / advances application from the SPL's personnel is received and processed by HR and recovered in in equal monthly instalments. Before sanctioning the loan / advance, the current deductions are reviewed. If the due from the proposed loan / advance results in monthly deduction of more than 50% of the salary, the loan advance is not sanctioned. The Payroll Documents of the Contractors is verified every month and deduction done is also verified for compliance.

If ten or more personnel acting in concert themselves or strike work without prior notice and without reasonable cause, they will at the discretion of the Management, be liable to deductions from their earned wages of an amount not exceeding eight days earnings in each case under the proviso to Sub-Section (2) of Section 9 of the Payment of wages Act, 1936.

In accordance with Section 7, Sub-Section 2 (c) of the Payment of Wages Act, deductions may be made for any damage to, or loss of goods expressly entrusted to a worker for custody or for loss or money for which he is required to account for, where such damage/loss is directly attributable to his neglect or default.

Payroll Documentation:

a) The personnel are provided with a documented Pay Statement other than Payroll for each month that contains wage calculation, earned wages, regular and overtime pay, deduction, final total wages and ensures that the payment is accurate and accountable. Separate statements are given for the bonus payment.

b) The pay is given only to the personnel, and it is ensured that no one receives the wages on his/ her behalf unless authorisation is received in writing from the personnel.

c) All personnel are included in the payroll and other social security records such as PF, ESI, and Gratuity etc. Where, contract employees are hired, the Payroll Record and Social Security Records are verified for compliance every month. It is ensured that the payroll documents and reports are completed, accurate and up to date.

Transfers:

The personnel are liable to be transferred from one job to another or from one department/section to another or from one shift to another or from one unit to another unit

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(existing or future) of the company, provided his status and emoluments are not adversely affected.

Transfer allowance (TA) is paid as per Company's rules wherever applicable except in the case of transfer at the request of the personnel.

References

Procedure: Recruitment of New Employees
Procedure: Minimum Wages as per Karnataka Govt. Notification
Procedure: Compensatory Off & Overtime Procedure.

9 MANAGEMENT SYSTEMS

9.1 Policies, Procedures and Records:

The leadership has established a Social Accountability Policy (SA Policy) and is documented in Section 0.9 of this manual.

SA Policy communicates the intent of the organisation to implement requirements of the SA8000 Social Accountability Standard, comply with national & local laws and other applicable laws, to respect the government ratified international conventions such as ILO and, improve the Social Performance.

SA Policy is published in English and Local language that is understood by majority of the workforce. Wherever required, SA Policy is also published in other languages to enable effective communication to the personnel.

SA Policy is displayed at various locations in the organisation for communicating the policy to the personnel.

SA Policy is briefed to the personnel to ensure that they understand the policy and they contribute to achieve the policy. The current applicable SA 8000 standard is also made available to the personnel at various locations for their use. SA Policy is also communicated to the contractors/suppliers. SA Policy is made available to public through display of the policy on the Website. The policy is also made available to the interested parties on request.

Leadership reviews the SA Policy during the management review to continuously improve the Social Performance and to assess the adequacy and suitability of the policy.

SPL has developed policies and procedures to implement the SA 8000 requirements. The policies and procedures are communicated to the personnel and ensure that they understand the requirements and are aware of their roles and responsibility to comply with the requirements.

The policies and procedures are made accessible to the personnel through display at the

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workplace in a language they can understand i.e. in English and Local language spoken by majority of workers. The policies and procedures are translated in Local language. The applicable policies and procedures are communicated to suppliers/contractors. The policies, procedures and communication on the subject are shared with the customers, as per their request.

The records required to demonstrate compliance to the implemented SA 8000 standard is established, maintained, and retained for the defined period. Written or oral summaries on the requirements are given to the SA8000 worker representative.

The list of Policies / Procedures established and implemented are mentioned in Reference Section.

9.2 Management Representative:

SPL has appointed "Arvind Kumar Singh-DGM-HR" a member of Senior Management who, irrespective of other responsibilities, ensures that the requirements of this standard are met.

9.3 Social Performance Team

A Social Performance Team (SPT) is established to implement all elements of SA 8000 Standard. The Team includes a balanced representation of:

a) SA 8000 worker representative(s) and
b) Management

The list of current SPT Members attached in Annexure 3.

The SPT consist of at least two members representing the Management and two SA 8000 Worker Representatives. The management members of the SPT are nominated by the Leadership.

It is ensured that the SPT team contains at least one women member from the employee and one women member from the Contractor's Personnel.

9.4 Roles and Responsibility of SPT are:

a) Conduct the Social Risk Assessment and document the risks.
b) Prioritise the risk based on its severity and establish control methods including recommendation to eliminate or reduce the risk
c) Monitoring the workplace activities for compliance with SA 8000 Standard, implementation of action to address the risk and for effective implementation of Policies and Procedures
d) Liaise with other departments to study, define, analyse and/or address any possible non-conformance(s) to the SA8000 Standard
e) Facilitate routine internal audits of SA 8000 requirements.
f) Submit Internal Audit Reports to Leadership on the performance and benefits of actions taken to meet the SA8000 Standard
g) Maintain records of Corrective and preventive actions identified during Internal Audit.

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h) Hold periodic meetings i.e., once in three months to review progress and identify potential actions to strengthen implementation of the SA 8000 requirements.
i) Review the effectiveness of the Corrective Action and Preventive Action

9.5 Authority of SPT:
To collect information from personnel and stakeholders as part of monitoring activities.
To direct the personnel to improve compliance to the SA 8000 requirements.

9.6 Identification and Assessment of Social Risks:

The SPT conducts social risk assessments to identify and prioritise the areas of actual or potential non-conformance to SA 8000 Standard based on the severity or where a delay in responding to the risk would make it impossible to address the risk.

The SPT conducts the risk assessments based on the data gathered and in consultation with interested parties i.e., Contractor's Personnel, employees and where applicable with customers and regulatory authorities. The risk is assessed for the internal business operation and processes, supplier activities, contractor activities.

Social Risk Assessment Procedure

The following are considered while assessing the social risks:

a) All elements of SA 8000 standards
b) All persons having access to the workplace (including contractors, suppliers, and visitors) covered
c) Human Behaviour, Capabilities, and other Hunan Factors such as Nursing Mothers, expecting mothers considered
d) Identified social aspects within the workplace, under the control of the company, and outside the workplace, under the influence of the company, capable of adversely affecting the compliance
e) Changes or proposed changes at the company, changes in the applicable laws

The criteria for social risk assessment are established as part of the SA Management System. The assessed social risk is documented in the form of Social Risk report in Annexure 4. The "Significant Risks" are prioritised for action to reduce the risk to "Acceptable Risks".

The existing control measures are determined. The Risk is assessed based on. the existing controls. Additional controls to reduce the "Significant Risk"/meet the Compliance Obligations are determined. Action Plan with target is established to reduce the Risk Rating.

The SPT reviews the Social Risk Register at least once in six months for any change in the workplace and updates the Risk Register

9.7 Monitoring the implemented Social Accountability Management System:

The SPT monitors the workplace activities for:

a) Compliance with SA 8000 Standard

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b) Implementation of actions to effectively address the risks identified by the SPT
c) The effectiveness of systems implemented to meet the Social Accountability Policy, other policies, and the requirements of SA 8000 Standard
d) Identifying potential non-conformances to the SA 8000 requirements
e) Compliance to the Stakeholders and customer requirements related to Social Accountability

The SPT plans and conducts routine Internal Audit once in six months and produces reports to Leadership on:

a) The Social Performance
b) Benefits of actions taken to meet the SA8000 Standard requirements
c) The Corrective and Preventive actions identified, action initiated and its effectiveness

Trained Auditors are used to conduct the Internal Audit. At times, external auditors are used to conduct the Internal Audit. All the processes are audited during the Internal Audit. An Audit Schedule is prepared and communicated to the HODs for smooth conduct of the audit. While selection the auditors, it is ensured that the auditor does not audit their own process i.e., impartiality is maintained. The nonconformity and observations are recorded. The nonconformances are resolved by the HOD in a timely manner that addresses Correction, Root cause, Corrective Action, and its effectiveness. The SPT reviews the action taken on the non-conformances and their effectiveness.

The SPT conducts periodic management review meetings i.e., once in three months to review progress and identify potential actions to strengthen implementation of the SA 8000 requirements.

9.8 Employee Engagement & Communication:

SPL ensures that the personnel understand the requirements of SA8000 through:

a) Training to the personnel on the SA 8000 requirements.
b) Briefing on OHS and social risks in the workplace.
c) Communication on any additional requirement to be followed based on the changes in the activities/workplace.
d) Communication on any OHS & social incidents at workplace and the actions required to prevent recurrence.
e) Communication of any OHS & social incidents in the industry sector and the actions required to prevent occurrence of the incident at workplace.
f) Communication of any new requirements or changed requirements received from customer or other interested parties related to Social Performance and Obligations.
g) Communication on Employee's obligation for effective implementation of the SA 8000 requirements.
h) Communication on the roles of Social Performance Team and SA 8000 Worker Representatives.

9.9 Complaint Management and Resolution:

SPL has documented a grievance redressal procedure that is unbiased, non-retaliatory and accessible and available to personnel and interested parties to make comments,

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recommendations, reports, or complaints concerning the workplace and/or non-conformances to the SA8000 Standard.

The Grievance Redressal Process and Prevention of Sexual Harassment - Prohibition and Prevention Policy enables the investigation, follow up on and communication of the outcome of complaints concerning the workplace and/or non-conformances to this standard or of its implementing policies and procedures. These results are available to all personnel and, upon request, to interested parties.

SPL does not discipline, dismiss, or otherwise discriminate against any personnel or interested party for providing information on SA8000 compliance or for making other workplace complaints.

9.10 Stakeholder Engagement

SPL has identified the Stakeholders in the community towards its Social Compliance and are listed below:

- Worker and the Worker Organisation
- Local and National Government Officials
- Customers
  Contractors
  Suppliers
  Sub-Contractors
  Sub-Suppliers
  Investors

SPL participates in stakeholder engagement to attain sustainable compliance with the SA8000 Standard in one or more of the following means:

1. Consultation during Internal and External Audit
2. Meeting with the Stakeholders to discuss SA 8000 Compliance Issues separately with the Customer, relevant Local and National Government Authorities
3. Consultation with the Suppliers, Contractors, Sub-Suppliers and Sub-Contractors
4. Co-training of Contractor's personnel and management personnel on SA 8000 compliance Issues
5. Consultation with the SA Worker Representatives on SA 8000 Compliance issues, if any
6. Reporting on complaints and resolutions regarding SA 8000 compliance issues to Labour Commissioner, District Complaints Committee on Sexual Harassment incidents, customer and so on
7. Customer Survey on SA 8000 Compliance
8. Worker Survey on SA 8000 Compliance

Leadership reviews the outcome of the Stakeholder Engagement activities and initiates necessary action to improve Social Performance.

9.11 Training and Capacity Building:

SPL implements Training and Capacity Building Program to:

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a) Improve the awareness on the SA 8000 requirements
b) To manage Fire Emergency and Evacuation
c) Administer First Aid to the victims
d) Recognise Hazards, Emergencies, and initiate actions
e) Select and use appropriate PPE based on the risk and storage of PPE
f) Store and Use of Tools, Equipment and Machinery
g) Give Awareness on the DO's and DONT's related to Tools, Equipment, process
h) Handle and Store Chemicals and medical treatment in case of any emergency
i) Provide induction / Orientation Training to the personnel
i) Train personnel to operate High Hazard equipment such as elevators, forklift, trucks, boilers, and welding equipment
k) Train Canteen Personnel on the Hygienic Food Preparation
l) Train personnel on Hazard Identification and Risk Assessment
m) Trains personnel for handling of chemicals

Training Plan for each financial year and the training material is prepared considering the competence of the personnel and the literacy level. Training is conducted as per plan and records of training are maintained. In case training is deferred, the plan is updated with the reason for updating.

The effectiveness of the training is evaluated by the user department and records are maintained. Based on the results of evaluation, where needed, the training material and training plan are revised / updated.

The effectiveness of the training is evaluated through tests, surveys, interviews or observing the activities and performance of the personnel / team.

The competence of the personnel is assessed at least once a year, and the result becomes the input for identifying the training needs and for formulating the training plan.

9.12 Management of Suppliers/Contractors and Due Diligence:

SPL conducts due diligence on its existing key suppliers/contractors' compliance with the SA8000 Standard. The same due diligence approach is applied when selecting new suppliers/contractors. SPL does not engage home worker.

The due diligence activities that SPL takes include:

a) Effectively communicating the requirements of SA 8000 Standard's requirements to senior leadership of suppliers/subcontractors and sub-suppliers.
b) Assessing significant risks of non-conformance by suppliers/subcontractors and sub-suppliers.
c) Making reasonable efforts to ensure that these significant risks are adequately addressed by suppliers/contractors and by the organisation where and when appropriate and prioritized according to the organisation's ability and resources to influence these entities.
d) Reasonable effort means suppliers and contractors take actions to reduce significant risk or reduce the probability of occurrence of the risk.
e) Establishing monitoring activities and tracking performance of suppliers/contractors to ensure that these significant risks are effectively addressed.

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Retain records related to the due diligence activities.

9.13 Internal Audit:

Periodic internal audits of SAMS shall be conducted by trained internal auditors. Internal audit findings shall be recorded as per the SA internal audit report in Annexure 5. Nonconformities, if any, found in the SA internal audits shall be addressed through necessary corrective and prevention actions in Annexure 6.

9.14 Management Review:

Leadership reviews once in six months the adequacy, suitability, and continuing effectiveness of SPL's Social Accountability Policy, procedures, and performance results vis-a-vis the requirements of SA 8000 Standard and other requirements to continually improve the social performance and other requirements.

The following would be the inputs to the Management Review:

a) Status of actions from previous management reviews
b) Results of the Audit - Internal, Customer and Certification Body
c) Health and Safety Incidents and Near Miss
d) Incidents of Discrimination and results of implementing Remediation Plan
e) Company's performance relative to the set Goals and Targets for complying with the SA 8000 Standard
f) Review of the Social Policy, Procedures related to SA 8000 requirements
g) Results of the Social Performance including Supplier/Contractor performance
h) Changes in External and Internal requirements including customer, Statutory and Regulatory and Interested Party requirements that could affect the Social Performance
i) Customer Feedback and Complaints
j) Internal Complaints and Grievances
k) Status of Corrective Action and Preventive Actions taken
l) Adequacy of resources
m) Effectiveness of actions taken to address the risks
n) Opportunities for improvement.

The outputs of the management review include decisions and actions related to:

a) Opportunities for improvement
b) Any need for changes to the SA 8000 system for improvement
c) Any resource needs

The decision taken during the management review is recorded, retained, and communicated to the relevant personnel for initiating necessary action. Social Performance Team follows-up for the actions and communicates the status to Leadership.

9.15 Corrective and Preventive Actions

SPL has formulated the procedure for the prompt implementation of corrective and

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preventive actions and provides adequate resources for them. The SPT ensures that these actions are effectively implemented.

The SPT maintains records, including timelines, that list, at minimum, non-conformances related to SA8000, their root causes, the corrective and preventive actions taken and implementation results.

9.15.1 Corrective Action:

SPL investigates, addresses, and responds to the concerns of employees, contractor's personnel and other interested parties regarding non-conformance with the company's policy and/or the requirements of SA 8000 standard. The company does not initiate any disciplining. Dismissing or otherwise discriminating against any personnel for providing information concerning observance of the standard.

Remedial and corrective actions are implemented, and necessary resources are allocated appropriate to the nature and severity of any non-conformance identified against the company's policy and/or the requirements of the SA 8000 standard.

The actual cause(s) for the nonconformities is analysed through any one or more of the following:

a) Review of Records reports and data.
b) Why-Why Analysis.
c) Questioning and Brainstorming
d) Review of audit observation and results of Evaluation of Compliance Obligation
e) Review of Complaints
f) Results of Monitoring and Measurement of the Social Performance
g) Assessment / investigation of the incident through the committees

For all the non-conformances/incidents/complaints, concerned HOD/ Incident Investigation Committee identifies the root cause, initiates necessary corrective actions to eliminate the causes identified to ensure that the nonconformities do not recur and records the actions taken.

Concerned HOD identifies any need for resources (equipment, facilities, competent human resource. and training) to effectively implement the corrective actions and forwards the request to Leadership, who in turn initiates appropriate action.

SPT monitors the effectiveness of the implemented Corrective Actions and maintain records. The result of evaluation is communicated to Top Management, HOD, and Investigation Committee. Where the action taken is not effective, the concerned HOD/Investigation Committee initiates alternative actions.

9.15.2 Preventive Action

Leadership reviews the Social Performance of the organisation and compliance to the obligations and proposes their concerns identify any potential non-conformance and communicate their concerns to respective HODs and SPT.

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Concerned HOD in their respective area review the performance and identifies any potential non-conformance and initiates action to prevent its occurrence.

Concerned HOD identifies any need for resources (equipment, facilities, competent human resource, and training) to effectively implement the preventive actions and forwards the request to Leadership, who in turn initiates appropriate action.

SPT monitors the effectiveness of the implemented Preventive Actions and records the result. Where the action taken is not effective, concerned personnel initiates alternative action.

References

Procedure: Training of Employees
Procedure: Site Administrative Manual
Procedure: Corporate Social Responsibility Policy
Procedure: Grievance Redressal Procedure
Procedure: Employee Personal Record Policy
Procedure: Exit Interview

10.00 Related Policies, Procedures & Annexures.

The following Procedures are integral part of this SAMS:

1. CHILD LABOUR
Procedure: Child Labour & Human Trafficking Policy
Procedure: Child Labour Remediation

2. FORCED OR COMPULSORY LABOUR
Procedure: Forced Labour Control

3. HEALTH & SAFETY
Procedures for OHS Management System

4. FREEDOM OF ASSOCIATION & RIGHT TO COLECTIVE BARGAINING
Collective Agreement with Employees Union

5. DISCRIMINATION
Procedure: Code of Conduct
Procedure: Prevention of Sexual Harassment at Workplace (PoSH Procedure)
Procedure: Human Rights Policy
Procedure: Grievance Policy

6. DISCIPLINARY PRACTICES
Procedure: Code of Conduct
Procedure: Anti-Bribery & Anti-Corruption Policy

7. WORKING HOURS
Procedure: Attendance Procedure
Procedure: Leave Policy

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Procedure: Holiday Policy
Procedure: Workday & Timing Procedure
Procedure: Compensatory Off/Over Time Policy
Procedure: Employee Personal Record Policy
Procedure: Exit Interview

8. REMUNERATION
Procedure: Recruitment of New Employees
Procedure: Minimum Wages as per Karnataka Govt. Notification
Procedure: Compensatory Off & Overtime Procedure.

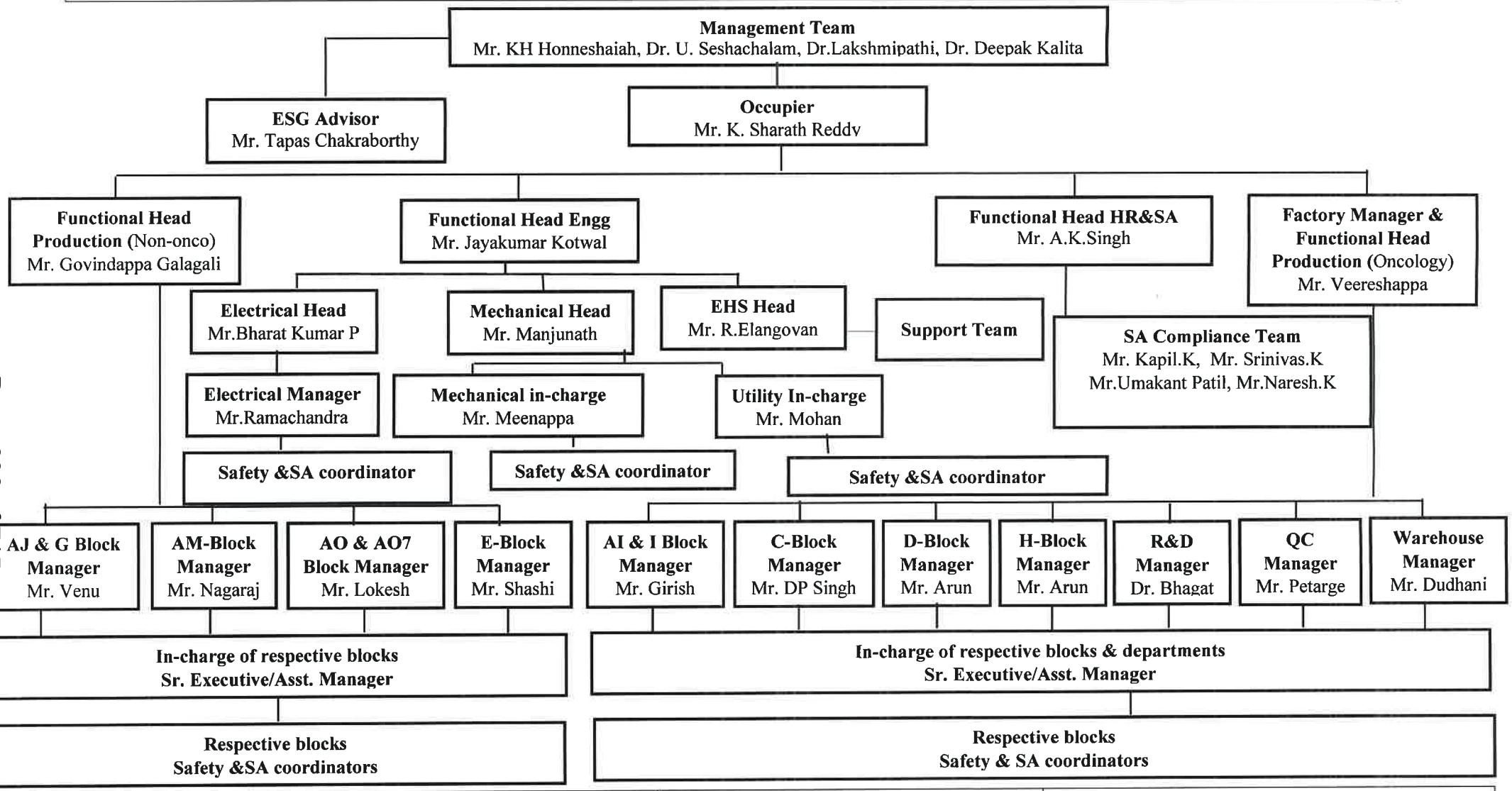
9. MANAGEMENT SYSTEM
Procedure: Training of Employees
Procedure: Site Administrative Manual
Procedure: Corporate Social Responsibility Policy
Procedure: Grievance Redressal Procedure
Procedure: Employee Personal Record Policy
Procedure: Exit Interview

10.01 List of Annexures:-

- Annexure 1: Organogram for Social Accountability Management System
- Annexure 2: Current List of Health & Safety Committee (HSC) Members/Safety committee members
- Annexure 3: Current List of Social Performance Team (SPT) Members
- Annexure 4: Social Risk Assessment Format
- Annexure 5: Social Internal Audit Format
- Annexure 6: Corrective & Preventive Actions Format.

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SOCIAL ACCOUNTABILITY MANAGEMENT SYSTEM ORGANOGRAM - ANNEXURE-I



	Prepared by	Reviewed by	Approved by
Name	Kapil Khandelwal	Arvind Kumar Singh	K. Sharath Reddy
Designation	Asst. Manager-HR	DGM-HR	Technical Director
Sign.& Date	17/07/23	17/07/23	17/07/23

SHILPA PHARMA LIFESCIENCES LIMITED

ANNEXURE-2

CURRENT LIST OF HEALTH & SAFETY COMMITTEE (HSC) / SAFETY COMMITTEE MEMBERS

S.No	Name	Designation	Position
1.	K H Honneshaiah	Head Operations	Safety Advisor
2.	K.Sharath Reddy	Tech Director	Chairman
3.	Jayakumar Kotwal	GM-Engineering	Member
4.	Arvind Kumar Singh	DGM-HR	Member
5.	Govindappa Galagali	AGM-Production Non-Onco	Member
6.	D P.Singh	AGM-Production	Member
7.	Sasidhar Avula	Manager-Production	Member
8.	G. Ramakrishna	Shift Incharge	Member
9.	Sandeep VG	Assistant Manager	Member
10.	Linga Reddy	Sr. Assistant	Member
11.	G. Subramanyam Reddy	Sr. Executive	Member
12.	D.V. Subbareddy	Sr. Executive	Member
13.	K. Rajasekhar Reddy	Sr. Executive	Member
14.	Shivappa	Sr. Electrician	Member
15.	Ahmed Pasha	Assistant	Member
16.	G. Nagarjuna	Shift Incharge	Member
17.	Ravindra Reddy	Shift Incharge	Member
18.	Vaibhav Vilas Deshpande	Senior Executive	Member
19.	Gopalam Sridhar	Executive	Member
20.	Mallikarjun	Executive	Member
21.	Pradeep	Sr. Chemist	Member
22.	Prashant Gundure	Sr. Chemist	Member
23.	G. Venkatesh	Chemist	Member
24.	Naga Sai	Chemist	Member
25.	Jagadeesh	SS-Security	Member
26.	Shalam	Fitter	Member
27.	Moula	Helper	Member
28.	Vijay Kumar	Helper	Member
29.	Karan	Helper	Member
30.	Prabhu	Helper	Member
31.	Sharnappa	Helper	Member
32.	V. Swamy	Helper	Member
33.	Fakruddin	Helper	Member
34.	V. Basava	Helper	Member
35.	Nasser Pasha	Helper	Member
36.	Basavaraj	Helper	Member

	Prepared by	Reviewed by	Approved by
Name	Kapil Khandelwal	Arvind Kumar Singh	K. Sharath Reddy
Designation	Asst. Manager-HR	DGM-HR	Technical Director
Sign.& Date	17/07/23	17/07/23	17/07/23

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SHILPA PHARMA LIFESCIENCES LIMITED	
ANNEXURE-3	
CURRENT LIST OF SOCIAL PERFORMANCE TEAM (SPT) MEMBERS	Page 1 of 1

Name	Department	Designation
Arvind Kumar Singh	HR	Deputy General Manager
Veereshappa	Production	Sr. General Manager
Jaya Kumar Kotwal	Engineering	General Manager
Bijay Ketan Mangaraj	Quality Control	Sr. General Manager
Chandrasekhar D	Warehouse	Sr Manager
Eranna Swamy	Civil Engg	Sr.Supervisor
Chandrasekhar	Electrical Engg	Supervisor
Ahmad Pasha	Assistant	Warehouse
Ramakrishna K	Shift Incharge	EHS
M Veerendra Kumar	Senior Shift Incharge	SAP Production

	Prepared by	Reviewed by	Approved by
Name	Kapil Khandelwal	Arvind Kumar Singh	K. Sharath Reddy
Designation	Asst. Manager-HR	DGM-HR	Technical Director
Sign.& Date	17/07/23	17/07/23	17/07/23

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Shilpa Pharma Lifesciences Limited
Raichur, Karnataka, India

Reviewed by:

Annexure 4 - Social Risk Assessment

S No	Social Accountability Elements	Social Concerns	Likelihood	Severity	Worst case risk rating	Controls & Action Implemented	Likelihood	Severity	Residual Risk Rating	Additional Control for Unacceptable Risks

Table shown above gives summary of social risks of SPL as on 30.06.2023 for the operational aspects identified by the concerned head of the departments and the respective cross functional teams. These risks will be updated as and when there is any change in any relevant operational aspects and effective risk control measures will be implemented to manage the risk adequately to create business opportunity.
SPL has also established required processes to identify and assess social, business ethics and ESG governance related risks arising out of its operations and manage them adequately to create business opportunities.

Prepared by (Head EHS):

Reviewed by (Head HR):

Approved by (Technical Director):

Standard: SA 8000:2014

The Internal Audit of Social Accountability (SA) standard conducted **on** DD-MM-YYYY and following processes assessed as part of the Social Internal Audit:

Process / Department	Auditees	Auditors
Production		
Engineering		
Warehouse		
Supply Chain		
QA & QC		
EHS		
HR & Admin		
Management Representative		

Part A: Strengths:

The summary of the effectiveness of the implemented management system against each of the elements of the SA 8000 standard is as under:

1-Child Labour:

2-Forced Labour:

3-Health and Safety:

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4-Freedom of Association & Right to Collective Bargaining:

5-Discrimination:

6-Disciplinary Practices:

7-Working Hours:

8-Remuneration

9-Management Systems

Part B: Identified Opportunities for Improvements (OFIs) are listed below:-

Area of Concern (e.g., Working hours, Health & Safety, Management System, etc.)

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Signature of Auditees

Process / Department	Lead Auditees	Signature / Date
Production		
Engineering		
Warehouse		
Supply Chain		
QA & QC		
EHS		
HR & Admin		
Management Representative		

Signature of Auditors

Process / Department	Lead Auditors	Signature / Date
Production		
Engineering		
Warehouse		
Supply Chain		
QA & QC		
EHS		
HR & Admin		
Management Representative		

Head EHS
Signature
Date :

Head HR
Signature
Date:

Tech Director
Signature
Date:

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CORRECTIVE & PREVENTIVE ACTION PLAN REPORT

Standard: SA 8000:2014

Date of Internal Audit:

Date of Review:

Process/ Department	Auditee	Auditor
Production		
Engineering		
Warehouse		
Supply Chain Management		
QA & QC		
EHS		
HR & Admin		
Management Representative		

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The internal audit is carried out as per SPL'S Code of Conduct, Local Labour Laws and SA8000 Management System (SAMS) requirements. The audit findings and corrective & preventive action plant report is given below:-

SAMS Element	Findings	NC/OFI	CAPA Plan	Responsibility	Target Date	CAPA Status (Open/Close

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Signature of Head EHS

Date

Signature of Head HR

Date:

Signature of Director

Date:

SHILPA PHARMA LIFESCIENCES LIMITED

(Formerly known as Shilpa Corporate Holdings Private Limited)
A wholly owned subsidiary of Shilpa Medicare Limited
Registered Office: #12-6-214/A-1, Hyderabad Road, Raichur – 584135, Karnataka, India
Tel: +91-8532-238704, Email: info@vbshilpa.com
CIN: U24100KA2020PLC134081

LIST OF DIRECTORS

Sl. No	NAME	DESIGNATION	DIN	ADDRESS
1	Mr. Vishnukant Bhutada	Managing Director	01243391	H.No. 7-5-216, Jawaharnagar, Raichur – 584 103
2	Mr. Ramakant Innani	Director	03222748	H.No. 7-5-204, Jawaharnagar, Raichur – 584 103
3	Mr. Keshav Bhutada	Non- Executive Director	08222057	H.No. 7-5-216, Jawaharnagar, Raichur – 584 103
4	Mr. Sharath Reddy Kalakota	Non- Executive Director	03603460	4-4-402/134, Anusha Nagar, Opp. Navodaya Medicare College, Mantralayam Road, Raichur – 584 101
5	Ms. Anita Bandyopadhyay	Independent Director	08672071	602, Shreeji Dham Co-op Housing Society, Gilbert Hill Road, Near Bhavans College, Andheri West, Mumbai – 400058, Maharashtra.

FOR AND ON BEHALF OF
SHILPA PHARMA LIFESCIENCES LIMITED



RITU TIWARY
COMPANY SECRETARY

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SUMMARY

Category	Male		Female	
	Number	Median Remuneration/Salary/Wages of respective category	Number	Median Remuneration/Salary/Wages of respective category
Board of Directors	----	----	----	----
Key Managerial Personal	----	----	----	----
Employees Other than	1009	1,58,792.00 (Per Month)	02	1,78,862.00 (Per Month)

Note :- No Gender pay gap discrimination , Female employees remuneration are better than male.

	Prepared by	Approved by
Name	Kapil Khandelwal	Arvind Kumar Singh
Designation	Asst. Manager-HR	DGM-HR
Sign.& Date	21/12/23	21/12/23

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Shilpa Pharma Lifesciences Limited

Raichur, Karnataka, India

CSR Risk Assessment and Due Diligence in Supply Chain

The questions of this Self-Assessment Questionnaire (SAQ) pertain to supplier's commitment, policies and management systems related to Corporate Social Responsibility (CSR) concerns.

The objective of this SAQ is to evaluate the CSR management systems put in place by the supplier through subsequent assessment/audit.

Please note the following points before filling the SAQ with the Reponses and relevant supporting documents:

a) Sections marked in yellow need to be filled in by the supplier before the assessment/audit.
b) Sections marked in light blue will be filled by the audit team during / after the assessment/audit.
c) Supplier and auditors are required to complete all questions that apply.
d) If a question does not apply, please mark it as NA (Not Applicable).
e) Our Supplier Code of Conduct is attached for your reference please.

If you need further information or explanations, please contact the following officials:

Level 1: R.Elangovan <r.elangovan@shilpapharma.com>
Level 2: K.Sharath Reddy <sharath@shilpapharma.com>

FACILITY INFORMATION

Company Name & Address: CONFIDENTIAL

ASSESSMENT / AUDIT REPORT INFORMATION: NOT APPLICABLE

Assessment Report Number: SPL/SUP/2324/01
Date of Assessment: 06.10.2023
Type of Assessment: Initial / Follow up / Other (please specify): Initial
Date and Type of Previous Assessment (if applicable): NA
Assessor(s) Name & Department: M/s Vijay kumar N (EHS), Arvind kumar singh (HR), Raghavendra kumar (SCM)

S No	Self-Assessment Questions	Self-Assessment Response	Please provide relevant information	Assessors Review Comments
Management System - General				
1.0	**Has your facility been audited on-site by a third party auditor with regard to CSR issues during last three years?**			
1.1	Occupational health & safety	No		R1: Consider conducting periodical internal and external (third party) safety audits of the site to check the effectiveness of occupational health and safety practices implemented at the site and periodically monitor the status of implementation of the corrective actions.
1.2	Environment	No		
1.3	Labor & human rights	No		
1.4	Business ethics	No		
1.5	Sustainable procurement	No		R2: Consider establishing and implementing relevant policy and processes for Sustainable Procurement.
Management System - Commitment				
2.0	**Does the facility have a policy endorsed by the top management pertaining to occupational health & safety, environment, labor, human rights, ethics and sustainable procurement?**			
2.1	Occupational health & safety	Yes	EHS POLICY ENCLOSED	Positive Feedback: EHS Policy is endorsed by the Partner. This shows commitment of the top management.
2.2	Environment	Yes		

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S No	Self-Assessment Questions	Self-Assessment Response	Please provide relevant information	Assessors Review Comments
2.3	Labor & human rights	No		
2.4	Business ethics	No		
2.5	Sustainable procurement	No		
3.0	Does the facility have any occupational health & safety, environment, labor, human rights, ethics and sustainable procurement related management system implemented, certified or received any award?			
3.1	Occupational health & safety	Yes	ISO 14001:2015 CERTIFICATE ENCLOSED	R3: Consider certification for the occupational health & safety management system by external accredited certification body.
3.2	Environment	Yes		Positive Feedback: The manufacturing site is certified for ISO 14001:2015 by ASCB LLC.
3.3	Labor & human rights	Yes		R4: Consider certification for the labour & human rights management system by external accredited certification body.
3.4	Business ethics	No		
3.5	Sustainable procurement	No		
4.0	Has your company appointed one or more persons at managerial level to be responsible for compliance with the policy commitment and the management systems?			
4.1	Occupational health & safety	Yes	MR.JAWAHAR VARELANI, HEAD HR AND SAFETY	Positive Feedback: The company appointed a responsible person for compliance with the policy commitments in the areas of EHS, labor & human rights. This shows the commitment of the line management.
4.2	Environment	Yes		
4.3	Labor & human rights	Yes		
4.4	Business ethics	Yes		
4.5	Sustainable procurement	Yes		
Management System - Compliance				
5.0	Has your facility currently having any regulatory compliance issues with regards to occupational health & safety, environment, labor, human rights, ethics and sustainable procurement regulations?	No		
6.0	Does your facility evaluate compliance with occupational health & safety, environment, labor, human rights, ethics and sustainable procurement issues on an on-going basis?	No		R5: Consider periodic evaluation of compliance for occupational health & safety, environment, labor, human rights, ethics and sustainable procurement for ensuring ongoing compliance and improvement.
7.0	Does your facility have processes in place to communicate and enforce your policy commitments with your suppliers?	Yes		
8.0	Does the facility have the required environmental permits or authorizations?	Yes	GPCB PERMISSION IN PLACE, BEIL AND ETL CERTIFICATE ENCLOSED	R6: Consider sharing copy of the environmental permits/authorizations for review.
9.0	Does the facility have an authorization/permit for water intake from groundwater, river or a public system?	Yes	GIDC ,ANKLESHWAR	R7: Consider sharing copy of the authorization/permit for water intake for review.
Management System - Risk Management				

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S No	Self-Assessment Questions	Self-Assessment Response	Please provide relevant information	Assessors Review Comments
10.0	Has your facility identified potential risks within own organization/facility and in supply chain with regards to occupational health & safety, environment, labor, human rights, ethics and sustainable procurement regulation?	No		R8: Consider establishing and implementing the risk assessment processes for occupational health & safety, environment, labor, human rights, ethics and sustainable procurement for the site to identify, assess and control related risks systematically.
11.0	Has your facility reported actual risks within own organization and in the supply chain with regard to occupational health & safety, environment, labor, human rights, ethics and sustainable procurement regulation?	No		
12.0	Is there a formal process in place for assessing the business risks for the facility routinely for occupational health & safety, environment, labor, human rights, ethics and sustainable procurement? Do the assessments include:	No		
12.1	Identified risks in own operations	Yes	HAZOP STUDIES ARE PERFORMED AND SAFETY PERMT SYSTEMS ARE INPLACE	
12.2	Identified risks in the supply chain - first tier	No		R9: Consider carrying out first tier supply chain risk assessment.
12.3	Identified risks in the supply chain - beyond first tiers	No		
13.0	Is there a formal public report where overview of the risks management process is published (like Sustainability Report, BRSR Report, etc)	No		
14.0	Has the facility taken control measures to prevent/mitigate identified potential risks and mitigate actual risks if any related to occupational health & safety, environment, labor, human rights, ethics and sustainable procurement?	Yes	PROCESS RELATED RISKS IDENTIFIED	
15.0	Does the facility have a process to manage all HSE critical changes (e.g. raw materials, processes, equipment, personnel, facilities, etc.) for the following areas?	Yes	FIRSTLY LAB TRIALS ARE TAKEN AFTER THAT PILOT TRIALS ARE PERFORMED AFTER THAT COMMERCIAL BATCHES TAKEN IN SUPERVISION OF R&D AND	R10: Consider establishing the "management of change" process for reviewing and managing EHS aspects of proposed changes.
15.1	Occupational health & safety	Yes	If Yes, please elaborate	
15.2	Environment	Yes	WE ARE THE MEMBER OF COMMON EFFLUENT TREATMENT PLANT AND SOLID WASTE DISPOSAL PLAN INPLACE.	
16.0	Does the facility have Business Continuity Plan in place to minimize the impact of potential business disruptions due to emergencies and natural disaster.	Yes	DURING CORONA PERIOD WE KEPT PRODUCTION AND RELATED ACTIVITIES CONTINUE.	
Management System - Documented Information				
17.0	Does the facility maintain following documented information?			

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S No	Self-Assessment Questions	Self-Assessment Response	Please provide relevant information	Assessors Review Comments
17.1	Injury and Illness Logs	Yes	DETAILS ENCLOSED	Positive Feedback: The site has implemented a process for reporting occupational health and safety (OHS) incidents. The reported OHS incidents should be investigated based on incident potential and high potential OHS incidents should be investigated using root cause analysis method.
17.2	Environmental sustainability data	Yes	ETL AND BEIL CERTIFICATE ENCLOSED	
17.3	Worker Benefits and Pay Information	Yes	CONFIDENTIAL	
17.4	Inspections by Regulatory Agencies	Yes	BOILER INSPECTION, GPCB VISITS, FACTORY INSPECTION, LABOUR DEPARTMENTS ARE COME TO VISIT.	
17.5	Grievances/Suggestions Summary	Yes	CONFIDENTIAL	
17.6	Training Records	Yes	TRAINING SCHEDULE ENCLOSED	
17.7	Minutes of CSR Committee Meetings	NA		
17.8	Emergency Drill Records	No		
17.9	Audit findings	Yes	CONFIDENTIAL	
17.10	Management reviews	Yes	CONFIDENTIAL	
Management System - Competence and Awareness				
18.0	Are employees including contractors made aware of relevant policies and procedures including emergency procedure and are they trained accordingly in the following areas?			
18.1	Occupational health & safety	Yes	SAFETY TRAINING DETAILS ENCLOSED	Positive Feedback: The site has implemented a training process for EHS & HR. Trainings are imparted based on annual training calendar.
18.2	Environment	Yes	SAFETY TRAINING DETAILS ENCLOSED	
18.3	Labor & human rights	Yes	HR RELATED TRAINING ENCLOSED	
18.4	Business ethics	No		
18.5	Sustainable procurement	No		
19.0	Are visitors made aware of relevant policies and procedures including emergency procedure?	Yes	INSTRUCTIONS GIVEN BEFORE ENTERING THE PLANT PREMISES RELATED OPERATIONS AND SAFETY.SMOKING IS STRICTLY PROHIBITED	
Management System - Continual Improvement				
20.0	Does the facility have a formal process to assess the effectiveness of its occupational health & safety, environment, labor, human rights, ethics and sustainable procurement practices through periodic internal audits/management reviews to identify/implement corrective actions/recommendations/track corrective actions for continual improvement?	Yes	INTERNAL AUDITS PERFORMED AS PER SOP MONTHLY REVIEW ARE DONE EVERY MONTH	
21.0	At what frequency is the effectiveness of occupational health & safety, environment, labor, human rights, ethics and sustainable procurement practices assessed through periodic internal audits and management reviews ?	Yes	MONTHLY REVIEW DONE ONCE INA MONTH AND INTERNAL AUDITS ARE PERFORMED TWICE IN A YEAR.	R11: Consider sharing copies of the latest internal audit findings and minutes of management review meetings for information.

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S No	Self-Assessment Questions	Self-Assessment Response	Please provide relevant information	Assessors Review Comments
Labor & Human Rights				
22.0	Does the facility have policy(ies) or statement of commitment and relevant procedures regarding the following labor practices?			
22.1	Prohibition of child labor/forced labour	Yes	POLICY IS NOT AVAILBALE BUT WE ARE NOT TAKING WITHOUT VERIFICATION OF AADHAR CARD	R12: Consider establishing and implementing relevant policy and processes for Labour, Human Rights & Ethics.
22.2	Freedom of Association	No		
22.3	Non-discrimination	No		
22.4	Non-harassment	No		
22.5	Grievance redressal mechanism	No		
22.6	Whistle blower	No		
22.7	Recruiting and termination	Yes	CONFIDENTIAL	
22.8	Wages and benefits	Yes	CONFIDENTIAL	
22.9	Working hours and leave	Yes	CONFIDENTIAL	
22.10	Employees and visitors safety	Yes	AT THE TIME OF ENTRY WE BRIEF AND ENSURE REQUIRED COMPLIANCES	
23.0	Does the facility ensure that no child labor is employed in their operations?	Yes	VERIFICATION DONE BY AADHAR CARD	
23.1	Mention the age of the youngest worker employed.	25 years	25 YEARS	
23.2	Does the facility have implemented a process with an objective of preventing employment of child labour covering remediation measures in case any child labor is detected?	No	WE ARE ENSURING 100 % COMPLIANCE TO AADHAR CARD	
23.3	Do policies of the facility align with relevant local legislation and/or ILO guideline?	No		R13: Consider aligning labour & human rights policies with relevant local legislation and/or government ratified ILO guidelines.
23.4	Does the facility ensures that persons under the age of 18 years are not engaged in hazardous or physically demanding work?	Yes	VERIFICATION DONE BY AADHAR CARD	
Business Ethics				
24.0	Does the facility have formal Policies or Codes of Conduct and relevant procedures that govern ethical business practices? If yes, please indicate if the following are included:			
24.1	Business integrity and fair competition	No	If Yes, please elaborate	R14: Consider establishing and implementing relevant policy and processes for Business Ethics.
24.2	Anti-corruption	No	If Yes, please elaborate	
24.3	Investigation of employee concerns	Yes	CONFIDENTIAL	
24.4	Prevent corruption and facilitation payments?	No	If Yes, please elaborate	
24.5	Data Privacy	Yes	CONFIDENTIAL	
24.6	General Data Protection Regulation (GDPR)	No	If Yes, please elaborate	
25.0	Does the facility work with animals as a part of its business?	No	-	
25.1	If yes, do you follow an industry standard like Association for Assessment and Accreditation of Laboratory Animal Care International (AAALAC).	No	If Yes, please elaborate	
Occupational Health & Safety				
26.0	Does the facility have documented written safe operating procedures for the following?			

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S No	Self-Assessment Questions	Self-Assessment Response	Please provide relevant information	Assessors Review Comments
26.1	General safety	Yes	DETAILS ARE MENTIONED IN BMR ARE OF RESPECTIVE PRODUCTS	
26.2	Process safety	Yes	CONFIDENTIAL	
26.3	Biological safety	NA		
26.4	Industrial hygiene	No		
26.5	Emergency preparedness and response	No		R15: Consider conducting scenario based periodic emergency drills in all shifts for effective emergency preparedness and response.
27.0	Does the facility have provided adequate fire safety systems like fire hydrant, fire alarm, fire suppression, etc.	Yes	FIRE HYDRANT SYSTEM IS INPLACE	R16: Consider conducting fire safety adequacy study for the site.
28.0	Does the facility have documented OH&S objectives, targets and metrics?	No		R17: Consider setting occupational health and safety (including process safety) objectives and targets.
29.0	Indicate the number of significant OH&S incidents that occurred at this facility over the past three years?			
29.1	Fatalities	Mention number of incidents	No	
29.2	High severity injuries	Mention number of incidents	No	R18: Consider reporting unsafe practices and EHS incidents including near miss for strengthening accident prevention practices.
29.3	Major fire	Mention number of incidents	No	
29.4	Explosion	Mention number of incidents	No	
29.5	Fines or major violations	Mention number of incidents	No	
Environmental Sustainability				
30.0	Does the facility have documented written environmental procedures for significant environmental aspects?	No		
31.0	Does the facility have documented environmental objectives and metrics?	No		R19: Consider setting environmental objectives and targets.
32.0	Has the facility developed a strategy for water sourcing and management?	Yes	GIDC WATER CONNECTION AND WE ARE THE MEMBER OF COMMON EFFLUENT TREATMENT PLANT AND	
33.0	Does the facility have provided adequate waste water treatment facility as per the prescribed norms?	Yes	LESS THAN 50000 COD EFFLUENT GIVEN TO BEIL LESS THAN 10000 COD EFFLUENT GIVEN TO ETP	
34.0	Does the facility have provided adequate storage facilities for Hazardous and Non-Hazardous wastes as per the prescribed norms?	Yes	WE ARE MEMBER OF BEIL WHICH IS DOING INCINERATION AND LAND FILL ACTIVITIES.	R20: Consider sharing photographs of existing Hazardous and Non-Hazardous wastes storage facilities.
35.0	Does the facility have taken reduction program for the following environmental sustainability aspects:			
35.1	Water consumption:	No	CONSISTANTLY MONITORING THE GENERATION AND PUTTING EFFORTS TO REDUCE IT BUT NO FORMAL	R21: Consider setting water consumption reduction target.

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S No	Self-Assessment Questions	Self-Assessment Response	Please provide relevant information	Assessors Review Comments
35.2	Energy consumption:	No	CONSISTANTLY MONITORING THE GENERATION AND PUTTING EFFORTS TO REDUCE IT BUT NO FORMAL TARGETS.	R22: Consider setting energy consumption reduction target.
35.3	Greenhouse gas emissions:	No	CONSISTANTLY MONITORING THE GENERATION AND PUTTING EFFORTS TO REDUCE IT BUT NO FORMAL TARGETS.	R23: Consider setting GHG emission reduction target.
35.4	Hazardous waste:	No	CONSISTANTLY MONITORING THE GENERATION AND PUTTING EFFORTS TO REDUCE IT BUT NO FORMAL TARGETS.	R24: Consider setting hazardous waste reduction target.
35.5	Non-Hazardous waste:	No	CONSISTANTLY MONITORING THE GENERATION AND PUTTING EFFORTS TO REDUCE IT BUT NO FORMAL TARGETS.	R25: Consider setting non-hazardous waste reduction target.
Declaration by the Respondent on behalf of Supplier: I hereby declare that I am authorized on behalf of my company/facility to share the requisite information and all the information are supported with verified documents available with the respondent company. We acknowledge the receipt of your company's Supplier Code of Conduct. Name & Designation of Respondent: CONFIDENTIAL				
	Name of Assessor: VIJAY KUMAR N Department: EHS Signature: Date: 09/10/23	Name of Assessor: ARVIND KUMAR SINGH Department: HR Signature: Date: 09/10/23		Name of Assessor: RAGHAVENDRA KUMAR Department: SCM Signature: Date: 09/10/23
Format No: FM-PR-001-00				

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SHILPA PHARMA LIFESCIENCES LIMITED

ANNEXURE-2

SUMMARY OF COMPLAINTS/GRIEVANCES REDRESSAL

Month:

Date	Name	Department	Description of Complaint/ Grievance	Review Comment - HOD	Review Comment - HR	Review Comment - GRC	Actions Implemented	Status of Complaint/ Grievance	Date Complaint/ Grievance Closed
8/4/22	Prasanna Dhanketi	C Block Production	Safety shoe sole grips is less	Reviewed By SPT. SPT suggested to go for sole with better grip.	Ok	Ok	Shoes with better grip provided	Open/Close ✓	07/06/22
10/6/22	Rajshekar Gaikwad	H Block Production	There were fed back about more spice & salt in canteen food	Reviewed By Committee & informed to Contractor to reduce salt & spice in food	Ok	Ok	Salt & Spice reduced in food	Open/Close ✓	19/6/22
15/9/22	Sharanappa	ware House	Additional drinking water point requested	Reviewed By SPT & accepted	Ok	Ok	Additional Drinking water point provided	Open/Close ✓	29/10/22

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SHILPA PHARMA LIFESCIENCES LIMITED

ANNEXURE-2

SUMMARY OF COMPLAINTS/GRIEVANCES REDRESSAL

Month:

Date	Name	Department	Description of Complaint/ Grievance	Review Comment - HOD	Review Comment - HR	Review Comment - GRC	Actions Implemented	Status of Complaint/ Grievance	Date Complaint/ Grievance Closed
15/5/23	Govind Das	Civil	Shahinagar Route Bus not reaching on Scheduled time.	Reviewed By Committee & advised Vendor to reach Bus in given time.	Ok	Ok	Asked Vendor to reach bus on time if not fine will be Implemented	Open/Close	15/05/23.
16/4/24	Babu B	Engg	attendance Manipulation	Reviewed By Committe & advised HOD for appropriation	Ok	Ok	Issued Show Cause letter	Open/Close	26/07/24
								Open/Close	

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