	<b>SMSA</b> P.O. Box 63259 Riyadh 11526, K.S.A.		Document ID	SMSA-HC19
	<b>STANDARD OPERATING PROCEDURE</b> <b>Disciplinary Actions</b>		Revision no.	05
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			Function	Warehouse
			Page	Page 2 of 2

- 6.3 SMSA Project Manager or Assistant Project Manager, HR and QRM Department shall decide immediately the need to suspend involved personnel and keep him off the job, until investigation is completed.
- 6.4 SMSA Project Manager or Assistant Project Manager and QRM Department shall decide immediately the need to keep the affected product in Quarantine area until investigating safety of product is completed.
- 6.5 HR and QRM Department shall apply necessary actions after completing investigation, and follow local authorities rules and regulations.
- 6.6 In case of violation which may lead to Fire, Health and Safety risks Disciplinary actions shall be taken.

## 7.0 RECORD

Title of Record	Custodian	Retention Period
NA	NA	NA


## 8.0 Attachment

NA

## 9.0 DOCUMENT CHANGE RECORD

Rev No.	Effective Date	Nature of Change	Document Change Request No:
00	23-10-2016	New Document	NA
01		Changes Made in SOP as follows: <ul style="list-style-type: none"> <li>SOP Document ID amended as SMSA-HC unique ID format for all SOP.</li> <li>Amended Point 6.4 by removing HR as not required.</li> <li>Incorporated point 6.6 In case of violation which may lead to Fire, Health and Safety risks Disciplinary actions shall be taken.</li> </ul>	

END OF DOCUMENT

	Name & Designation	Signature
Author/ Originator of Doc Change	MOAYAD MOHAMMEDAN PHARMACIST	
Reviewer ( Process Owner)	M. J. M. Jarean warehouse Supervisor	29-05-2025
Approving Authority	POCART S. Loc. M.C.R.	21/05/2025