

SOP for CFC for ODOP Product- Dokra Craft established at vill- Dariyapur, P.O. - Gonna Dariyapur, Dist- Purba Burdhaman, Pin - 713128

Objective of the SOP

The purpose of this SOP is to establish guidelines for the usage of the Common Facility Center (CFC) to support the production, enhancement, and promotion of ODOP (One District One Product) product – Dokra Craft. This document ensures consistent operations, optimal resource utilization, and accessibility for all eligible users.

Scope of the SOP

This SOP applies to all registered producers, artisans, and businesses utilising the CFC for ODOP related activities for the product under Dokra craft.

Brief Roles and Responsibilities

CFC Management

- Oversee the day-to-day operations of the CFC.
- Maintain all equipment and ensure proper functioning.
- Schedule and allocate time slots for users.
- Ensure compliance with safety and operational guidelines.
- Conduct routine maintenance of equipment.
- Address any technical issues promptly.
- Maintain logs of maintenance activities.

Users/ beneficiaries

- Adhere to the rules and guidelines outlined in this SOP.
- Complete necessary training before using specific equipment.

Procedure/ process for CFC usage

Registration and Booking

- Users must register with the CFC management team by submitting valid identification.
- Wherever required by the CFC, bookings must be made in advance, specifying the required equipment and time slots.
- The management team will confirm bookings based on availability.

Facility Usage

- Users must arrive on time for their scheduled slots and sign the usage logbook.
- Only registered users are allowed to operate the equipment.
- Users must inspect equipment before use and report any pre-existing issues to the management team.

Safety and Compliance

- Wear appropriate personal protective equipment (PPE) when required.
- Follow all safety guidelines displayed within the facility.
- In case of an emergency, notify the management team immediately and follow evacuation procedures if necessary.

Post-Usage Protocol

- Return all tools and accessories to their designated locations.
- Report any damages or issues encountered during usage to the management team.
- Sign out in the usage log before leaving the facility.

Fee Structure and Payments

- Nominal fees will be charged for using common service facilities.
- Receipts will be issued for all payments.

Non-Compliance and Penalties

- Failure to comply with the SOP may result in temporary or permanent suspension of access to the CFC.
- Any damages caused due to negligence will be recovered from the user responsible.

Revision and Updates

This SOP will be reviewed annually or as required to incorporate feedback and accommodate new developments.