

## ZIP INDUSTRIES LTD

# NEEDLE POLICY

Zip Industries Ltd is responsible for implementing, monitoring, and maintaining its control of needle and sharp objects program and ensuring that our products comply with Children's safety requirements. Zip Industries has a 'ZERO' tolerance for needles in products. Finished Zippers, Slide fasteners and Zipper rolls supplied by us are 'Needle Free.

### PROCEDURE

- ▶ No sewing machine operator is permitted to keep any spare needles at their Machine
- ▶ All stock and spare needles must be kept by the Concerned Production In- Charge.
- ▶ When there is a needle breakage, all remaining parts must be found. Operators must submit every piece of the needle before a replacement needle is issue.
- ▶ All broken needles must be replaced by the Concerned Production In-Charge. Sewing operators are not permitted to make the needle replacement themselves.
- ▶ If any part of the broken needle is not found, the sewn rolls must be pulled out for full examination with a hand held needle detection device. If the missing part still cannot be located, the sewn rolls must be destroyed.
- ▶ A record of all broken needles must be kept in the form of a "Broken Needle Record" It should indicate date, time, machine type, operation, Shift and Product name. All broken needle parts of the needle must be attached to the Log as well. Production In-Charge must sign and indicate what action they ave taken when the Log shows a portion of the needle was not found.

**Place : Chengalpattu**

**Signed**