

TITLE: GOOD MANUFACTURING PRACTICES (GMP'S) POLICY

PURPOSE

The purpose of this policy is to ensure compliance with current Good Manufacturing Practice (GMP) regulations.

Good Manufacturing Practice (GMP) is a system for ensuring that products are consistently produced and controlled according to quality standards. It is designed to minimize the risks involved in any Manufacturing that cannot be eliminated through testing the final product.

SCOPE

For all the employee working in the company.

POLICY

To ensure safety and high quality products are produced by monitoring processes & stringent quality checks, employees must follow all GMP's listed:

PERSONAL HYGIENE REQUIREMENTS

Your personal hygiene is very important. All personnel working in the Manufacturing area are expected to maintain a high degree of personal cleanliness. The following rules apply to an employee:

CLEANLINESS

Nails

- Keep finger nails clean and neatly trimmed.
- Dirty nails are a popular place for bacteria to hide and grow.
- Nail polish is not permitted in the Manufacturing area. The polish may flake off and contaminate the product. Bacteria also hide in cracks in the nail polish.

Hair

You must wear a protective hair net cap in the Manufacturing area. There must be no exposed or loose hair protruding from under a hair net.

Men with mustaches or beards must cover them fully with a beard net. OR must have clean shave.

Jeweler

All jewelry, including watches, kada, bracelet, ring, bangles, chain, and mangalshutra must be removed when entering the plant. This is not only to protect our products from contamination, but also to protect employee from injury and/or the loss of a valuable possession. (Skin area underneath jewelry is a warm area and together with moisture and a little air, these are ideal conditions for bacteria to grow at a rapid rate).

Hands Dryer & Sanitizer

Employee must wash their hands properly with hand wash .



It is compulsory for all the employee to follow the sop of hand dryer, after washing their hand, they must have to dry their palm by putting their palm below the hand dryer for 6 – 10 Second & apply sanitizer before entering in Manufacturing area.

Gloves

While mixing chemicals or working with utilities and at the time of packing wearing of gloves are compulsory.

Joint tape

It is compulsory to cut tape only and only with cutter at the time of joint, packing and any use.

It is strictly prohibited to cut tape with mouth.

Shoe cleaner

Before entering to Manufacturing area all employee must have to clean their shoes top and shoes bottom by putting their shoes on the shoe cleaner as describe in sop and shown on poster. if any of the employee will not follow the procedure he/She must be charge 100 Rs as fine .

HYGIENIC HANDLING OF PRODUCTS

These are precautions you must take to prevent the contamination of the product you are working with. These precautions are listed below:

Conduct

Any behavior that could result in the contamination of product is prohibited.

This includes:

- Eating, drinking and chewing in Manufacturing area.
- Chewing gum
- Tobacco
- Spitting
- Smoking
- Coughing or sneezing must be directed away from product and must be blocked by shoulder or upper arm.

Floor

Do not place boxes or finished product on the floor. Keep this on plastic pallets, also not on common wooden pallets.

ILLNESS AND INJURIES

If you are ill or injured, you must report the situation to Production Manager or Supervisor or QA designate immediately. The Production Manager or Supervisor or QA designate will assess each situation. You must comply with the following rules:

All cuts, sores, scratches or other wounds must be covered with a bandage.

There must be no coughing or sneezing freely in the Manufacturing area. Block sneezes and coughs by using your shoulder or upper arm.

If you are suffering from or are a carrier of an infectious illness (i.e. vomiting or diarrhea) you must notify your Supervisor immediately. You may not work in a Manufacturing area and may be assigned to “modified work” in a non-critical area.

Limited Access / Traffic and Air Flow

All doors must be kept closed.

Housekeeping

Garbage must be emptied on a regular basis to prevent overflowing.

The floor must be free of trash, broken pallets, spilled products, etc.

You have to maintain your area net and clean 24 x7.

Pallets and plastic crates must be neatly stacked and must not be left up against a wall.

FACILITIES**Washrooms/Change Rooms**

The washrooms are equipped with clean, modern washroom facilities. You are expected to help keep these facilities clean since they are part of our work home. Prior to using the washroom facilities, you must remove your shoes and wear washroom footwear. Do not forget to wash your hands after using the washroom.

The change room/locker facility is for personal belongings and must not store any food and beverages.

Dining area

To maintain a food safe environment for employees to enjoy food, the area should be kept clean and tidy at all times. Personal coffee mugs, containers and utensils must not be left dirty in the sink.

Access

1. Enter building through designated staff entrance.
2. Proceed to change room and remove your footwear and put on safety shoes. Punch in your time card and put on hair net cap.
3. Wear earplug at the time of entrance in plant.
4. Wash your hands & apply sanitizer.
5. Follow procedure to enter in air shower room.
6. At the time of exit ensure to throw hair net cap in dustbin.
7. Employees are not allowed to take safety shoes at home. It must be store in your personal locker.
8. Visitors must register at reception desk prior to entry and must be accompanied by authorized employee.

Chemicals

Only authorized personnel are allowed to use chemicals.

When not in use, the chemicals must be stored in chemical storage in the designated area.

Must ensure employee has worn protective gloves at the time of batch mixing & cleaning of machines.

Various policies including Supplier Code of Conduct, Employee code of conduct is available in our website for review. External interested parties can contact us directly if found any breach against our policies and also, they can provide their feedback for further improvement at info@spotoncoating.com