



Visitor and Contractor GMPs

PURPOSE:

The purpose of Visitor and Contractor GMPs is to ensure that all visitors and contractors on-site will follow our standards of operation to reduce the risk of product contamination and protect plant security.

SCOPE:

The scope of the Visitor and Contractor GMPs applies to all visitors and contractors who enter into plant site for various reasons ranging from plant visits to equipment or facility repairs.

DEFINITIONS:

Visitor: Any person who is not the employee at the site.

Contractor: Any outside vendor who is contracted to perform a particular job at the site.

RESPONSIBILITIES:

1. Any management employee who is taking the visitor or contractor through the plant must ensure that the visiting team adhere to our GMP rules.
2. The Integrated Management System (IMS) Team is responsible to continually monitor and update the program as needed.

PROCEDURES:

The visitor and contractor control procedure ensures that all visitors and contractors to the site are introduced to our standards of operation. All visitors and contractors to Bel Brands USA must comply with the following code of practice and rules:

1. All visitors and/or contractors must sign in the "Visitor Log" at the Main Entrance or Maintenance Entrance prior to entering the facility.
2. All visitors and contractors must sign a separate Visitor Agreement before entering our plant.
3. All visitors and/or contractors must wear a visitor badge while on Bel Brands USA premises. Badges must be worn above the waist and visible at all times.
4. All visitors and contractors must be accompanied by a company representative while in the facility, unless otherwise authorized.
5. Visitors are not given access to the boiler room, maintenance shop, and rooftop, unless permitted by a Supervisor/Team Lead.
6. Prior to entering the plant, remove ALL jewelry, including watches, earrings, bracelets, pins, rings with jeweled settings, and/or other items that have the possibility of falling off. Jeweled rings that cannot be removed must be taped before entering the plant. Plain ring bands and medical alert bracelets are allowed within the plant.
7. Prior to entering the plant, remove all items from shirt pockets to prevent falling into food and secure any loose clothing.
8. Hats and caps are NOT permitted in the production areas.
9. Open cuts and wounds must be properly bandaged and covered with a vinyl glove before entering the plant.

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10. Any person who has, or appears to have, an illness, open lesion, or communicable disease/diarrhea shall be denied entry to the plant.
11. Consumption of food or drink is permitted in designated areas only. This includes cough drops, chewing gum, etc.
12. The use of tobacco of any kind is prohibited on Bel Brands USA premises.
13. Alcoholic liquor or drugs are not allowed to be brought onto the site or consumed there.
14. Glass containers of any type are not permitted in the production areas.
15. Visitors and/or contractors shall refrain from spitting on the floor, coughing or sneezing on products or equipment, placing fingers in or about the mouth, nose, and ears.
16. Cameras and cell phones are not allowed in the plant unless authorized. Photographs are not permitted without authorization.
17. Hairnets (green), beardnets, lab coats, and safety equipment will be provided for use in the plant where required.
18. Contractors are not permitted to undertake activities that result in dust, swarf (metal filings), and waste during production.
19. No process which produces gas, fumes, or vapor should be undertaken without prior obtaining permission from the Manufacturing Manager.
20. Safety and sanitation rules must be complied with at **ALL TIMES**, including all **OSHA** regulations, the use of hearing protection, proper footwear, and washing/sanitizing of hands after use of the restroom facilities. A Contractor & Visitor Safety Brochure is available and contains Bel Brands USA's general safety requirements.

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