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| **EFFECTIVE DATE: 04/05/2009** |

**Signage & Pictograms/Pictures**

**1. Introduction**

This document outlines the policy and procedures for implementing clear and effective signage and pictograms/pictures within the food manufacturing facility (NIC Code 10101) to enhance safety and compliance. Effective signage ensures that employees and visitors are aware of potential hazards and safety instructions.

**2. Types of Signage**

Various types of signage will be used throughout the facility, including:

* Warning Signs: Used to warn of potential dangers, such as hazardous materials, machinery hazards, or slippery floors. These signs will typically use a red triangle symbol and clearly state the hazard.
* Prohibition Signs: Used to prohibit certain actions, such as smoking, eating, or unauthorized entry. These signs will typically use a red circle with a diagonal line.
* Mandatory Signs: Used to indicate mandatory actions, such as wearing PPE or following specific procedures. These signs will typically use a blue circle.
* Information Signs: Used to provide information or instructions, such as emergency exits, first aid locations, or directions. These signs will typically use a blue rectangle.
* Pictograms/Pictures: Visual representations of safety instructions or hazards, ensuring clarity across language barriers. These will be used in conjunction with text-based signs where necessary.

**3. Signage Placement and Maintenance:**

* Signage will be strategically placed in highly visible areas throughout the facility.
* Signs will be clearly legible and easily understood.
* Signs will be maintained in good condition and replaced if damaged or faded.
* Regular inspections of all signage will be undertaken to ensure effectiveness and compliance.

**4. Pictogram/Picture Standards:**

Internationally recognized pictograms and symbols will be used to ensure clarity and consistency. Where custom pictograms are required, they will be designed to be easily understood and consistent with other signage within the facility. Consideration will be given to employees with literacy limitations.

**5. Compliance Notes:**

* All signage must comply with relevant health and safety regulations and standards.
* Signage must be maintained in good condition and regularly inspected.
* A record of all signage installed and its location must be maintained.

**6. Practical Guidelines:**

* Use high-quality, durable materials for signage.
* Ensure sufficient lighting in areas with signage.
* Conduct regular inspections to replace damaged or faded signs.
* Consider the use of multilingual signage for diverse workforces.

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