

<b>NAME OF THE ORGANIZATION</b>	Doc.No. ABC/BRC/032
TITLE <b>Procedure for Sharp and Metal control</b>	ISSUE NO : 1.0 REVISION NO.: 00
	Issue Date: 01 Sept. 2022

## 1 PURPOSE

- To establish a procedure to control sharp and metal items in the facility and to control the Risk of contamination to the product.

## 2 SCOPE

It applies to the management of sharp metal items used in product handling areas, including:

- Knives.
- Cutting blades.
- Needles.
- Wires.

Only company approved metal tools are used in product handling areas.

All other sharp metal items and metal tools, which aren't designed for use in product areas, must be stored away from the product and locked away to prevent unauthorised use.

Snap-off blade knives aren't allowed in the processing and storage or handling areas.

## 3 RESPONSIBILITY

Plant Manager/ Operators and Maintenance personal.

## 4 PROCEDURE

- All tools used are identified and monitored and issued through approved procedure
- No unauthorised metal tools are allowed in the processing and storage areas.
- Proper preventive maintenance procedure followed to avoid metal contamination from the objects
- No person is allowed to carry metal or sharp items into the processing or storage areas.

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- Knives with snap off blades are not permitted in the processing and storage areas
- Usage of staple pins are not permitted in the processing and storage areas.
- All damaged / rejected sharp/metal parts should be properly discarded.
- Metal sharps must not be left unattended when not in use, but instead should be stored in a secure and designated place.
- Staff must be trained to only use metal sharps for the purpose that they were designed.

## 5 REFERENCE

Nil

## 6. Records

- List of tools/ Sharp items
- Issue records