

BROKEN NEEDLE POLICY

The object of this policy is to prevent the mixing of needle, its any part, staple pin or any other mini sharp tool in the goods/ garments which are sent to the customer.

Any sewing operator will not keep any needle (New or Old) with them at machine. There should be only one needle fixed at needle guard on the machine.

New needles stock will be kept by the responsible person/incharge/supervisor in proper lock up. No person will keep the needle in their pocket.

In case, a needle is broken, sewing operator will follow the below mentioned process:-

- To search all the part of broken needle carefully.
- To check inside, outside and around the machine for the broken parts.
- If any broken part is still missing then using Magnet/Magnify glass.
- If he doesn't find the broken part, then he should hand over that complete pieces bundle and its all parts to unit master /machine maintenance incharge for metal detecting.
- Remaining parts of the needle will be kept by unit master / machine maintenance incharge.

Unit master/ maintenance incharge will keep the record of this in "Broken needle logbook" and only after this will issue the new needle to the machine operator.

Machine operator will sign on the related "Broken needle logbook".

Unit master/ maintenance incharge will ensure that all the column of the "Broken needle logbook" are duly filled and signed.

Once a week, factory manager will sign on the "Broken needle logbook".

In case of style change, new needles will be issued by the store only after submitting all the old needle to them.

Machine maintenance department will ensure that if a sewing machine is not in use, then no needle will be attached with that.