



Needles & Sharp Metal Objects

Policy

Zooqc Co Ltd. will not accept any product containing foreign metal components, needles, needle fragments, or other sharp objects. In order to ensure product is free from whole and/or broken needles, or other sharp metal objects, Zooqc Co Ltd. Has adopted the following needle control procedures, which all apparel manufacturers are required to implement. We further encourage each factory to go above and beyond with additional means to ensure the safety of all products produced for Zooqc

Needle Control

Storing and Issuing Needles

Procedures are required to control storage and issuing of needles to ensure that there are no spare needles on the production floor:

- Operators should not possess any spare needles.
- Replacement needles should be stored in a locked cabinet accessible only by authorized personnel. There must be a responsible person designated to receive and store new needles, issue new needles to the production floor / mechanics, receive a used needle in return for each one issued and for keeping records which document this. This is also applicable during overtime and shift work.
- The *Needle Inventory Log* (located at end of chapter) is to be maintained to record all needles received and issued. All needles must be accounted for (i.e. the number of used and broken needles must reflect the daily issued quantity).
- Worn sewing needles must be disposed of in a sealed container, separate from the sewing floor and recorded in the *Used Needle Disposal Log* (located at end of chapter).
- The Zooqc Co Ltd. Field QA or Product Safety Specialist will review this log during their site visits and verify that the procedures for issuing and disposing of needles are being adhered to.

Managing Broken Needles

The following is required to ensure that when there is needle breakage all fragments are found or the potentially contaminated garments/components are destroyed. Every effort should be made to minimize needle breakages.

- When needles break, every effort must be made to locate all fragments.
- The bundle on which the operator is sewing must be thoroughly examined to located broken fragments.
- The machinery, including the sewing machine throat plate, feed dogs and bobbin case, must be checked.
- Use of a magnet to locate all fragments is recommended.
- Good housekeeping of machines and all areas around the sewing area is a requirement that assists in finding broken needle fragments. Broken or used needles should not be around machines or on factory floor.
- If all fragments cannot be found, the component/garment being sewn and any components/garments on the machine must be taken to a separate bin in the plant for further examination.
- The separate bin should be painted red for identification purposed.
- A metal detection unit, hand held or fixed, should be used to help locate the needle fragments.
- An authorized person should conduct and document this examination.