

## Sharp item management method

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### 1. Purpose

1.1 To regulate the use of sharp objects of the company's employees in the production process to prevent accidents caused by improper management of sharp items;

1.2 In order to avoid the delivery of products with broken needles and sharp objects, it will bring hidden dangers to consumers. Therefore, the company suffers losses in economic and reputation;

This procedure is specifically designed to provide strict control over all sharp items used in production.

### 2. Scope of application

All sharp products used by the company for production are applicable.

### 3 · definition

3.1 Broken needle: refers to the sewing needle, manual needle, broken due to improper operation, material strength, equipment failure, etc., the length is more than 1.2mm, the residual piece that exists in the product and is easy to cause harm to consumers;

3.2 Sharp items: All sharp, sharp production and life tools and accessories. It mainly includes the following:

3.2.1 Related knives/tools: sewing needles, sewing scissors, small scissors, office scissors, utility knives, homemade knives, etc.;

3.2.2 Tools for packaging/assembly: tweezers, crepe cutters, needles for skins, etc.

#### 4. Powers and responsibilities

4.1 The Human Resources Administration Department is responsible for the approval of the formulation, revision and abolition of this procedure.

4.2 Quality Control Department:

4.2.1 Responsible for the formulation, revision, abolition and drafting of this procedure, and is responsible for the interpretation of specific provisions;

4.2.2 Responsible for the implementation of supervision, inspection and non-compliance within the scope of the company;

4.2.3 Responsible for the training and publicity of the staff of the company for broken needles and sharp items.

4.3 Production Department:

4.3.1 Responsible for the management of the distribution, use, maintenance and recording of sharp items;

4.3.2 The designated supervisor of the production department supervises the use of sharp goods for production;

4.3.3 The sharp items for production shall be recorded in the "List of Sharp Items"

(Annex 1);

4.4 Users of sharp items:

4.4.1 Responsible for the safekeeping and maintenance of sharp objects during use;

4.4.2 Loss or damage should be immediately explained to the supervisor and recorded, and at the same time, the relevant responsible person organizes to find missing sharp objects or fragments.

4.5 Warehousing:

4.5.1 Responsible for the entry/exit of sharp items and recording work;

4.6 The above 4.3 applies to other departments of use, but the supervisors of their respective departments are responsible for supervision.

## 5. Management rules

5.1 Distribution and collection of sharp items;

5.1.1 All departments should purchase sharp items according to actual needs, and they can only make purchases after being approved by the department head (or above);

5.1.2 Uniform procurement by procurement, unified and collected by the supervisor after storage;

5.1.3 Employees need to take sharp items, and the department head agrees. The supervisor will then hand over the sharp items to the user for receipt and return, and return or accept the inspection within the specified time;

5.1.4 Damage to sharp items shall be carried out in accordance with 5.3 and

confirmed by the relevant quality manager and the quality group may be replaced. Otherwise it will not be issued (special circumstances must be approved by the company's top supervisor or its authorized person);

5.1.5 When the production department is off duty, the supervisor will take back the sharp items issued on the day and check the integrity of the sharp items, and check whether the number of sharp items returned is consistent with the quantity in the Department's Sending and Receiving Record of Sharp Items (Annex 2). After being confirmed, it will be stored in the tool cabinet; it will be used and recorded as needed during production;

5.1.6 No one is allowed to carry sharp objects into the workplace;

5.1.7 The production workshop is not allowed to use sharp objects such as staplers, paper clips, pins, pushpins, etc. If necessary, use office glue instead of or away from the production site.

5.2 Use of sharp items:

5.2.1 The sharp items used by the company are all purchased and stored in a unified manner after purchase, and all departments of use are uniformly collected and managed;

5.2.2 The production department implements the provisions of 5.1.5. The non-production sharp items of other departments are kept and maintained by each of the employers, and the supervisors check twice a month;

5.2.3 There must be no separate blades in any place or position of the company. It is forbidden to use such sharp objects. It must be numbered, secure tool holder or

safely entangled, or with a box;

5.2.4 All sharp objects used by employees must be placed in designated locations to prevent the loss of sharp objects;

5.3 Measures for loss or damage of sharp items;

5.3.1 When the employee finds that the sharp object is damaged, he should immediately search for the residual piece (including the broken needle). After the collection is complete, the relevant product manager will confirm it and sign it by the quality team leader. Then, the supervisor will replace it with the old one; before the old replacement, the supervisor The recovered pieces should be "spliced" into "the whole sharp items", and the new "sharp items" can be re-issued after reconfirming the stitching.

5.3.2 If an employee finds a lost item and finds it lost, it will report it immediately, and the responsible person will organize the search again. At the same time, the quality control should be notified to isolate the product until it is found. If it cannot be retrieved, the items involved should be 100% metal-detected. For metal parts, 100% inspection is required. If it is still not possible to retrieve it, the responsible person will organize a thorough cleaning of the affected site and inform the company's top supervisor;

5.3.3 Lost or damaged sharp items shall be recorded in the "Department of Sharp Goods Receiving and Recording Record" (Annex 2); the details of the broken and changing needles shall be recorded in the "broken needle record" (Annex 3);

5.3.4 The Quality Control Department inspects the sharp items used in production

and meets the requirements every day, and records the results in the "Peer Inspection Record Form" (Annex 4), and the quality control department leader reviews. The supervisor of the quality control department checks  $\geq 1$  times per week, and the top supervisor of the company  $\geq 1$  times per month.

5.4 Damaged sharp items shall be declared by the warehouse. After approval, the unified "disposal of goods" or "destruction" shall be handled.

## **6. Supplementary**

6.1 The Measures shall be implemented as of the date of issuance