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Doc. No.: UQC/POL/05 Page No.- 05	Issue No.: 01 Issue Date: Page 1 of 1

BROKEN NEEDLE POLICY

This policy is framed to protect the safety of the factory production & packing workforce, the customer & the end user the product.

- Floor supervisors must take special care to ensure that the broken needle policy is being strictly maintained & recorded on a daily basis.
- No stitched is to be issued more than one needle at time fresh needle will be issued only on receipt of all broken components of a needle.
- In case of change in needle type, the needle will be issued against the deposit of the previously used needle.
- Care must be taken to ensure that there are no broken parts of needles left inside the product or dropped into the waste bin or on the floor.
- The Quality Control Team must ensure the use of magnets in needle detection in the finished product prior to packing.
- All receipts & issues of needle must be prepared & the follow through monitored on a daily basis by the Store In charge.

	Approved by Director
Name	
Signature	