

2.7.1 GMP visitors and new employees

GMP (Good Manufacturing Practices

Cell Phones are prohibited on the floor except for use by supervisors and managers. Any cell phones found in the possession of non supervisory personnel will be taken and returned at the end of the employees shift.

Any person (employees, managers, visitors, contractors, etc.) entering any area of production must wear hair and beard protection.

False acrylic nails, jewelry, watches, etc. are not worn in production areas. No items are carried in outside dress or smock pockets above product surfaces. Band-aids must be covered with gloves if it is worn.

All people must wash and sanitize their hands before when dirty or contaminated, starting work, entering exposed product area, after breaks, after using the restrooms, touching mouth or nose.

No one is allowed to be in exposed product areas if they have open sores, infectious/communicable illness.

Eating, drinking, gum chewing, use of tobacco products or storage of personal goods is not allowed in production areas. Water is allowed with a sport bottle type cap, in a non-production area.

Employees are to wear long pants, closed toe shoes, shirts with short or long sleeves. Tank tops, sleeveless shirts, sandals ,short pants, are not allowed to be worn on the production floor.

At no time are any types of Glass or Glass containers allowed in production.

All Chemicals used in the plant are to be "Food Safe" and approved prior to use by the QA Manager

Visitor/New Hire Signature

Date

mm/dd/yyyy

Print Name

Submit

Print