

Broken / Used Needle Policy

PURPOSE

To prevent a needle (or part of one) from getting stuck inadvertently into a finished garment, putting at risk the safety of our consumers. To provide the method of ensuring all parts of sewing needles that are broken during the sewing process are recovered and disposed of properly.

Responsibilities of : Machine Operator, Supervisor, Mechanic and Maintenance.

PROCEDURE FOR BROKEN NEEDLE

- Each Operator should only be in possession of the number of needles required to operate their machine. For example a Single Needle Lockstitch Machine will only require one needle to function, therefore the entitlement is only one needle. No Hand Sewer should be in possession of more than one needle.
 - All spare needles should be kept in a secure location (locked drawer or cabinet)
 - Only the Supervisor is permitted to distribute needles/ blades to Operators.
1. Sewing Operator must inform his/her Supervisor when a needle is broken. When a needle breaks, stop sewing and do not replace with a new needle until all parts of the broken needle are found.
 2. The Operator should scan the entire working area and the garments within the working area to locate all parts of the broken needle. **Magnets** should be used to find missing needle parts when normal observation search routines fail to locate all parts.
 3. In cases when all the parts are not found, the Supervisor is informed, and he/she proceeds to look for the parts. If they are not found, the Mechanic is called to look for the parts inside the machine including the oil tank.
 4. Mechanics must insure that no needles are left on the machine after servicing. After repair/service the machine must be “signed off” for safety by the Supervisor.
 5. If the broken needle/blade parts cannot be found, the bundle of work on which the Operator is working and any bundles in close proximity to his/her machine must be removed and passed through the **metal detector** to isolate any product containing metal. These garments must be thoroughly examined in a quarantine area until the missing needle, blade or fragments are found. If for any reason all fragments cannot be found the products must be destroyed.
 6. The garments should then be presented to the Quality Department for 100% inspection as well.
 7. In the event the broken parts are not found after inspection goods must be destroyed.
 8. The factory should maintain a **Broken Needle Record Form**. The Supervisor must file a report of broken and damaged needles to the Maintenance Department. The needle’s broken parts are taped to, and registered on, the **Broken Needle Record Form**.
- It is recommended to use gloves and or tweezers to handle the needle pieces.
9. Only when the Supervisor and the Mechanic are sure that all the needle parts are taped to the form or that the inspection has been completed the new needle is delivered.
 10. Maintenance Head is responsible for generating a report controlling the number of broken/damaged needles per Supervisor, Operator, Operation and Type of Machine to establish a history so those trends can be recognized

- Outgoing Auditor must audit the reports monthly and verify this procedure is being followed accordingly.

**FACTORY MUST FOLLOW THE BROKEN NEEDLE POLICY
AND MAINTAIN POLICY STRICTLY TO ZERO TOLERANCE ZONE.**

Broken Needle Report Form

Date _____

Employee Number: _____

Lot # _____

Complete (Yes/No) _____

TAPE NEEDLE PARTS HERE:

Comments: _____

Approval: _____ Date: _____