

Broken Needle Policy

1. Machine Needles

- Spare needles must be held in a secure location which is only accessible by a supervisor.
- Operators MUST NOT hold stocks of replacement needles.
- Needles must be replaced on a one for one basis.
- Old or blunt needles must be disposed of in sealed containers. When a replacement needle is needed, give to supervisor who will swap for a new one.
- All broken needle incidents must be accurately logged on the needle sheet at the time of the incident.

The log must include:

Date	
Operator Name	
Machine Details	
Action	
Signature of Supervisor who replaced the Needle	
Broken Needle Mounted as Proof of Retrieval.	

All parts of the needle must be retrieved then the product, plus any work within a 2 metre radius of the workstation, must be removed and examined with the metal detector. If all parts are not retrieved, the product must be placed in a sealed plastic bag and marked as 'potential fragments' and returned to client with a quality/faults form.

A 2m radius of the workstation must be checked with the metal detector before work re- starts.

Broken needle records must be kept for a minimum of one year. After this time the broken needle records must be dis-posed of in sealed containers to prevent injury.

If a product breaks a needle more than 3 times on one production run, protection goggles are advised to be worn by machinists. If a product breaks a needle more than 5 me on one production run, work must be stopped and product revised.

Kimball gun needles

Kimball gun needles need to be controlled and disposed of in the same way as worn and broken sewing machine needles.

Hand Sewing Needle Control

The issue of hand sewing needles is just as important as control of machine needles. Hand sewing needles are to be issued to necessary workers and logged in a record book. At the end of the work session, or day, the issued hand needles must be returned and accounted for. Hand sewing needles are not to be used as a tool: e.g. removing fabric flaws. Alternative tools must be provided, such as a quick unpick. The issue of such tools should be logged and returned at the end of each working period.

- If a hand-sewing needle breaks, the same procedure as the 'Machine Needle' must be adhered to.
- If a hand-sewing needle is lost or cannot be accounted for the supervisor must be informed immediately. All production must be stopped until the needle is found. If it cannot be found then ALL product that has been worked on or present within the time must be inspected by the metal detector. If still not found the client is to be informed for further instruction.