

VM DOCUMENT

2017-2018 VERSION 2.0

SECTION 8 – Needle Contamination & Control System

SECTION 8 – NEEDLE CONTAMINATION & CONTROL SYSTEM

Overview

The purpose of the Needle and Metal Contamination Control System outlined in this guide is to help factory's set robust procedures to control and prevent used, or broken needle or other metal contamination embedded in the garment from being sold to Destination Maternity customers, causing bodily harm to them.

Under no circumstances will Destination Maternity Corporation or its Vendors accept any product containing or possibly containing any foreign metal components or needle components or needle fragments, or other sharp objects. To monitor this, all factories are required to implement and enforce the following safety system and procedures.

Safety System Procedures

Used Needle Control Procedure

1. The supervisor must check all machine needles regularly to ensure they are in good working condition. This procedure must be strictly implemented by setting a routine to check the condition of the needle tip. The numbers of needle changes per shift depends on the types of fabrication and needles in use in production.
2. No sewing operator should be in the possession of any spare sewing needles, used or new, other than the needle installed on the sewing machine.
3. All replacement / spare sewing needles must be secured in a locked cabinet accessible only by the plant supervisor, mechanic, or other authorized personnel
4. All new sewing needles may only be replaced by the plant supervisor, mechanic or authorized personnel. Replacement by the sewing operator is not permitted.
5. All needles must be accounted for i.e. the numbers of used and broken needles must reflect the daily issued quantity. This is done by doing a tally of the numbers of needles used against issued quantity at the end of each shift.
6. Used sewing needles must be disposed of in a sealed container in a separate area form the sewing floor and recorded in the used needle disposal log.

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Broken Needle Control Procedures

1. When a needle is broken during sewing, every effort must be made to locate ALL fragments of the broken needle in the garment(s); machinery must be checked, including such areas as the sewing machine throat plate, feed dogs and bobbin case. Use of magnet to locate / search all fragments of the broken needle is recommended.
2. Any breakage must be recorded in the broken needle log immediately and the broken fragments attached (kept) in the Log; entries into the Log must be completed in full. This log should be kept in the plant supervisor's office.
3. If all fragments cannot be found, then the bundle of garments on which the operator is sewing, and any bundles in close proximity must be taken to a separate bin in the plant for further examination. A metal detection unit can be used to help locate the needle fragments.
4. Unauthorized access to the bin must be forbidden. The bin may be painted in **RED** for identification.
5. Under management supervision, all garments in the bin should be repassed again through the needle detector.
6. Garments not rejected again may be accepted.
7. Garments rejected again must be searched for metal contamination. If nothing is found, pass the garment bundles once more through the needle detector. If no contamination is detected, the garment bundle may be returned to the sewing floor.
8. All needles must be accounted for at the end of each shift by tallying used quantity against issued quantity.

Needle Detection Control Procedures

1. A needle detector must be kept in a permanent location. The equipment must be re-calibrated by the equipment supplier if the detector is moved to another location. The equipment is preferably located in the finishing area such that the only access to the packing section is via the needle detector. This ensures that all garments, including repaired or re-inspected garments are passed through the needle detector to the packing section. This process also ensures rejected garments stay in the finishing area.

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2. The operator must ensure that the machine is checked and is in proper working condition before performing the process of garments/parts detection.
3. It is critical that the operator does not fiddle or try to adjust the settings on the needle detector unless he/she is authorized and trained to do so.
4. Any garments/parts checked and to be returned to the sewing floor must be kept separately from the unchecked ones, in a clearly marked trolley to prevent mix up.
5. After a needle fragment is found, the same garment/parts of a garment must be put through the needle detector once more. If it is not rejected, then the said item is returned to the sewing floor.
6. Garments passing through needle detector must tally with the shipped quantity by style. This is made possible with the installation of a counter on the needle detector.

Metal Contamination Control Procedures

Sources of Metal contamination:

- a. Broken Needle Fragments
- b. Straight Pins
- c. Scissors/Clippers
- d. Razor Blades / Utility Knives
- e. Bundling Wire
- f. Staples
- g. Metal paper clips

***Also includes mechanic tools like screw drivers, hammer etc.**

- No metal pins, wires or staples may be used in any part of the production process for bundling, tacking, securing components or packaging of any product.
- Metal pins must be excluded from all sampling and production areas, alternatives should be sought (e.g. tape, adhesives, and clamps). This includes pins used for notice boards in sewing room.
- If metal pins must be used in specific garment manufacturing process, such as fabric laying and cutting, the factory must maintain a record to control the use of these pins.
- Scissors and clippers should be secured to prevent them from being accidentally packed with the garments. For big scissors at the cutting tables, the factory must maintain a log on whom has been issued with these scissors. Sewing operators should only be issued with trimmers and not scissors. Where hand-sewn needles are used, they must be accounted for and the numbers of needles issued must tally with the numbers of used and returned needles. A tally must be conducted by appointed personnel at operators' lunch break and at the end of every shift.

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Needle Detector Maintenance Procedure

1. All personnel involved in the use of the metal detection unit must be trained by supplier to understand the metal detection system, the operation procedures and how to make or correct minor adjustments.
2. Operators must be made aware that only authorized staff trained for the operation may operate the needle detector. Person/s authorized to handle the machine must be identified to ensure proper accountability.
3. The detection unit must be serviced at regular intervals per maintenance requirements from suppliers. Records must be kept of these services.
4. The needle detector must be covered to protect it from dust and grime when not in use.

Forms

- Used Needle Disposal Log
- Broken Needle Control Log
- Needle Detection Control Log

****Vendors must download from the [Forms Link](#), on the Vendor Manual Dashboard, SECTION 8 FORMS.***

Penalty's

- ⊗ **Needles / Metal Contamination found will result in a minimum \$1000.00 Non-Compliance charge and 100% inspection of total purchase order.**
- ⊗ **Dangerous Sharp Objects (Razor Blades, Utility Knives, Scissors, Clippers) found will result in a \$10,000.00 Non-Compliance Charge and 100% inspection of total purchase order.**

Failure to comply with this system or failure to administer it completely will result in termination of production for Destination Maternity. The costs and losses in any claim or litigation arising out of or resulting from injury caused by needle parts or metal contamination found in DM garments or cartons will be passed entirely to the factory and/or Agent/ Vendor Management involved.