

Welcome to MedPlast Tempe

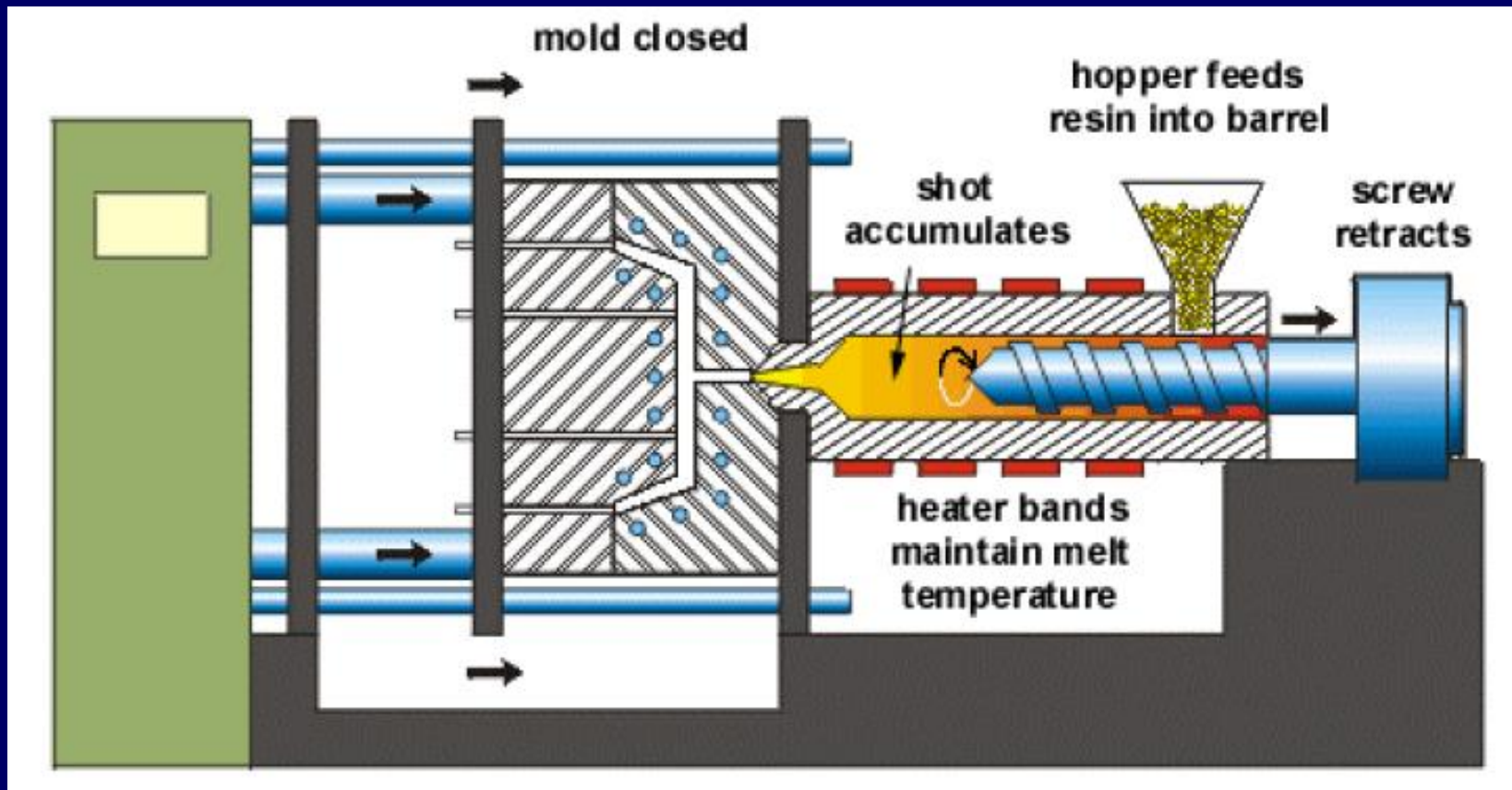


MedPlast

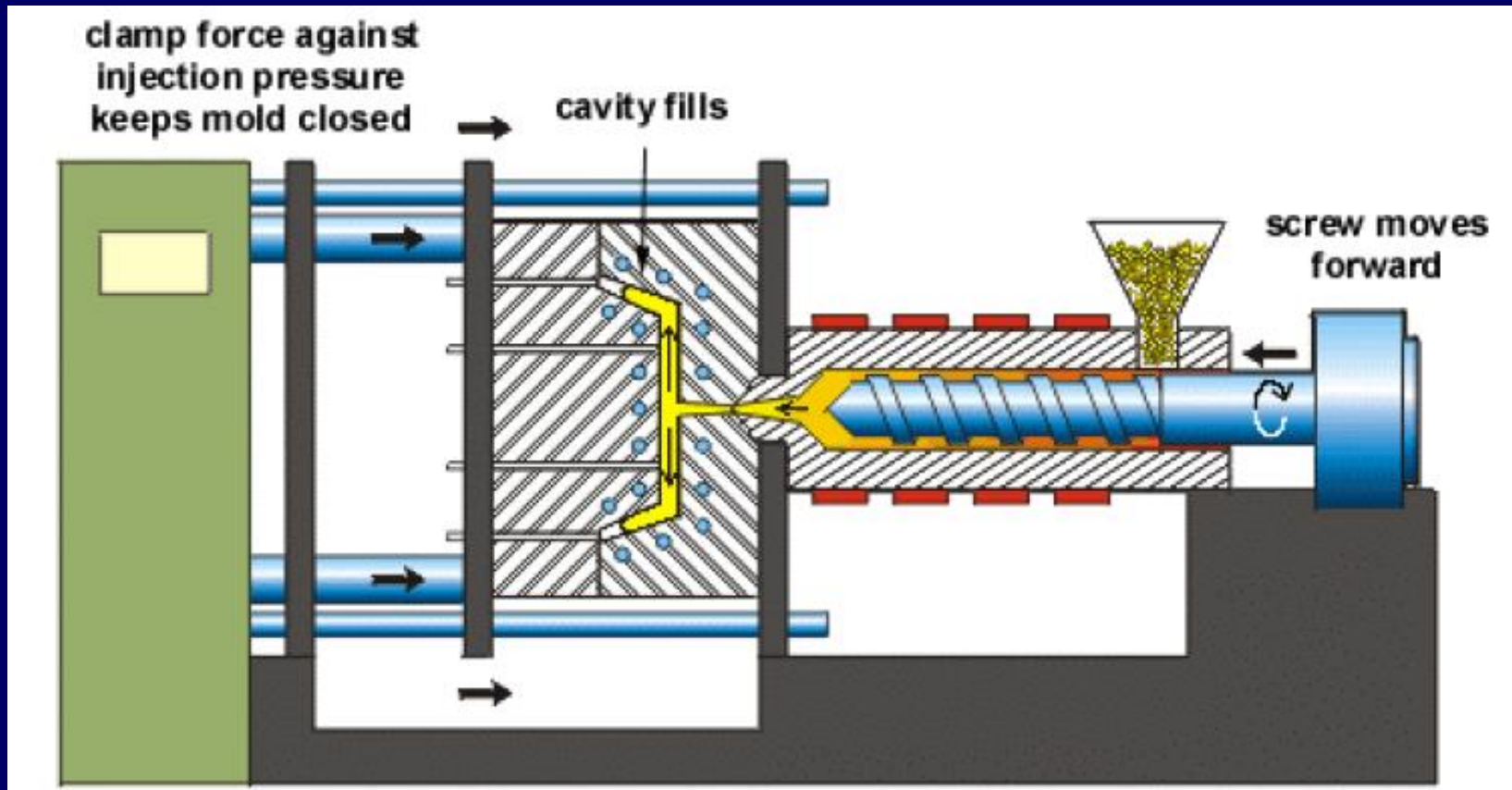
WWW.MEDPLASTGROUP.COM

New Hire Orientation

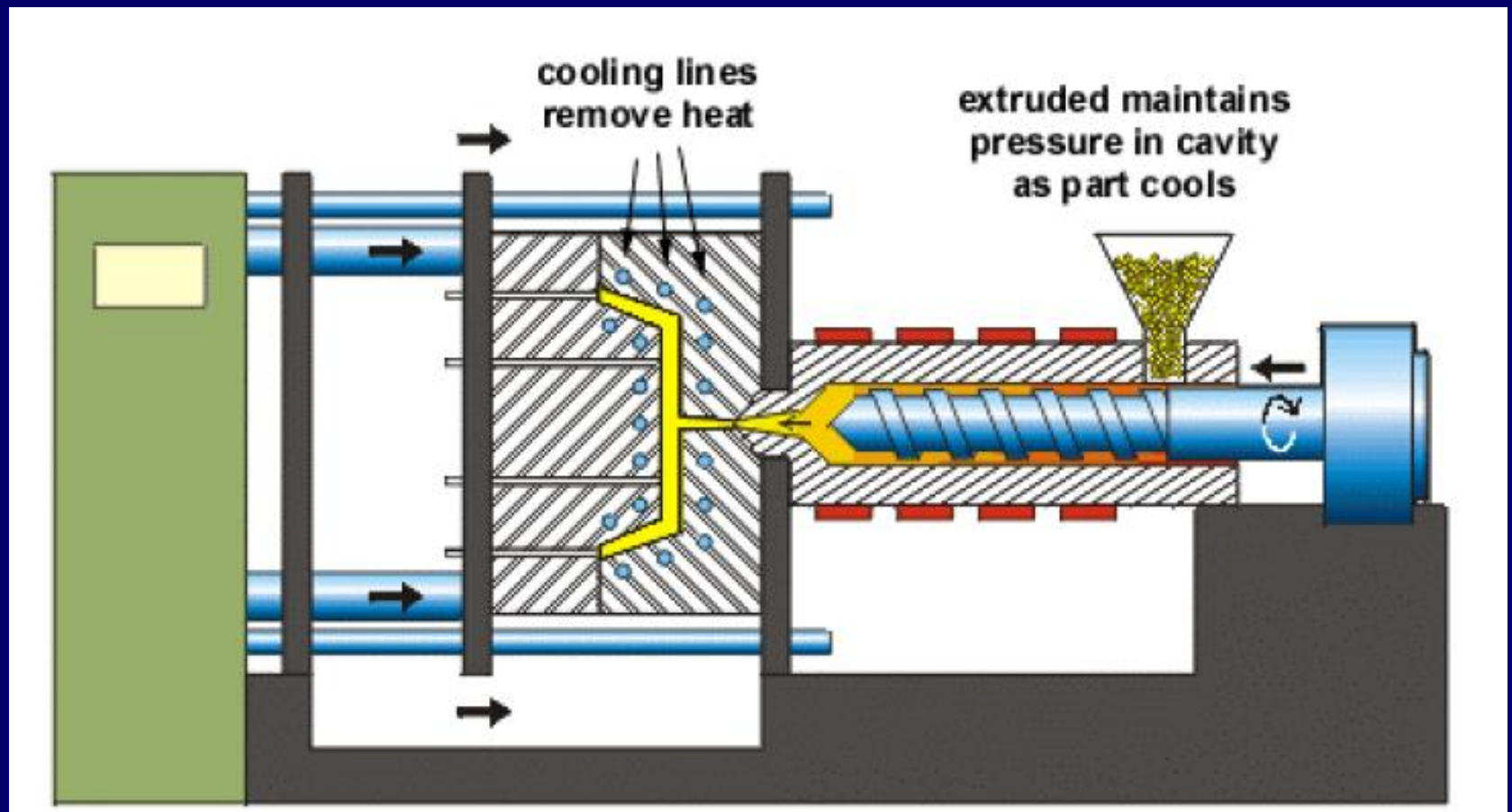
PLASTICS 101



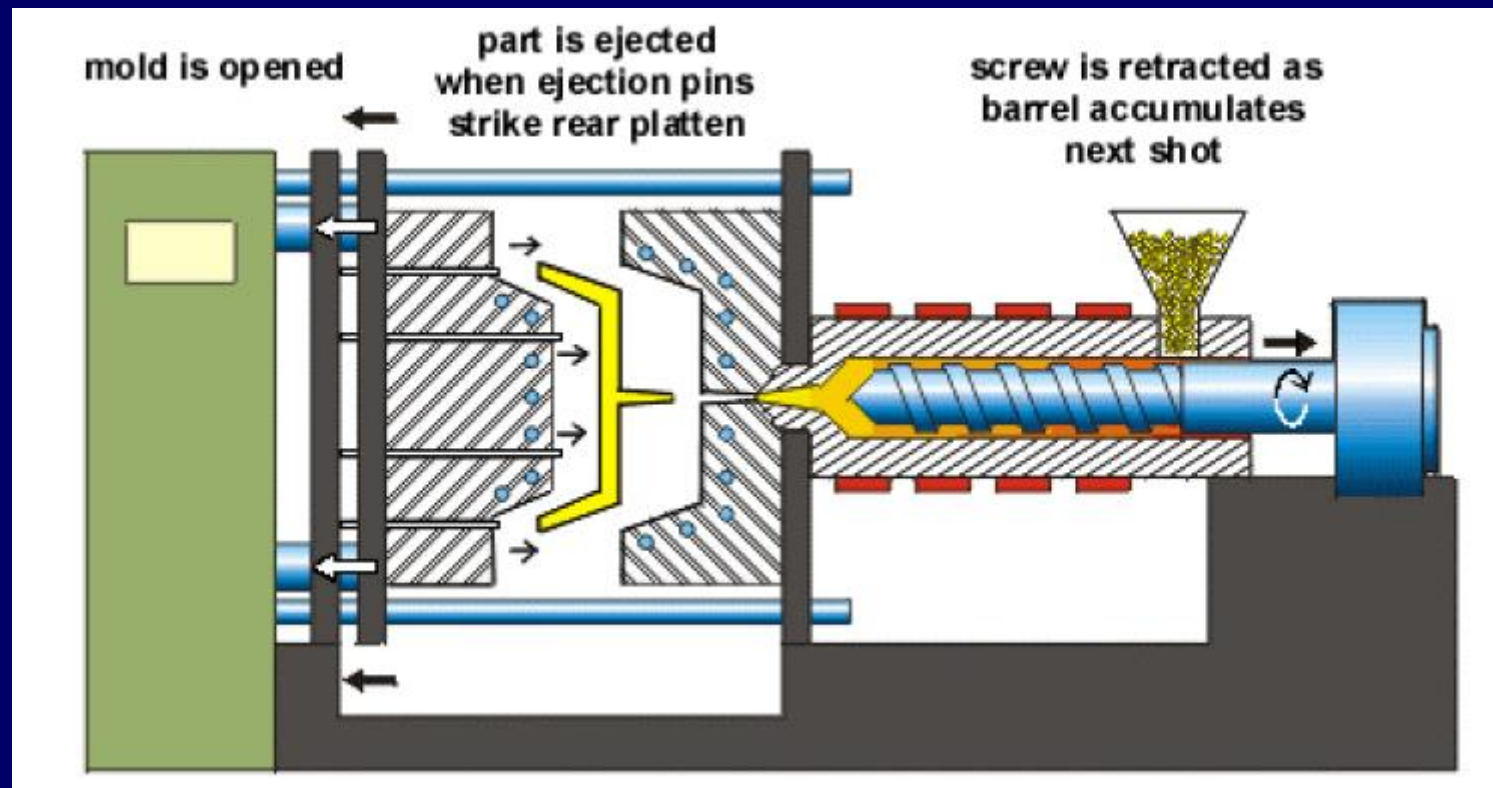
PLASTICS 101



PLASTICS 101



PLASTICS 101



On The Job



Job duties and Assignments

- Each employee will receive a copy of their job description.
- Your supervisor will review with each employee
 - Duties
 - Assignments
 - Expectations
 - Requirements of Job

Expectations & Standards

- Integrity, respect, ethics and morals
- Always Keep a Clean Work Space and take a personal responsibility to assist others in doing the same plant wide! (IT IS YOUR JOB!)
- Do not waste Supplies
- Be willing to assume unexpected tasks
- Be open and willing to accept change and always be support to others in times of change
- Follow Company Policies and Procedures

Job Relationships

- Has responsibilities to Quality Inspectors and Production Technicians
- At times may be assigned as a Trainee to a “Buddy”
- At times may be assigned as a mentor to a “Buddy”

Job Requirements and Functions

- Must be able to work assigned shift hours and mandatory overtime as required to meet all company deadlines.
- Must be able to meet all current and future gowning and dress requirements throughout entire scheduled shift and or overtime
- Must be able to read and write in English at a level required to understand and follow written job instructions and able to write at a level required to complete any and all required production reporting.



Time Clock

- **Employee entrance**
- **All hourly employees are required to accurately account for time worked**
- **No more than 7 minutes before or after your shift**
- **If you work overtime it must be approved by you Supervisor**
- **Lost Badges and Missed Punches Report to your Supervisor**



Tobacco Use Policy

- No Tobacco Use in the building
- Designated area outside employee entrance only
 - Make certain to dispose of in proper container
- No tobacco anywhere on the plant floor



Parking

- Must park in marked spots
- Please take care to only use one space
- Visitor, Handicap & Carpool are for those purposes only
- Carpool spots are for approved carpools only.



Lockers

- Lockers are Company Property
 - Company reserves the right to search or consent to search your assigned locker.
- Company not responsible for stolen items
- Do not store valuables or money in them
- Locks will be provided to you. No personal locks may be used.

Meal and Rest Breaks

- 8-Hour Shifts
 - One 30-Minute Paid Rest Breaks
 - One 30-Minute Unpaid Meal Break
 - Generally 4 hours into the shift.
 - All Breaks will be taken at the direction of the Shift Lead or Supervisor.



Time and Attendance Policy

Time Off, to be considered approved, must be submitted and approved by your supervisor, 2 Weeks in advance and then submitted to HR.

Unexcused Absences, Leaving Early, Arriving Late, Losing Your Badge, Missing a Punch will accrue an occurrence at the following rate:

½ Occurrence – Leaving Early, Arriving Late, Losing Your Badge, Missing a Punch

1 Occurrence – Absence with less than 48 hours notice

3.5 Occurrence – No Call / No Show

Each employee may only collect less than 8 occurrences or they will be terminated. At 5 occurrences, you will be verbally counseled, at 6 occurrences, you will receive written counseling, at 7 occurrences, you will be suspended for 3 days without pay and issued a final warning letter.

Excessive Absenteeism in your initial 90 period may result in disciplinary action up to and including termination.



MedPlast Tempe Plant Permanent Employees: You must call the MedPlast Tempe Plant at (480) 553-6414 as soon as possible to notify them of your reason for being absent, sick or late, if late then the estimate time of your arrival. If no one answers, please leave a message with your reason for calling in absent, sick or late and the estimated time of your arrival.



PAID TIME OFF (PTO)

1. You can use immediately.
2. If your employment ends before the end of the year and you have taken more hours than you have had time to accrue, the hours will be recouped by MedPlast.
3. PTO Balances will be printed on your paycheck stubs.



MedPlast's policy is that all employees will maintain a neat and well groomed appearance at all times. Hats, Caps, Head Coverings etc.. are not allowed in any engineering, production or maintenance area of the plant.

Each employee may bring a capped bottle of water with them to the production floor. At no time are food items are allowed on the production floor, clean rooms or warehouse. This includes chewing gum and smokeless tobacco.

All hairnets, beard nets, gloves and shoe coverings are to be disposed of properly when exiting a clean room, or at the end of your shift. Smocks are to be hung up or put away in the designated areas.

If you have a need for a reasonable accommodation such as a medical necessity, please see human resources at your first availability.

Schedule and Working Hours

1. a. First Shift 0700-1530 or 7:00am – 3:30pm
 b. Second Shift 1500-2330 or 3:00pm – 11:30pm
 c. Third Shift 2300-0730 or 11:00pm – 7:30am

2. Scheduled Days will be determined by your Supervisor.
 - a. The “Work Week” begins with Sunday and ends with Saturday.
 - b. There will be times where Overtime is scheduled and Mandatory.

3. Hourly Employees must clock in when arriving and clock out when leaving the premises during the course of your work day. (arriving for work, lunch, leaving work)
 - a. Time clock is located in the employee break room
 - b. Any issues with the time clock is to be reported immediately to your supervisor.





Bathrooms

- Located outside of break room off production floor
- Keep them neat and tidy
- Report Problems Immediately

Break Room

- Storage for Coats and Hats
- Vending Machines
- Refrigerators
- Tables and Chairs
- Keep neat and tidy
- Dispose of rubbish in proper containers
- Report Problems Immediately



Benefits Offered

Medical
Dental
Vision

401K

FSA

Miscellaneous



Prevention of
Sexual Harassment Training
for
New Employees

Dealing with Workplace Harassment

- Workplace harassment is unacceptable conduct and will not be tolerated at any level within MedPlast. You have responsibility for maintaining high standards of honesty, integrity, and conduct as employees.
- Any employee who believes he or she was a victim of harassment, including sexual harassment, should report the allegation to his/her supervisor, or contact Human Resources for assistance.

Sexual Harassment



- Unwelcome
- Can be physical, verbal or nonverbal
- Severe and pervasive
- Unreasonably interferes with an individual's work performance
- Creates a hostile work environment
- Focus is on impact of the behavior, not the intent

Types of Sexual Harassment

Quid Pro Quo: Making the submission to unwelcome sexual advances or submission to other verbal or physical conduct of a sexual nature a term or condition, implicitly, of an individual's employment. Basing employment decisions affecting the individual on his or her submission to or rejection of such conduct.

Hostile Environment: Making unwelcome sexual advances or other verbal or physical conduct of a sexual nature with the purpose of, or that creates the effect of, unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Prevention of Harassment

- Recognize your obligation to create and preserve a work environment free from sexual harassment
- Report the allegation
- Take immediate action to investigate the allegations
- Seek resolutions and document action(s) taken
- Even if you feel the complaint is groundless - treat it seriously
- Contact Human Resources for assistance

Creating a Positive Work Environment

If your attitudes and decisions are shaped by facts based on performance and behavior, you will create a work environment free of discrimination where people are treated with respect based on what they do - not on what they were born into. You will have created the kind of place where everyone would like to work.



Coming together is a beginning.

Keeping together is progress.

Working together is success.

- Henry Ford

Recognize People. Engage People. Treat People like Equals.

Work Instructions



MEDPLAST HOURLY PERFORMANCE BOARDS (WHITEBOARDS)

Press #

Hourly Goal
(Good Parts)

Hourly Goal
(Bad Parts)

Actual # of Bad
Parts Per Hour

Actual # of Good
Parts Per Hour

The whiteboard is titled "HOURLY PERFORMANCE (PRODUCTIVIDADES POR HORA)" and features the MedPlast logo. It includes a "LOCATION (LOCACION)" field with "M20" written in it. Below the title, there are two goal fields: "HOURLY GOAL/GOOD (META POR HORA BUENAS)" and "HOURLY GOAL/BAD (META POR HORA MALAS)". The main body of the board is a table with three columns of hourly data. The first column covers 9:00 AM to 4:00 PM, the second covers 5:00 PM to 12:00 AM, and the third covers 1:00 AM to 8:00 AM. Each column has sub-columns for "GOOD (BUENAS)" and "BAD (MALAS)". Annotations with green arrows point to specific fields: "Press #" points to the location field, "Hourly Goal (Good Parts)" points to the first goal field, "Hourly Goal (Bad Parts)" points to the second goal field, "Actual # of Bad Parts Per Hour" points to the "BAD" column for 10:00 AM, and "Actual # of Good Parts Per Hour" points to the "GOOD" column for 10:00 AM.

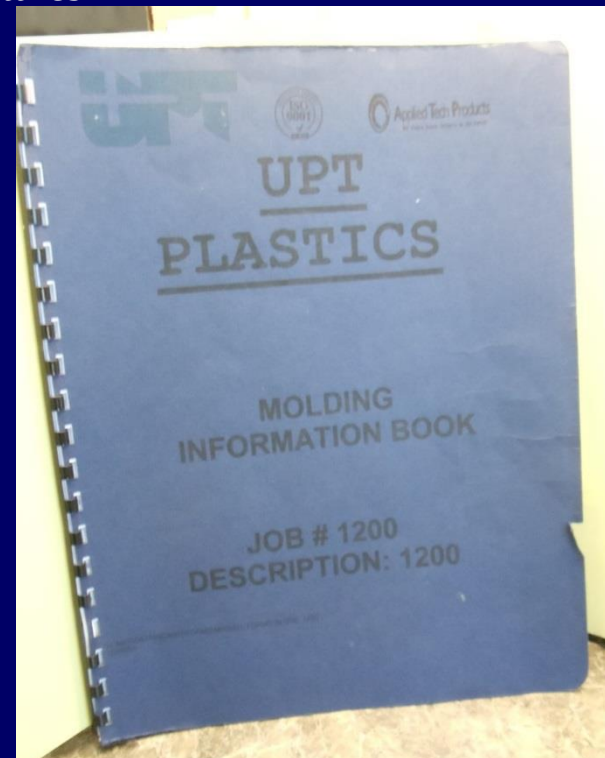
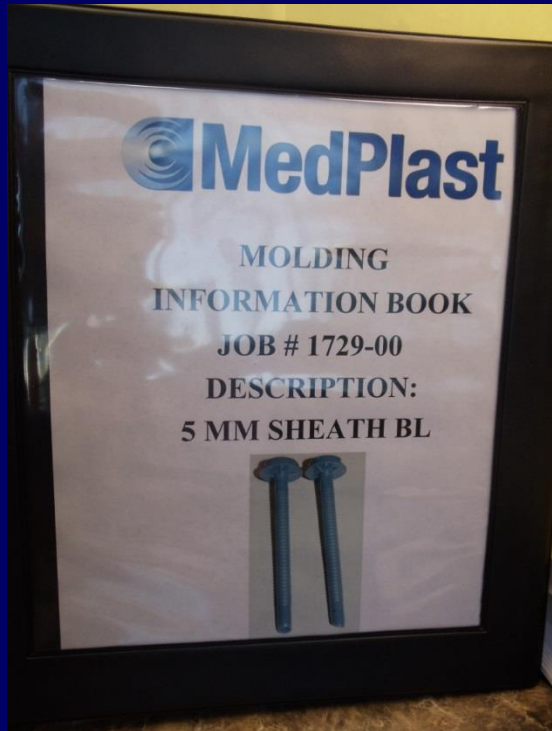
HOUR (HORA)	GOOD (BUENAS)	BAD (MALAS)	HOUR (HORA)	GOOD (BUENAS)	BAD (MALAS)	HOUR (HORA)	GOOD (BUENAS)	BAD (MALAS)
9:00 AM			5:00 PM			1:00 AM		
10:00 AM			6:00 PM			2:00 AM		
11:00 AM			7:00 PM			3:00 AM		
12:00 PM			8:00 PM			4:00 AM		
1:00 PM			9:00 PM			5:00 AM		
2:00 PM			10:00 PM			6:00 AM		
3:00 PM			11:00 PM			7:00 AM		
4:00 PM			12:00 AM			8:00 AM		

Terminology

- Press # - Number Assigned to Each Press
- Hourly Goal (Good/Bad) Parts – Number located on the Work Order and Entered By Shift Supervisor or Lead.
- Actual # of Bad Parts – The number of parts found to be bad per the specifications in the Part Specification Packet (Blue Book) per hour.
- Actual # of Good Parts - The number of good parts that meet the specifications in the Part Specification Packet (Blue Book) per hour.

PART SPECIFICATION PACKETS (BLUE BOOKS) –

Contains all part information, including operator instructions, packaging instructions and defect pictures



PART SPECIFICATION PACKET (BLUE BOOK) INFORMATION

1st

Page

1719-00 Covidien 5mm Sheath V2
PART SPECIFICATION PACKET

MedPlast	Customer: Covidien	MedPlast Part #: 1719-00	IQMS Doc #: 28816	Rev #: 0.9
	Customer Part #: 1013205	Original Qualification Date: 05/10/2012	Effective Date: 10/31/2013	
	Part Revision: E	Qualified Press Locations #: M 01	Qualified Press Serial #: 1080011	

I. PART INFORMATION

CUSTOMER	Covidien
PART NAME	5mm Sheath V2
CUSTOMER PART NUMBER	1013205
MOLD NUMBER	1719-00
PRESS TYPE	Toyo
# OF CAVITIES	2
RAW MATERIAL	Sabic nylon
COLOR	Grey



Figure 1: Full Shot of 1719-00

Part
Name

Part
Information

Part
Picture

Operator Instructions

MedPlast

1719-00 Covidien 5mm Sheath V2
PART SPECIFICATION PACKET

Customer: Covidien	MedPlast Part #: 1719-00	IQMS Doc #: 28816	Rev #: 0.9
Customer Part #: 1013205	Original Qualification Date: 05/10/2012	Effective Date: 10/31/2013	
Part Revision: E	Qualified Press Locations #: M 01	Qualified Press Serial #: 1080011	

III. OPERATOR INSTRUCTIONS

- Mold runs automatic
- Hairnet and gloves are required at all times in the work cell
- Prepare packaging as described in packaging instructions below
- Once parts are off loaded from the conveyor, remove parts from the tray
- Ensure two (2) shots are molded in each shot
 - If two (2) parts are not being molded in each shot, notify a technician
- VISUALLY INSPECT THE PART FOR DEFECTS (FLASH, SHORTS, SPLAY, BURN, SINK, ETC.), by comparing to sign-in shots approved by QA – See part pictures
 - Components shall be free of molding defects – short fills, sinks, voids, blisters, burns, drag marks
 - Parts to be free of damage – cracks, stress marks, malformed
 - Flash or mismatch not to exceed .010"
- Place unacceptable parts in the red bin
- Record all scrap on the scrap shift sheet
- Place acceptable parts in the box
- Do not remove parts from work cell until approved by QA
- Notify Supervisor or QA if questions arise

What to do
at the press

PART SPECIFICATION PACKET (BLUE BOOK) INFORMATION

Packaging

1719-00 Covidien 5mm Sheath V2 PART SPECIFICATION PACKET			
Customer: Covidien	MedPlast Part #: 1719-00	IQMS Doc #: 28816	Rev #: 0.9
Customer Part #: 1013205	Original Qualification Date: 05/10/2012	Effective Date: 10/31/2013	
Part Revision: E	Qualified Press Locations #: M 01	Qualified Press Serial #: 1080011	

IV. PACKAGING INSTRUCTIONS		
Packaging Materials		
Type of Packaging	Packaging Name/Size	Part Number
2 Bags	Polybag/ 1.5 Mil	Bag-015
Box	Box/ 13x13x13	CTN-001-KF
Twist tie		
Packaging Procedure		
1. Place one (1) polybag in box, and wrap around inner sides of box 2. Place second bag in box 3. Bulk pack parts. A maximum of 900 parts per box 4. Once bag is filled, close inner bag using twist tie 5. Apply operator label to inner bag 6. Do not seal box until QA inspection is complete		
 		
Figure 5: Bulk Packaging Figure 4: Double Bag with operator label		

Pictures
of defects

How to
package
parts

Defect Pictures

1719-00 Covidien 5mm Sheath V2 PART SPECIFICATION PACKET			
Customer: Covidien	MedPlast Part #: 1719-00	IQMS Doc #: 28816	Rev #: 0.9
Customer Part #: 1013205	Original Qualification Date: 05/10/2012	Effective Date: 10/31/2013	
Part Revision: E	Qualified Press Locations #: M 01	Qualified Press Serial #: 1080011	

V. PART PICTURES		
GOOD PART	FULL SHOT	
		
Figure 5: Good Part - Acceptable	Figure 6: Full Shot - Acceptable	
	FLASH	
		
Figure 7: Part with short Not Acceptable	Figure 8: Part with flash Not Acceptable	

[illegible]Pre-Assigned By
Supervisor

MEDPLAST TEMPE OPERATOR WORK ORDER FAMILIARIZATION

Work Order #

Location/Press #

Part #

Work Order #

MEDPLAST TEMPE
Injection Production Work Order

Date: 2/24/2014 12:50:41PM
Page: 1

Work Order Number: 11813302 *11813302

Scheduled Work Center: T-M16

Work Center Sequence: 1

Mfg Config. Number: 1522-03 Bucket:

BOM Ctrl Number: TEMPE2-02/24/2014/12:40:06

Cycles Required: 11857 Priority Note

Production Hours: 53.89

Standard Information

First Article	6/15/2007	Unit of Measure	GR	Cycle Time	15.00	Total Operators	.50
Center Type	T-400	Scrap %	3.50	Net CPH	230.02	Setup Hours 1	3.00
		EH Factor	95.00	Gross CPH	240.00	Setup Hours 2	

Equipment #	Description	Location	Primary	Oper	Code	Description
1522	COLLAR		Y	0.50	P-DEFAULT	Tempo Default Level

Auxiliary Equipment	Rate	How Many

Item Number	Item Description	Rev	Weight	Std Cav	Act Cav	Parts Req
1522-03	COLLAR NATURAL	H	.59000	32	12	165.992

Attached Packaging

Class	Item Number	Item Description	Items/Per	Scrap %	Total Req
PK	BAG-015	33"x39" POLYBAG 1.5MIL	8,500.000000 EACH	0.00	16.74
PK	CTN-001-RF	BOX 13 X 13 X 13 KRAFT	8,500.000000 EACH	0.00	16.74
PK	PALLET-48 X 40 4 WAY	48 x 40 4 WAY #2 HT	306,000.000000 EACH	0.00	0.46

Rel Date	Rel Qty	Order No.	PO No.	Customer	AKA Item No	Parent Item
3/5/2014	4,492.00	5155-04	950161	KIK ELKHART-WEST PLANT	183445ZZ	
3/12/2014	161,500.00	5189-04	951915	KIK ELKHART-WEST PLANT	183445ZZ	

Process Printed Out and Approved By: _____

Line Clearance: _____ MFG Sign-In: _____

Q.A. Sign-In: _____ MFG Final W.O. Approval: _____

Q.A. Final W.O. Approval: _____

Packaging/
Support
Material
Needed

		WORK ORDER REVIEW CHECKLIST	
Document Number: PF-7-011		Revision Number: 0.9	Effective Date: 6/14/15

Customer Name
Work Order Number

CUSTOMER:		REVISION:	
WORK ORDER#		PRESS# M	MEDPLAST PART#:

Verify the actions / documents listed below are completed during WO process

Operations		Quality	
Initials	Date	Initials	Date

Revision to be run
Press/Location

Part Number

To Be
Completed By
Lead or
Supervisor

Lot Start-up	1	Number of Cartons per pallet _____ 1 pallet of carton labels printed and placed in WO sleeve				
	2	Time Status changed in RT				
	3	Operator was trained prior to WO Start				
	4	Line Clear Verified				
	5	Materials needed are placed in Work Center				
	6	Heat Treated Pallet Required (Y/N) _____				
End of Lot	7	Start-up shot(s) placed in dedicated container				
	8	Counts Verified at end of lot				
	9	End of Lot Line Clear Performed				
	10	Materials not used removed from Work Center				

Do not scan carton labels until placed on the box

Customers That Require HT PALLET:
COVIDIEN, HALDEX, KIK

PF-7-011,
Work Order Review Checklist

Confidential and Proprietary

MEDPLAST TEMPE OPERATOR WORK ORDER FAMILIARIZATION

Good Manufacturing Practice

GMP



cGMP

GMP – What is it?

“Good Manufacturing Practices”



Principles of GMP



What is GMP ?

Good
Manufacturing
Practice

Introduction

- Here at MedPlast/Tempe, we manufacture plastic parts and about 95% of these parts are used in the medical industry. Therefore, it is very important for us to handle all parts with proper care.
- It is impossible to cover all circumstances so keep in mind our goal of keeping our parts free of contaminations, free of damage & to avoid customer returns.

Course Objectives

- The importance of using “Written Procedures”
- The importance of Documentation
- Understanding the importance of PPE & “Workplace/Personal Cleanliness”
- Understanding our Food & Drink Policy on the Production Floor
- Handling Parts Properly
- The importance of Line Clearance
- Questions
- Test your knowledge

Why Is GMP Training Important?

- Regulatory agencies are legally entitled to conduct unannounced inspections if they believe there are suitable grounds to warrant an inspection.
- These regulatory agencies include the U.S. FDA and California FDB.
- GMP Training helps MedPlast comply with industry and government good manufacturing practices, specifications, and regulations.

GMP -



SAY WHAT WE DO!

Principle #1 - Writing step by step procedures that provide a roadmap for controlled and consistent performance



DO WHAT WE SAY!

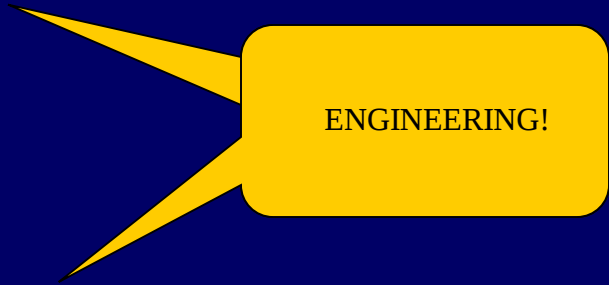
Principle #2- Carefully follow written procedures to prevent contaminations, mix-ups, and errors



RECORD WHAT
WE DID!

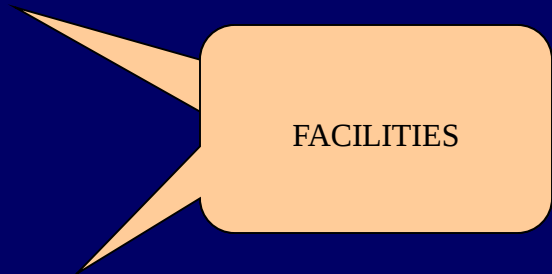
Principle #3 - Prompt and accurate documentation of work for compliance and traceability

Principle #4 - Proving systems do what they are designed to do by validating work



ENGINEERING!

Principle #5 - Integrating productivity, product quality, and employee safety into the design and construction of facilities and equipment



FACILITIES

Principle #6 - Properly maintaining facilities and equipment

Principle #7 - Clearly defining and developing job competence



Management Team &
HR Department

Principle #8 - Protecting products against contamination by making cleanliness a daily habit

EVERYONE!!

Principle #9 - Building quality into products by systematically controlling components and product related processes: such as manufacturing, packaging, labeling, testing, distribution, and marketing

**QC
ENGINEERING &
PRODUCTION**

Principle #10 - Conducting planned and periodic audits

Internal Audit Team

Why Does MedPlast Need to Practice GMP?

- About 95% of the parts we manufacture are used in the medical industry.
- It is very important that we handle all parts with proper care.
- Our goal is to keep our parts free of contaminations, free of damage & to avoid customer returns/complaints.

Requirements

- FDB = Food & Drug Branch (State)
- FDA = Food & Drug Administration (Federal)
- GMP is required by both FDB & FDA
- Summarize:
 - Must use and follow work instructions
 - Parts must be checked for quality and meet specifications
 - Any complaints must be addressed

The Importance of “Written Procedures”

- Good “Written Procedures” are key in GMP
- Just knowing the procedures is not enough, applying them is a must if they are to be effective
- If there are no work instructions, don’t assume...ASK... your lead or supervisor
- Always review the written procedures, even if you think you are familiar with the procedures, the job or procedure might have changed.

Written Procedures

Instructions may include:

- Visual Inspections Instructions
 - Specific defects to reject
- Packaging Instructions
 - How parts are packaged
 - Information included on label
 - Where the label is to be placed
- Quantity of parts per container
 - Weighed, Counted

PPE

(Personal Protective Equipment)

PPE is VERY IMPORTANT & is supplied by the company

A hairnet must be worn at all times while out on the production floor. Beard covers should be worn when applicable.

All hair should be tucked in to the hairnet (including bangs). There are mirrors in the restrooms to make sure this is done.



Properly Applying your PPE

If a beard cover is necessary, ensure all facial hair is completely covered including mustaches, side burns & facial stubble.



Ensure bangs & hair in the back are completely covered.



Properly Applying your PPE

Use mirrors that are supplied to ensure that all hair is completely covered before entering the production floor.



Proper PPE Off The Floor

- Do not store your hairnets in your pockets or anywhere else on your person. Always dispose of your hairnet in the garbage once you take it off your head, or before going for your break or lunch period.
- It is ok to keep the same hairnet to conduct business in the office area as long as you keep it on your head.

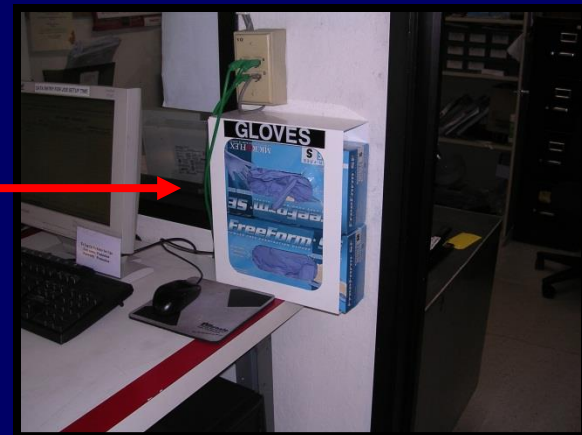
PPE

(Personal Protective Equipment)

Hairnets & Beard Covers
can be found at all major
entryways into the
Production floor.



Gloves can be found right
outside the Supervisors office
on the Production Floor.



PPE

(Personal Protective Equipment)

You should wear gloves at all times while handling parts.

Gloves should be in good condition with no holes.

When touching anything other than parts, always, wipe gloves with alcohol.

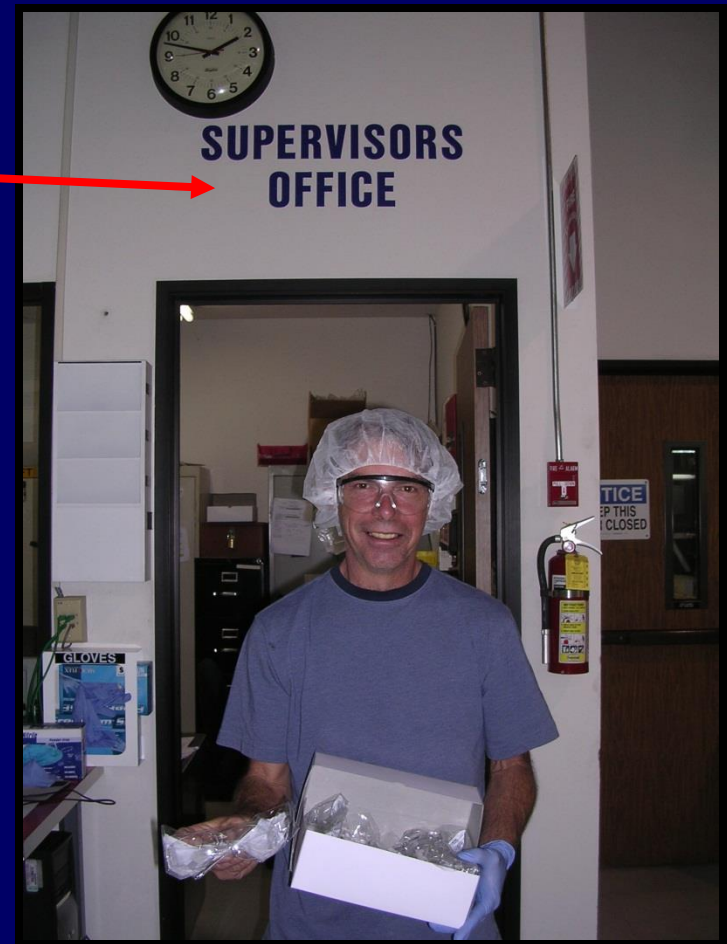


PPE

(Personal Protective Equipment)

Safety Glasses can be obtained by the shift supervisor at the shift supervisor's office on the Production Floor.

Note: Please do not get your safety glasses from the Front Desk as these glasses are stocked for visitors & customers.



PPE

(Personal Protective Equipment)

- Safety Glasses are to be worn at all times while on the production floor. Prescription glasses are acceptable.
- Ensure your glasses are in good condition and cleaned regularly. Dirty or smudged glasses can result in not being able to identify rejects properly.



Personal Hygiene

- Keeping yourself clean is equally as important. You must bathe regularly, this keeps any excess dirt or oil on your person from transferring onto the parts.
- It is important to keep your hands & your work area clean.

Workplace & Personal Cleanliness

Before you start work:

Start with wiping down your workstation and bins with alcohol wipes before you start the job.



When using the restroom:

Do not take your hairnets or gloves into the restrooms, dispose of these before leaving the production floor. NEVER take parts into the restroom.



Workplace & Personal Cleanliness

When adjusting or moving your chair :

Wipe your gloves with the alcohol wipes every time you touch something other than the part.



Workplace & Personal Cleanliness

Always wash your hands with soap & water when returning from your break & lunch, and after visiting the restroom.



Work Station Cleanliness

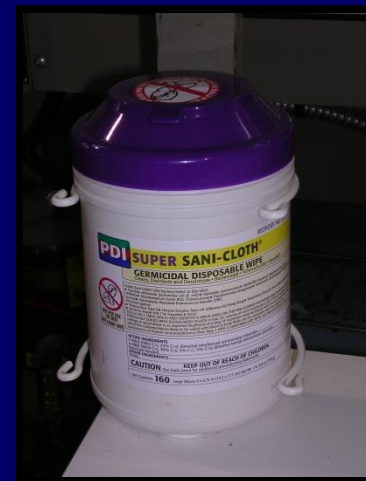
There are alcohol wipes at each workstation for your convenience. If they are missing, please inform the supervisor or lead. They will make sure wipes are supplied for you.



Work Station Cleanliness

Alcohol Wipe Containers:

Make sure the containers of alcohol wipes are sealed to keep the wipes from drying out.



Food & Drinks

- Food and drinks other than a capped bottle of water are never allowed on the production floor. This includes maintenance, shipping / receiving & tooling departments.
- No gum & candy in your mouth while on the production floor (this includes cough drops).
- Violators will be disciplined up to and including termination.



Handling Parts

- If a part were to fall on the floor, that part is now considered contaminated and is not to be picked up or touched by the machine operator.
- It is not acceptable to pick up a part and wipe it with alcohol and package it.
- Notify the nearest lead or supervisor to make sure that parts are picked up and disposed of in the reject pile.



Line Clearance

- One of the most important aspects of GMP is Line Clearance.
- Before starting a new job, always remove items from the previous jobs, such as:
 - Parts
 - Work Instructions
 - Labels

Why Is Line Clearance Important?

- Because old & new parts can be mixed and this can cause rejects.
- Because old labels can accidentally be put on boxes of new jobs and this can cause rejects.
- Because old instructions left behind can be confused with the instructions for the new job and this can cause rejects.

Line Clearance



What's wrong with this picture?

Line Clearance



Example of Good Line Clearance

Who's Responsibility Is Line Clearance?

Do not blame other people from other shifts.
Line clearance is each of our responsibility.

If we fail at line clearance, we lose business and money. We can't afford this.

Examples of BAD GMP Practices



Insects in Packaging

Examples of BAD GMP Practices



Correct Reject Label

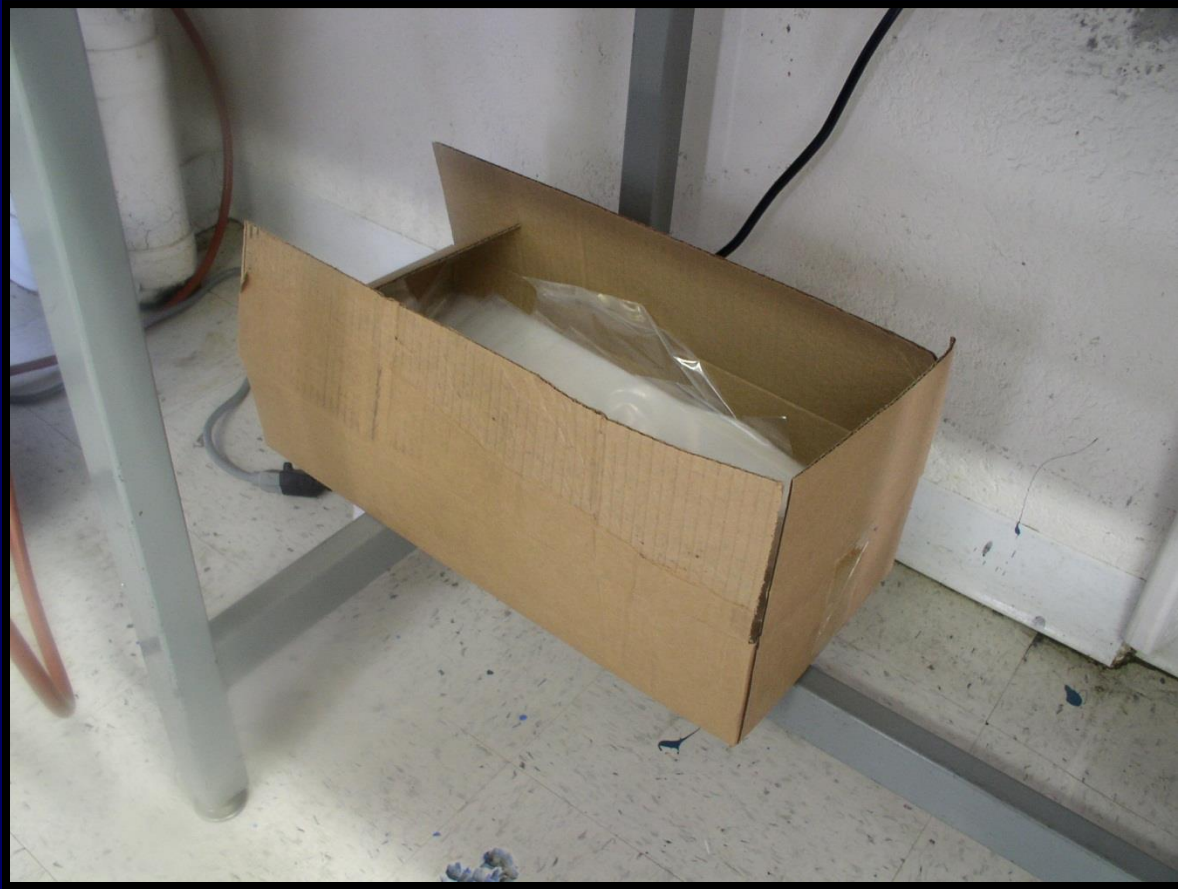
Half a Label / Wrong
Reject Label

Examples of BAD GMP Practices



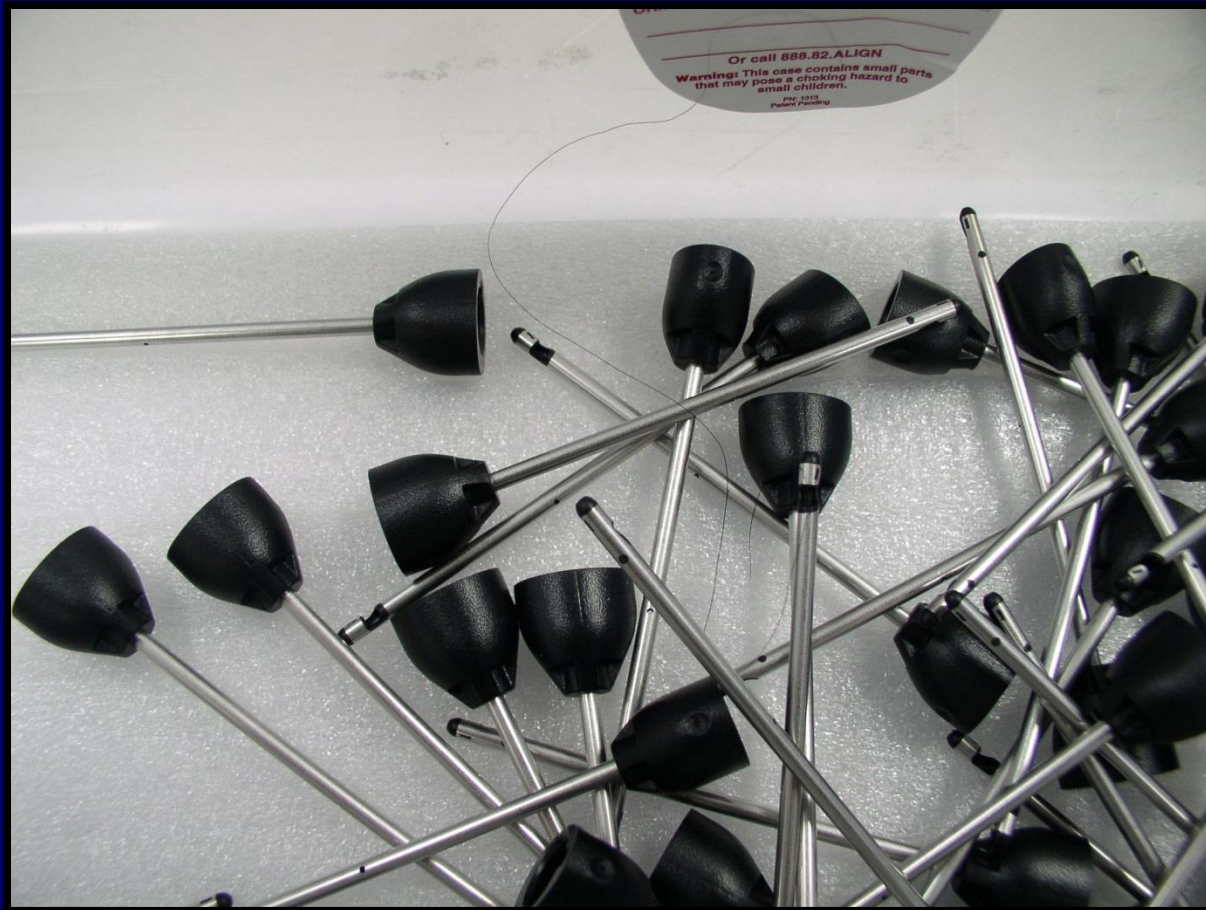
Lint on Part

Examples of BAD GMP Practices



Box of Bags on Floor

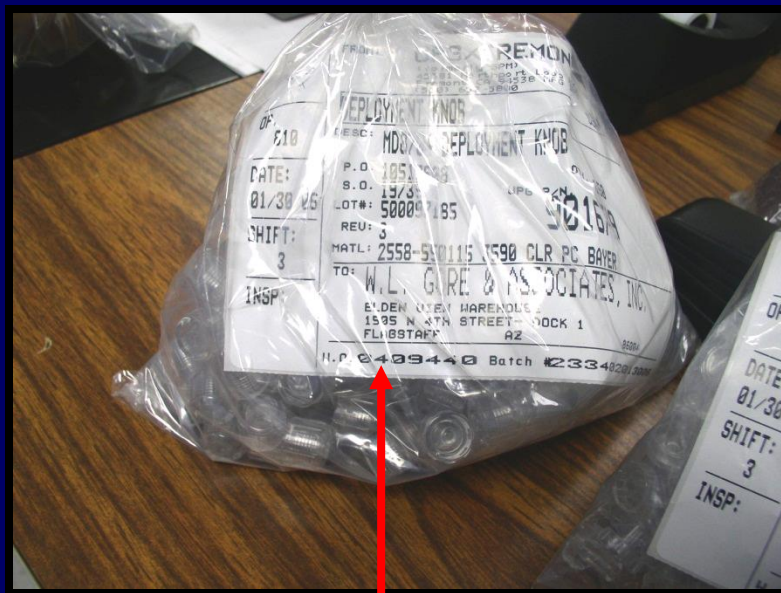
Examples of BAD GMP Practices



Human Hair = UNACCEPTABLE GMP

Examples of BAD GMP Practices

Incorrect Labeling = UNACCEPTABLE GMP



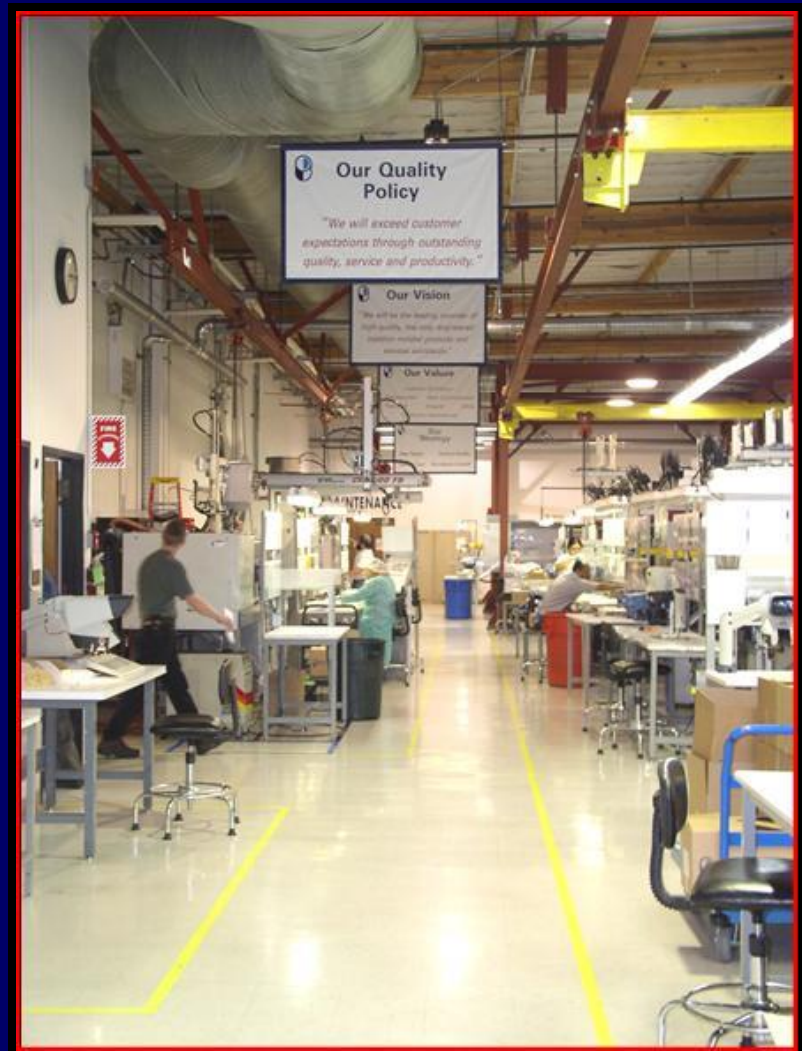
Label says, Deployment Knob, parts inside are Vent Caps.



Label says, Vent Cap, parts inside are Deployment Knobs.

Good Manufacturing Practice

- Make GMP a HABIT
- Practicing GMP is a key to our success
- GMP is NEVER ENDING !!!



Questions ?



If no further questions, let's get started on the quiz.



Quiz Instructions

- No talking & keep your eyes on your paper.
- If you should have any questions, please raise your hand.
- There will be 10 questions, you will need to get 80% correct in order to pass the quiz (8 correct answers).
- I will read the questions, you will have 2 or 3 options for the correct answer. There will only be one correct answer for each question. Pick the correct answer and write the letter on the corresponding number on your answer sheet.
- Any questions before we get started?

Ready ??



Answer Sheet Name: _____ Date: _____
(Good Manufacturing Practice Training Class)

1 _____

2 _____

3 _____

4 _____

5 _____

6 _____

7 _____

8 _____

9 _____

10 _____

Need to get 80% or better to pass

Correct _____ Incorrect _____

Question # 1

What does GMP stand for?

- A) Good Manufacturing Practice
- B) Good Material Process
- C) Good Material Price

Questions # 2

It is acceptable to keep your same hairnet while in the restroom as long as you keep it on your head.

- A) True
- B) False

Question # 3

If there are no work instructions at your workstation, you should:

- A) Sit at your workstation till someone notices you have no instructions
- B) Copy the instructions from the machine next to you
- C) Ask your lead or supervisor

Question # 4

It is acceptable to continue to wear the same hairnet while conducting business in the office, as long as you don't take it off your head.

- A) True
- B) False

Question # 5

If you make a mistake on the P-Chart or any controlled document you should:

- A) Use white out before correcting the mistake
- B) Ignore it, & hope no one catches it
- C) Single line through mistake, correct, initial & date

Question # 6

It is acceptable to pick up a part off the floor and package it as long as you wipe it down with alcohol?

- A) True
- B) False

Question # 7

If you lose or misplace your safety glasses, you can get another pair from:

- A) The Human Resources Dept.
- B) The Front Desk
- C) The Supervisors Office

Questions # 8

It is acceptable to keep your hairnet in your pocket as long as your pocket is free of lint and other items.

- A) True
- B) False

Question # 9

Food or drink is never allowed on the production floor, but cough drops are the exception.

- A) True
- B) False

Question # 10

Leaving old parts, work instructions & labels from a previous job at a workstation is called:

- A) A safety hazard
- B) Workplace Harassment
- C) Bad line clearance

How did you do?

#1 = A

#2 = B

#3 = C

#4 = A

#5 = C

#6 = B

#7 = C

#8 = B

#9 = B

#10 = C



Congratulations !!!

