



## Operational Practices

(For, 1.3.3, 1.3.4, 1.3.6)

### Operational Practices

1. Do not use Scented perfumes, or certain cosmetics like fingernail polish, false fingernails, false eyelashes.
2. Do not bring any glass item inside the Production area.
3. Spitting in the factory campus is prohibited.
4. Do not keep anything on the floor.
5. Staple pins, hall pins not permitted in the manufacturing facility.
6. All bins other than dustbins or waste bins must be labeled and used only for their intended purposes. Do not use finished product container / trolley for trash or other materials. Inspect all finished product bins before use.
7. Use only wipers for cleaning the floor and use of broom is prohibited.
8. Make sure to close the door of the production facility always.
9. Never consider a job finished until you have cleaned up / checked after yourself.
10. Inspect pallets before stacking on pallets. Do not use dirty or broken pallets. Only plastic pallets can be used in production facilities. However, wooden pallets are allowed in Finished Material Godown.
11. Clean area after performing maintenance work. Remove all supplies and debris. Do not place tools on machines, floors or on equipments. Do not use cardboards.
12. Do not use tape, glue or other miscellaneous material to repair equipment i.e. do not encourage temporary engineering. Permanent repair should be made.
13. Always return raw materials and packaging material to their proper location and store neatly assuring that bags are sealed / knotted and openings are closed.
14. Keep the floor wall junctions clear at all times. This will help prevent damage to the palletized materials, facilitate cleaning and pest control operations etc.
15. Finished materials are not permitted to be kept on the floor to avoid contamination in the finish product. Use Pallets or Beds provided to keep the same.
16. Housekeeping is a very important part of GMP. All employees are responsible for keeping their work areas clean.



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