

PRODUCT SAFETY GUIDE

Needle Control Procedure - Garment Apparel,
Shoe without Metal Part & Toys

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I. Purpose of Guide

The purpose of the Needle Control Procedures guide is to help factory set up in-line procedures to control broken needle or other metal contamination in a garment. The aim is to prevent used, or broken needle or other metal contamination embedded in the garment being sold to customers, causing bodily harm to them.

The Guide consists of the following sections:

1. Used Needle Control Procedures
2. Broken Needle Control Procedures
3. Needle Detection Control Log
4. Metal Contamination Control Procedures
5. Needle Detector Calibration Procedures
6. Needle Detector Maintenance Procedures
7. Needle Control Procedures for Embroidery and Quilted Fabric.

II. FACTORIES PRODUCT SAFETY TASK FORCE COORDINATOR GUIDE & PROCEDURE

NEEDLE CONTROL PROCEDURES - GARMENT APPAREL, SHOE WITHOUT METAL PARTS & TOYS.

Under no circumstances will Gap, Inc. or its vendors accept any product containing or possibly containing any foreign metal components or needle components or needle fragments, or other sharp objects. In an effort to monitor this, all garment manufacturers are required to implement and enforce the following needle control procedures.

1. Used Needle Control Procedures

- 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.
- 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.
- All replacement / spare sewing needles must be secured in a locked cabinet accessible only by the plant supervisor, mechanic, or other authorized personnel.
- All new sewing needles may only be replaced by the plant supervisor, mechanic or authorized personnel. Replacement by the sewing operator is not permitted.
- 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.
- Used sewing needles must be disposed of in a sealed container in a separate area from the sewing floor and recorded in the used needle disposal log. The Gap, Field QA or Product Safety Specialist will review this log during their site visits. The QA staff will check the

records and ensure all used needles are to be placed in the sealed container.

2. Broken Needle Control Procedures

- 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.
- 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. The Gap, Field QA or Product Safety Specialist will review this log during their site visits.
- 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.
- Unauthorized access to the bin must be forbidden. The bin may be painted in **RED** for identification.
- Under management supervision, all garments in the bin should be re-passed again through the needle detector.
- Garments not rejected again may be accepted.
- 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.
- All needles must be accounted for at the end of each shift by tallying used quantity against issued quantity.

3. Needle Detection Control Procedures

- 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.
- The operator must ensure that the machine is checked and is in proper working condition before performing the process of garments/parts detection.
- It is critical that the operator does not fiddle or try to adjust the settings on the needle detector unless he is authorized and trained to do so.
- 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.
- 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.
- 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.

4. Metal Contamination Control Procedures

Sources of Metal contamination:

- Broken Needle Fragments
- Straight Pins
- Scissors/Clippers
- Razor Blades / Utility Knives
- Bundling Wire
- Staples
- Metal paper clips

Also includes mechanic tools like screw drivers, hammer and 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, 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. Gap personnel in the field will conduct surprise check at any time to ensure compliance to these procedures.
- 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.

Metal Detection Units

1) Configuration

- Tunnel Type
- Conveyer system

2) Detection Capabilities

- Ferrous Metal
- Sensitivity <1.2 mm sphere

Metal Detection Units – Sources

- ◆ Cintex UK (Needle Search FM & Sentry Needle Search FM)
- ◆ Lock Inspection System (Needle check MET 30 +)
- ◆ Nissin Electronics (Mother Eye ND398)
- ◆ York Detection Systems Ltd (YDS225)

Please refer to recommended suppliers of needle detection system for more details.

***All Infants & Kids vendors must install needle detection units**

RECOMMENDED SUPPLIERS OF NEEDLE DETECTION SYSTEM

A: Brand Name and Technical Specifications

Country of Origin	UK	UK	UK	JAPAN
Brand	YDS	Cintex	Lock	Nissin
Model Type	YDS 225	Sentry Needle Search FM	NeedleChek MET 30+	ND - 398
Detection System	Only Ferrous metal	Only Ferrous metal	Only Ferrous metal	Only Ferrous metal
Detection sensitivity (size in steel ball)	1.0 mm	1.0 mm	1.2 mm	1.2 mm
Effective Detection Width (mm)	550mm	560 mm	580 mm	600 mm
Effective Aperture Height (mm)	125mm	127mm	127 mm	100 mm
Belt Width (mm)	NA	450 mm	500 mm	570 mm
Belt Speed (M/Min)	30m/min	27 m/min	30 m/min	32 M/Min
Power Supply Voltage	220V	220 - 240V	220V	220V
Power Consumption	400 VA	500W	46VA	140W
Approx. Weight	350 kg	350 Kg	360 Kg	200 Kg
Reference Price	US\$10,500/unit	US\$11,000/unit	US\$11,000/unit	US\$15,400 /unit
FOB	UK	UK	UK	HK
Counter System Installation	to be advd	us\$300	us\$600	N/A

B: Agents

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D: Technical Performance

Technical Performance	<p>I. Models meet Gap's mandatory 9 point sensitivity and high immunity check (stability).</p> <p>II. Models meet stability requirement with 10 to 30 non ferrous coins passed through a point of high sensitivity. The result shows no false alarm.</p> <p>III. Models listed above are the latest from the approved brands.</p> <p>IV. Little maintenance is needed for needle detectors. However training on how to calibrate accurately to get optimum performance is key.</p>
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E: Remarks

	YDS service and maintenance support is thru' HK and UK.
	Nissin service support is thru' HK only.

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5. Needle Detector Calibration Procedure

- The detector must be checked periodically using the 1.2-mm diameter test card supplied with the unit. The card should be mounted onto a non-detectable block (plastic or another inert material) such that it passes through the center of the aperture where the point is of least sensitivity.
- The sensitivity check should be carried out at least three times each day, at the beginning, middle and end of a working shift.
- If the detector fails a sensitivity check, all products coming after the previous calibration must be re-checked once the detector is rectified. Rectification of the unit should be carried out with the guidance of the detector supplier.
- Only products inspected between confirmed checks can be cleared for packing.
- Designated zone must be assigned for rejected products, those products waiting to be cleared and fully cleared products must be identified and avoid mixing these products.

Designated zone may be trolley marked as follow:

- 1) Needle calibration “Rejected” for re-check
- 2) Needle calibration “Awaiting Clearance”
- 3) Needle calibration “Cleared – Move back to production”.

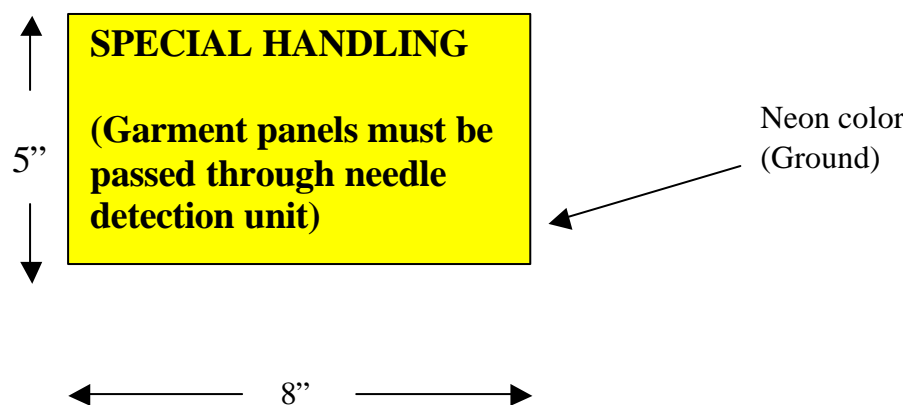
6. Needle Detector Maintenance Procedure

- 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.
- 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.
- The detection unit must be serviced at regular intervals according to maintenance requirements from suppliers. Records must be kept of these services.
- The needle detector must be covered to protect it from dust and grime when not in use.

7. Needle Control Procedures for Embroidery and Quilted Fabric

Sewing operators must not be in the possession of any spare needles, used or new;

- Needle may be replaced only by authorized personnel;
- Used needles must be disposed of in a sealed container, separated from the production floor;
- When a needle is broken during production process, every effort must be made to locate all of the needle fragments in the fabric;
- Any breakage must be recorded in the Broken Needle Log and the broken fragments attached in the log; entries into the Log must be completed in full;
- For full width quilted/embroidery fabric, if the broken fragment cannot be located, special sticker marked with (Broken Needle – Special handling) has to be attached at the end of each roll. Please see attached format words and size of the sticker.
- All the panels from the roll with broken needle – special handling sticker must pass through needle detection machine before being fit to line for assembling process



III. FORMS (to be completed by Product Safety Task Force Coordinator-TFC):

1. Used Needle Disposal Log

Generated by

Authorized Staff in a Sewing Plant e.g. line leader, supervisor or mechanic.

When

Daily at the end of the working shift, new needle replacement is needed. Every sewing line must have own needle log for better control.

Why

The purpose is to prevent used needle(s) being left in a garment & for better control of seam quality. Changing used needles at the appropriate time minimizes needle chew at seam.

Procedure

- Please refer to use needle control procedures for more details.

Needle Control Procedures Used Needle Disposal Log

Factory Name : _____

Country : _____

Section: _____

Date	No of operators	Machine Type/#										FQA / PSS		
												Date	Signature	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	OTHER:		
		1NLS	2NLS	2N3/4TOS	2N5TOS	CHS	2NCVS	3NCVS	BARTACK	BTN	BTNHOLE			
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	OTHER:		
		1NLS	2NLS	2N3/4TOS	2N5TOS	CHS	2NCVS	3NCVS	BARTACK	BTN	BTNHOLE			
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	OTHER:		
		1NLS	2NLS	2N3/4TOS	2N5TOS	CHS	2NCVS	3NCVS	BARTACK	BTN	BTNHOLE			
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	OTHER:		
		1NLS	2NLS	2N3/4TOS	2N5TOS	CHS	2NCVS	3NCVS	BARTACK	BTN	BTNHOLE			
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	OTHER:		
		1NLS	2NLS	2N3/4TOS	2N5TOS	CHS	2NCVS	3NCVS	BARTACK	BTN	BTNHOLE			
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	OTHER:		
		1NLS	2NLS	2N3/4TOS	2N5TOS	CHS	2NCVS	3NCVS	BARTACK	BTN	BTNHOLE			
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	OTHER:		
		1NLS	2NLS	2N3/4TOS	2N5TOS	CHS	2NCVS	3NCVS	BARTACK	BTN	BTNHOLE			
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	OTHER:		
		1NLS	2NLS	2N3/4TOS	2N5TOS	CHS	2NCVS	3NCVS	BARTACK	BTN	BTNHOLE			

REMARK :

1NLS: SINGLE NEEDLE LOCKSTITCH

3NCVS: 3 NEEDLE COVERING STITCH

2N5TOS: 2 NEEDLE 5 THREAD OVERLOCK

BTNHOLE: BUTTONHOLING

2N3/4TOS: 2 NEEDLE 3/4 THREAD OVERLOCK

BTN: BUTTONING

2NCVS: 2 NEEDLE COVERING STITCH

CHS: CHAIN STITCH

2NLS: 2 NEEDLE LOCKSTITCH

BARTACK: BARTACKING

Needle Control Procedures Used Needle Disposal Log

Factory Name : Chin Heng

Country : Singapore

Section: Line E

Date	No of operators	Machine Type/#										FQA / PSS		
												Date	Signature	
1-Apr-04 (8:30am)	60	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	OTHER:	7-Apr-04	Kenneth Chu
		1NLS	2NLS	2N3/4TOS	2N5TOS	CHS	2NCVS	3NCVS	BARTACK	BTN	BTNHOLE			
1-Apr-04 (1:30pm)	60	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	OTHER:	7-Apr-04	Kenneth Chu
		1NLS	2NLS	2N3/4TOS	2N5TOS	CHS	2NCVS	3NCVS	BARTACK	BTN	BTNHOLE			
2-Apr-04 (8:30am)	62	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	OTHER:	7-Apr-04	Kenneth Chu
		1NLS	2NLS	2N3/4TOS	2N5TOS	CHS	2NCVS	3NCVS	BARTACK	BTN	BTNHOLE			
2-Apr-04 (1:30pm)	62	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	OTHER:	7-Apr-04	Kenneth Chu
		1NLS	2NLS	2N3/4TOS	2N5TOS	CHS	2NCVS	3NCVS	BARTACK	BTN	BTNHOLE			
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	OTHER:		
		1NLS	2NLS	2N3/4TOS	2N5TOS	CHS	2NCVS	3NCVS	BARTACK	BTN	BTNHOLE			
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	OTHER:		
		1NLS	2NLS	2N3/4TOS	2N5TOS	CHS	2NCVS	3NCVS	BARTACK	BTN	BTNHOLE			
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	OTHER:		
		1NLS	2NLS	2N3/4TOS	2N5TOS	CHS	2NCVS	3NCVS	BARTACK	BTN	BTNHOLE			
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	OTHER:		
		1NLS	2NLS	2N3/4TOS	2N5TOS	CHS	2NCVS	3NCVS	BARTACK	BTN	BTNHOLE			
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	OTHER:		
		1NLS	2NLS	2N3/4TOS	2N5TOS	CHS	2NCVS	3NCVS	BARTACK	BTN	BTNHOLE			

REMARK :

1NLS: SINGLE NEEDLE LOCKSTITCH

3NCVS: 3 NEEDLE COVERING STITCH

2N5TOS: 2 NEEDLE 5 THREAD OVERLOCK

BTNHOLE: BUTTONHOLING

2N3/4TOS: 2 NEEDLE 3/4 THREAD OVERLOCK

BTN: BUTTONING

2NCVS: 2 NEEDLE COVERING STITCH

CHS: CHAIN STITCH

2NLS: 2 NEEDLE LOCKSTITCH

BARTACK: BARTACKING

2. Broken Needle Control Log

Generated By

Authorized Staff in a Sewing Plant e.g. a line leader or a line supervisor or a mechanic.

When

When a sewing operator requests for a new needle when the original is either broken, blunt or tipped . All the broken parts of a needle must be found and pasted on the log for record. Every sewing line must have its own needle log for better control.

Why

The needle log tracks needle usage & replacement and can be used as a form of cost control. The broken needle log must be reviewed by an authorized staff at every break and at the end of a shift to check for trends so that prompt action can be taken to prevent further needle breakage.

Worn out or out of alignment machine parts may be some of the causes of needle breakage.

Procedures

- Please refer to needle control procedures for more details.

Needle Control Procedures Broken Needle Control Log

Factory Name: lr: Chin Heng

Needle Type: _____

Country : Singapore

Section : Line E

Breakage		Operator ID #	Needle size	Tape complete needle parts	Broken Fragment Not Found Corrective Action	Supervisor Verification	FQA / PSS	
Date	Time						Date	Signature
1-Apr	9:00 am	#8188	#11			Mdm. Chew	7-Apr - 04	Kenneth Chu
1-Apr	10:08 am	#8012	#9			Mdm. Chew	7-Apr - 04	Kenneth Chu
1-Apr	10:20 am	#8165	#11			Mdm. Chew	7-Apr - 04	Kenneth Chu
1-Apr	2:10 pm	#8354	#11			Mdm. Chew	7-Apr - 04	Kenneth Chu
1-Apr	2:18 pm	#8100	#9			Mdm. Chew	7-Apr - 04	Kenneth Chu

SAMPLE

3. Metal Contamination Detection Control Log

Generated By

Factory Authorized Staff

When

The log is potentially used in three situations:

- During production when finished garments or partially sewn parts are passed through the needle detector to check for contamination;
- When a needle had broken and some parts of it could not be found on the sewing machine nor on the partially finished or finished garment. The contaminated garment and bundles around the area are kept aside in a red bin for contamination check before being returned to the sewing floor.
- Finished garments must undergo needle detection to check for metal contamination before being put in cartons.

Why

The log enables factory management to check the effectiveness of their needle control procedure implementation on the factory floor. If a lot of broken needles are found by machine detection, it indicates that needle control procedures on the factory floor is not properly implemented and the task force co-coordinator must take action to rectify the situation.

It stops contaminated garment from being sent to the customer.

Procedures

- An authorized factory staff is nominated to perform the contamination check and record the details in the log.
- The operator must be trained by the needle detector supplier and must understand the importance of keeping the machine in a clean and tidy condition at the end of each working shift.

Needle Control Procedures

Needle Detection Control Log

Factory Name : _____

Country: _____

Machine Brand & Model: _____

Buyer : _____

Style : _____

PO/s : _____

Color									Location of fragment found / Color of garment	Broken Needle fragment (tape here, if found any)	Operator's Signature
Order Qty											
Date											
Total											

TFC Check/ Sign : _____

Date : _____

QA/PSS Verified : _____

Date : _____

Needle Control Procedures

Needle Detection Control Log

Factory Name : Ocean Sky



Buyer : BABY GAP

Country: Singapore

Style : 123456

Machine Brand & Model : Cintex Needle Search FM

PO /s : R7890-J

Color	Red	Blue	White	Green					Location of fragment found / Color of garment	Broken Needle fragment (tape here, if found any)	Operator's Signature
Order Qty	15,000	20,000	20,000	25,000							
Date											
07/12	2500 pcs	-	5000 pcs	8000 pcs							Ai Lin
07/13	6000 pcs	6000 pcs	5000 pcs	7000 pcs				Armhole Seam/ Red color		Ai Lin	
07/14	2500 pcs	5000 pcs	5000 pcs	5000 pcs							Ai Lin
07/15	4000 pcs	9000 pcs	5000 pcs	5000 pcs				Embroidery/ Green color		Ai Lin	
Total	15,000	20,000	20,000	25,000							

TFC Check/ Sign : Michael Quek

QA/PSS Verified : Jen Wong

Date : 15 July, 2003

Date : 20 July, 2003

4. Needle Detector Calibration Log

Generated By

Factory authorized staffs e.g. an operator.

When

Three times a day in the morning, afternoon and before the end of the shift.

Why

To ensure that the machine is in tip-top working condition and will perform accurately according to optimum setting of 1.2 mm sensitivity.

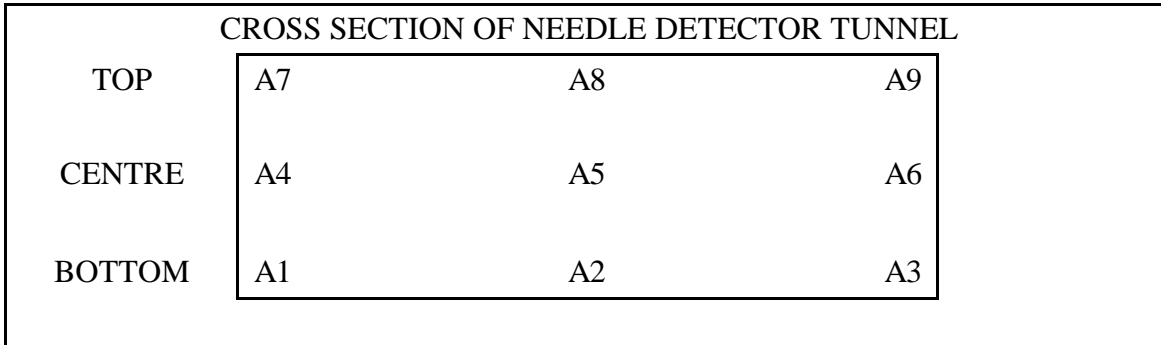
Procedures

- The operator must possess a 1.2mm calibration card. This card comes with the needle detector and must be kept near the machine.
- The operator is required to perform a routine check of the machine three times a day always at a set time.
- The calibration card can only be used on its own and without any garment or paper wrapped round it.
- If the machine fails during a calibration check, it must be stopped immediately. The machine must be re-calibrated by an authorized staff trained by the needle detector supplier. If that fails, the factory must seek the help of the machine supplier to conduct a thorough check.
- Any garments checked prior to the failed calibration must be rechecked to ensure that no metal contamination had been overlooked.

Needle Control Procedures Needle Detector Calibration Log

Factory Name: _____ Country: _____
 Needle Detector Brand: _____ Model #: _____

Remarks: Needle detector must verify the calibration and accuracy 3 times per day, at the beginning, middle and end of a working period by using the 1.2mm sphere ferrous checks cards to check machine sensitivity.



1. Switch on the machine and adjust sensitivity level to less than 1.2mm sphere.
2. Position the 1.2mm sphere ferrous check card onto the conveyor belt at position A1, let the test card passes through the search head.
3. The needle detection should be activated (alarming).
4. Repeat the procedure 1-3 with position the 1.2 mm sphere ferrous card onto the conveyor belt at position A2 & A3.
5. The needle detection should be activated (alarming) also.
6. Test A1, A2 & A3 with 1.2mm ferrous check card only. No garment or paper is allowed to put together during testing.
7. Repeat the procedure 1-3 with position the 1.2 mm sphere ferrous check card on the top of the stand, and placed the stand onto the conveyor belt at position A4, A5, A6, A7, A8 & A9 and record.

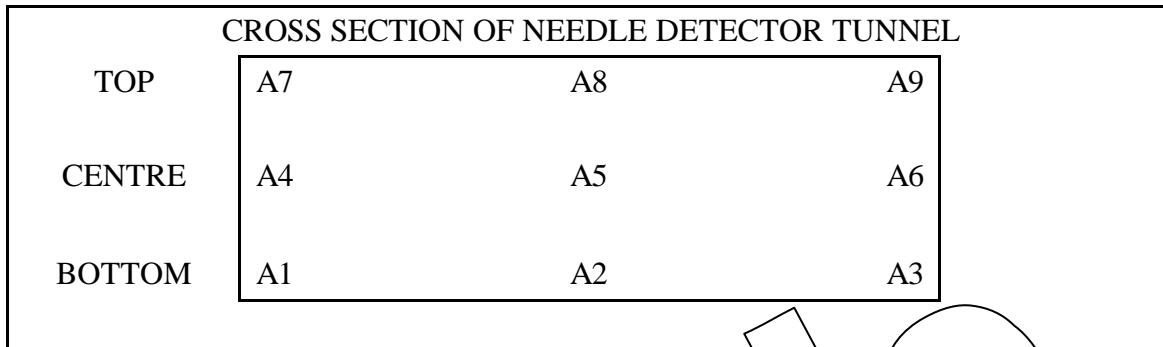
Date	Time	Buyer	POSITION									Operator's Signature	FQA / PSS	
			A1	A2	A3	A4	A5	A6	A7	A8	A9		Date	Signature

“Y” – the needle detection activate (alarming) when 1.2mm ferrous check card pass through the search head.
“N” – the needle detector no reaction (not alarming) when 1.2mm ferrous check card pass through the search head.

Needle Control Procedures Needle Detector Calibration Log

Factory Name: Chin Heng Country: Singapore
 Needle Detector Brand: Cintex Model #: Needlesearch FM

Remarks: Needle detector must verify the calibration and accuracy 3 times per day, at the beginning, middle and end of a working period by using the 1.2mm sphere ferrous checks cards to check machine sensitivity.



8. Switch on the machine and adjust sensitivity level to less than 1.2mm sphere.
9. Position the 1.2mm sphere ferrous check card onto the conveyor belt at position A1, let the test card passes through the search head.
10. The needle detection should be activated (alarming).
11. Repeat the procedure 1-3 with position the 1.2 mm sphere ferrous card onto the conveyor belt at position A2 & A3.
12. The needle detection should be activated (alarming) also.
13. Test A1, A2 & A3 with 1.2mm ferrous check card only. No garment or paper is allowed to put together during testing.
14. Repeat the procedure 1-3 with position the 1.2 mm sphere ferrous check card on the top of the stand, and placed the stand onto the conveyor belt at position A4, A5, A6, A7, A8 & A9 and record.

Date	Time	Buyer	POSITION									Operator's Signature	FQA / PSS	
			A1	A2	A3	A4	A5	A6	A7	A8	A9		Date	Signature
1 Mar	8.30 am	Gap	Y	Y	Y	Y	Y	Y	Y	Y	Y	Ah Lian	5 Mar	Jen
"	12.30 pm	Gap	Y	Y	Y	Y	Y	Y	Y	Y	Y	Ah Lian	5 Mar	Jen
"	5.30pm	Gap	Y	Y	Y	Y	Y	Y	Y	Y	Y	Ah Lian	5 Mar	Jen
2 Mar	8.30 am	Gap	Y	Y	Y	Y	Y	Y	Y	Y	Y	Ah Lian	5 Mar	Jen
"	12.30 pm	Gap	Y	Y	Y	Y	Y	Y	Y	Y	Y	Ah Lian	5 Mar	Jen
"	5.30pm	Gap	Y	Y	Y	Y	Y	Y	Y	Y	Y	Ah Lian	5 Mar	Jen
3 Mar	8.30 am	Gap	Y	Y	Y	Y	Y	Y	Y	Y	Y	Ah Lian	5 Mar	Jen
"	12.30 pm	Gap	Y	Y	Y	Y	Y	Y	Y	Y	Y	Ah Lian	5 Mar	Jen
"	5.30pm	Gap	Y	Y	Y	Y	Y	Y	Y	Y	Y	Ah Lian	5 Mar	Jen
4Mar	8.30 am	Gap	Y	Y	Y	Y	Y	Y	Y	Y	Y	Ah Lian	5 Mar	Jen
"	12.30 pm	Gap	Y	Y	Y	Y	Y	Y	Y	Y	Y	Ah Lian	5 Mar	Jen
"	5.30pm	Gap	Y	Y	Y	Y	Y	Y	Y	Y	Y	Ah Lian	5 Mar	Jen

“Y” – the needle detection activate (alarming) when 1.2mm ferrous check card pass through the search head.

“N” – the needle detector no reaction (not alarming) when 1.2mm ferrous check card pass through the search head.