



UNILEVER HPC NA

*Hammond Plant*

**STANDARD OPERATING PROCEDURE**

Procedure No. <b>QAL-11-001</b>	Title: <b>Good Manufacturing Practices</b>		
Area <b>SHEQ</b>	Revision <b>0</b>	Effective Date <b>6/29/2011</b>	Supersedes <b>New</b>
Prepared By: Hammond Leadership Team			

**I Purpose**

The purpose of the Good Manufacturing Practices (GMPs) is to provide uniform procedures and direction for manufacturing at the Unilever HPC NA, Hammond factory.

**II Scope**

The scope of GMPs is for all departments on the Unilever HPC NA, Hammond factory. All employees, contractors, and visitors must comply with applicable GMPs at all times when on site of the Hammond factory. The intent of these rules is to provide the safest working conditions for our employees and protect our brand name.

**III. Responsibilities**


There are different levels of GMP requirements in various departments and it is required that employees enforce the appropriate GMPs in the respective departments. It is the responsibility of the SHEQ Manager to review, audit and revise GMPs.

Not following the stated GMPs is classified as Class III violation of the Standards for Personal Conduct.


**IV. Procedures**

GMPs are to be followed while working at this plant include, but are not limited to the following:

1. No smoking or the use of tobacco products is allowed within the buildings of the Hammond factory. This includes chewing tobacco.
2. All hair that is shoulder length or longer must be tied back or contained in a hair net (or bonnet). This requirement is for the manufacturing areas of process and pack floors.
3. Fingernails must be neatly trimmed. Fingernails should not protrude past the ends of the fingertips more than ¼ in length. If nails extend over ¼ inch length, appropriate gloves must be worn throughout the manufacturing areas.
4. Clothing and other personal belongings must be stored in designated areas (lockers).

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5. All union employees are required to wear a uniform shirt that is supplied by the company. Uniforms must be worn at all working times and be kept reasonably clean. Other Company issued Unilever/Hammond shirts may be worn but these shirts must be clean and presentable.
6. All jewelry is prohibited in all manufacturing areas of the Hammond factory with the exception of one smooth ring (no stones) on finger. This includes and is not limited to watches, multiple rings, ear, nose, tongue, eye, belly piercings or rings...etc. are not allowed. The exception is “green line” areas.
7. No items are allowed in pockets or affixed to clothing above the waist in the manufacturing area. The exception is for PPE or for Company issued communication devices. (i.e. the mouth piece for 2-way radio...etc.)
8. The uses of personal electronic devices are not allowed in Business Units of the Hammond plant. These items may be stored in a pocket below the waist. Employees may use these devices only in designated areas during breaks, lunch, before and/or after work. (cell phone, iPods, blue tooth, radio, pager, MP3, handheld games...etc.) Company issued communication devices will be allowed. (i.e. cell phone, pager, and the mouth piece for 2-way radio...etc.)
9. Areas must be left in a clean and organized manner at the end of each break and shift. This includes the lunchrooms. Good housekeeping practices must always be followed.
10. No food (including gum, candy, nuts and/or similar snacks) and/or drinks can be stored or consumed in manufacturing areas of the plant. All food and/or drink must be stored and/or consumed only in areas designated by Management. Exception is a Company issued clear plastic cup with a lid may be kept at your work station; however the cup can not sit on any piece of equipment.
11. Hearing protection will be required in the Defi manufacturing areas of process and pack floors or in designated areas
12. Glass, brittle plastic or ceramics are not permitted in any Business Unit unless it forms an essential part of the building or installation. Exception is a Company issued clear plastic cup with a lid may be kept at your work station; however the cup can not sit on any piece of equipment.
13. Every glass or plastic breakage in any manufacturing area must be reported to the Shift Supervisor or Safety Coordinator and a Quality Incident Report will be generated.
14. All external doors shall remain closed when not in use. Doors can be left open when screens are applied. Windows can be left open if screens are present. If there are no screens then the door must be closed.

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15. Cuts, sores, infected areas and other wounds must be completely covered and protected by protective clothing or a waterproof covering.