NEEDLE POLICY

- Spare needles must be held in a secure location which is only accessible by a supervisor.

- Operators MUST NOT hold stocks of replacement needles.

- Needles must be replaced on a one for one basis.

- All fragments of broken needles must be retrieved and mounted on clear adhesive tape before a replacement one is issued and work is resumed.

- Old or worn needles must be disposed of in sealed containers.
NEEDLE POLICY

All broken needle incidents must be accurately logged at the time of the incident. The log must include:

1-Date
2-Style code
3-Operator name
4-Machine details
5-Action
6-Signature of supervisor who issued replacement needle
7-Broken needle mounted as proof of full retrieval

If all parts of the needle are not retrieved then the garment, bundle of work plus any work within close proximity must be removed and passed through the metal detector.
First line management should supervise broken needle searches.

All garments should be thoroughly examined in quarantined area until the missing parts are found.

If all needle fragments cannot be found the garment(s) must be destroyed.

Broken needle records must be kept for a minimum of one year.

After this time the broken needle records must be disposed of in sealed containers to prevent injury.
Metal objects must not contaminate goods at any stage of production, from cutting through to dispatch.

Care must be taken by machine operators and mechanics to ensure tools and instruments do not get lost in garments.

Pins must not be used in any manufacturing operations. They must not be used in the locality of the production area, for joining papers or used on information boards. They must not be used in the packaging of goods.
METAL CONTAMINATION

Hand sewing needles must not be used in any part of manufacturing.

Kimball needles must be incorporated in a controlled replacement procedure, counted in and out of every shift.

Staples are not to be used in any of the garment manufacturing processes nor should they be used in the fastening together of documentation used in manufacturing areas.

Razors must not be used as a cutting implement. Only modelling knife/scalpel with a secure blade should be used when required. Blades must be issued on a one for one basis.
Scissors and clippers should be tied to the workplace to prevent the potential loss within a garment. If it is not possible to tie them, then they should be logged in and out at the beginning and end of each shift.

In the event of the loss of a pair of scissors/clippers, ALL garments which have passed through the area since the last logged check must be passed through the metal detection process.
Manufacturers must have and use a static conveyor (tunnel) detector as their standard test procedure.

Metal detector should be set at a sensitivity level which will always detect the approved 1.2 mm standard.

Hand held detectors must only be used as a backup.
The optimum time for metal detection is after every final examination and packaging but before boxing the stock. Checking at this time will ensure that no contamination can enter the packaged garment.

The UMBRO broken needle policy must be strictly adhered to.

Metal detectors must be kept clean, in good working order and should be serviced to the manufacturer’s recommendation at 12 month intervals as a minimum.

Service records and re-calibration should be kept for inspection.

The detector must be located within the plant as recommended and approved by the equipment manufacturer in order to exclude interference from external influences.
Calibration should be carried out at regular intervals (UMBRO advise four times daily) and every time the detector is switched on using the following procedure:

- 1.2mm ferrous metal sphere standard to be passed through the geometric centre of the detector head.

- A test standard must be detected otherwise it is a failure.

- All tests must be logged as either pass or fail.

- Garments to be passed through the detector with 1.2 mm ferrous metal standard card inserted within the garments.
All calibrations must be logged and this documentation must be available upon request. This log must note time, result of test, action and must be signed by the supervisor. This log must be kept adjacent to apparatus for easy inspection.

If a calibration fails, then ALL items checked since the last positive calibration must be re-checked. Only the nominated supervisor must reactivate the equipment.

Calibration records must be kept for a minimum of one year.
Upon detection the conveyor belt will stop and all articles on the belt must be placed in a colour coded reject bin for later inspection.

Articles not rejected again when presented a second time may be accepted.

Articles failing a second time must be searched for the contaminant, if it can be found the garment can be re-inspected using the metal detector and the product can be accepted if found to be clear of metal.
All metal contamination must be logged on record when detected. This log must record, Date, Time, Style, Object found, Action taken and Detector operator. This logged record should be kept for a minimum of one year.

Only a nominated supervisor must re-activate the equipment and countersign the record of the finding.

The location of the detector within the manufacturing plant must be approved by the equipment manufacturer in order to exclude interference from external influences.
FOREIGN BODY CONTAMINATION

- No stonewash residue must be left inside of garments after inspection.

- Insect/bird nets must be used where necessary to eliminate risk of contamination.

- Wooden storage areas or furniture must be smooth and varnished to eliminate contamination.

- Food and drink should not be permitted in manufacturing areas.

- Oil and lubricants must be removed from manufacturing areas immediately after use.
INFANTS AND BABYWEAR UP TO 6/7 YRS

• No drawcords on any part of garment

JUNIORS

• Drawcords must be non functional and must not protrude more than 7.5cm per side at hood, neck area, lower hems of garments.

• 14.0cm max at waist area these can be functional but must be securely bar tacked into position.

• Drawcords are not permitted at back of garments, hems at ankles or on the outside of sleeves.
MEN’S

- Waist cords are permitted on legwear product. These must be securely bartacked into waist channel at centre back. These must not protrude more than 14.0cm per side. Waist relaxed.

- Upper body garments are permitted with drawcord. These must be securely bartacked into waist channel at centre back or side seams. These must not protrude more than 7.5cm per side. Waist relaxed.

- Drawcords at hoods or necklines must be securely bartacked at hood crown or centre back collar accordingly to prevent cord from being detached from the garment.
All Polyester/Nylon drawcords must be heat sealed or bartacked to prevent fraying, doubling or folding of ends is acceptable provided no hazard of entrapment is created.

Elasticated cords must be heat sealed at ends to prevent from fraying out.

Drawcords must be flat against the garments and must not hang below the hem line.
MINIMUM NECK STRETCH

- This is a critical measurement and failure to achieve pre agreed measurements will mean stock rejection.

- Seams must not crack or split on achieving this measurement.

- Neckline must return to its original shape without distortion.

UMBRO minimum neck stretch is as follows:

- Adults, Men’s / Women’s -30.5 cm

- Juniors, Infants and Babies -28.0 cm
PRE-RETAILING

Swing-tickets and barcode labels as prescribed by Product Development are considered an integral part of the make-up of the product.

Umbro barcodes in particular are VITAL to all processes through our warehouse.

Consequently, goods are QC failed and subject to 100% inspection and rectification costs if any pre-retailing is incorrect or missing.
[BRING IT ON]