
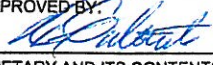


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1.0 Purpose

This procedure describes requirements for the work environment.

2.0 Policy

Product Resources shall determine and manage the work environment needed to achieve conformity to product requirements.

3.0 Procedure

- 3.1 All production personnel are required to maintain a neat workspace. Being organized is important.
- 3.2 Personnel are encouraged to report conditions such as inadequate ventilation, excessively high or low temperatures, poor lighting, and others that adversely affect performance.
- 3.3 ESD protection stations must be used for certain classes of materials. See 43-2621 ESD Protection Procedure.
- 3.4 If a special work environment is required for production, it must be communicated via the routing.
- 3.5 Quality Assurance has the authority to survey the production areas to identify unauthorized storage of product, measuring instruments, documents, and other items out of designated storage areas per company procedures. Quality Assurance also has the authority to request clearing and cleanup of production and storage areas at any time.