

DOCUMENT NUMBER 91-4004	REVISION A	TITLE Production Environment	REV DATE 2/2018	Page 1 of 2
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1.0 Purpose of Procedure

This document is intended to describe the basic requirements for the production work environment.

2.0 Scope of Process

The scope of this procedure is to describe the general work environment standards for production as it pertains to workspace.

3.0 Process Owner(s)

3.1 Manufacturing manager

4.0 Procedure

- 4.1 All personnel are required to maintain a neat workspace. Being organized is important. Production areas should be routinely maintained (work areas clean, trash is collected, etc) for organization, cleanliness, and safety purposes.
- 4.2 Food is not permitted in production areas, excepting items such as hard candy, gum, and throat lozenges. Beverages are permitted in closed or lidded containers but not otherwise.
- 4.2.1 "Production areas" include batch and cell assembly areas, the Test Department, and the Service Department, as well as Incoming and Outgoing QC areas and all material storage areas / stockrooms. The above restriction always applies to these areas.
- 4.2.2 Any area can dynamically become a production area if, at the time, product for customer is being built, tested, stored, or otherwise handled in the area – for the purposes of food and beverage restriction, this is the definition of a production area.
- 4.3 All manufacturing areas are equipped with HVAC systems to hold the ambient temperature at 70 deg F +/- 4 deg via locked thermostats; this is not calibrated equipment. Personnel are encouraged to report conditions such as inadequate ventilation, excessively high or low temperatures, poor lighting, and others that adversely affect performance.
- 4.4 ESD protection stations must be used for certain classes of materials. See 43-2621, ESD Protection Procedure.
- 4.5 All work environments for manufacturing must be communicated via the routing under "operations", which detail a specific work center to be used.
- 4.6 Quality Assurance as well as the Manufacturing manager 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. The two parties also have the authority to request clearing and cleanup of production and storage areas at any time.

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5.0 Control of Records

The storage location and retention period for records referenced above is given in 91-6002, Control of Records.