

DOCUMENT NUMBER <b>91-4004</b>	REVISION <b>B</b>	TITLE <b>Production Environment</b>	REV DATE <b>11/2023</b>	Page <b>1 of 2</b>
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## 1.0 Purpose of Procedure

The purpose of this procedure is to describe the general work environment standards for production areas as it pertains to workspaces, building, and equipment.

## 2.0 Scope of Process

The scope of this process is production areas at Product Resources, where what is a production area is described below.

## 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 Production Areas

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 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.

4.4 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 other conditions that could adversely affect product, performance, or safety.

4.5 Product Resources has a preventive maintenance program, applicable to the production environment. This program is described by procedure 43-1350.

4.6 Measuring devices used in the production environment are calibrated. See the calibration procedure, 91-7004, Control of Measuring Devices.

4.7 ESD protection must be used for certain classes of materials. See 43-2621, ESD Protection Procedure, for the the procedure to be folowed. Equipment supporting the ESD Protection Procedure is subject to the preventive maintenance program, and measuring devices supporting the procedure are subject to the calibration procedure.

4.8 Special production environments for manufacturing are communicated via the routing by the name of the operation, the work center. Examples are Clean, where a flow bench is required, and ASYESD, an ESD protected area for assembly.

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**4.9** Quality 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.

**4.10** Product Resources has a pest control program, applicable to the whole workplace including the production environment. This pest control program is controlled by our preventive maintenance system. An outside party is hired for pest control, and the monitoring interval is monthly.

**5.0 Control of Records**

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