
Jewellery or Ornament Using Policy & Procedure

Document No	Issue Date	Revision No	Revision Date	Approved By

Introduction :

..... GROUP has a reputation for providing better & qualitative services to all supplier & brand. Also committed for qualitative production as per requirement of brand / buyer. For ensuring better quality production as well as good services group has a strong monitoring team. Factory management has developed a Jewellery & Ornament using policy in the production process.

Objective :

The main objectives of the policy is to control/protect entry metal item inside metal free area, minimize health risk (injury) user of final product And also minimize the risk for contamination of foreign product with final product.

Scope :

The policy covering all section & department of DIPTA Apparels Limited.

Policy :

All types of Jewellery or Ornament item (Hand ornament, Nose Ornament, Ear Ornament, Hair Ornament, Leg Ornament, clipper etc) other metal item/ornament totally prohibited inside metal detection area. By prior approval of concern buyer security tag will be permitted in this area.

Implementation Procedure:

To implement the policy following action should have to take;

1. Responsible security guard will check all employees during entering inside metal free area.
2. Responsible security guard will crosscheck with authorized list so that outsider / unauthorized entry detected.
3. Concern welfare officer will circulate the policy regularly through PA awareness.
4. During orientation training this issue should have to inform all newly recruited employees.
5. Have to conduct awareness training regarding the policy.

All concern responsible should have to follow the policy.

Prepared By	Approved By	Approval Signature	Seal
Compliance & Quality Department	In Charge – HR, Admin & Compliance		