

SOP Reference #: QS015

Operation/Task:	Sharp Tools Process			Equipment:	None
Owner:	Quality Manager	Date Created:	10/21/2021	Department:	Quality Systems
		Revision History:	See last page		

ALERTS (see below): Critical Step  Quality Check  Tip  Team Safety 

Purpose: This SOP/work instruction describes the process of invoking the control of sharp tools and restrictions for food and drink in production areas.

Step #	Alerts	Step Description - "What to Do"	"How to Do it"	"Why to Do it"
1		Project manager is alerted to a requirement to invoke the Sharp Tools procedure on a production job.	When job ticket is created, the project manager will indicate in "Customer Notes" field that the sharp tools procedure is in effect for this job.	This step will create the notification requiring the process for production processes.
2		When production managers see the requirement on a job ticket, they are required to acquire the signage and stands used in the process. The production managers are required to print sharp tools log sheets for use on the job.	Arrange pick up of sign pack to be delivered to required location. Print form SAF011 and place in ticket.	To make it available during production. For recording purposes.
3		Cordon the production affected production area	Use the stands and barriers to segregate the area required where the work is being done. The cordon signs and stands must move from location to location as the product moves through the production facility.	To alert personnel that the procedure is in effect in that specific production area.
4		Use the sharp tools control log	Use form SAF011 to track the use of sharp tools in and out of the cordoned area. The department manager is responsible for monitoring this process and inspecting the tools before and after use.	To ensure that metal or sharp parts do not infect finished product.

5		Ensure food and drinks are cleared from cordoned area.	Production managers will sweep production areas and remove food and drink items.	To avoid contamination of product.
6		During production, if any sharp tools, glass, metals, bands, food, drink or other contaminants are found in cordoned area, stop production for inspection.	Inspect completed product from most recent completed backward until contaminants are no longer present and ten additional parts are found compliant.	To ensure good product throughout and all contaminated parts are removed.

Notes: This process is invoked upon request of customer.

Definitions: Sharp tools: blades, knives, drill bits, scissors, hand cutters or any other device used in production with a sharp edge. Exclusions: tape guns and dispensers.

Revision History	Description of Changes	Requested by	Date
Original	First posting to intranet	Dean Milinkovich	10/21/2021
Rev. 1	Updated policy to identify glass as a contaminant. From QIMA customer audit 11/21.	Dean Milinkovich	11/12/2021
	Reviewed, no change were made	Danette Reis	08/05/2026