

Visitor Checklist



Security:

- ✓ All visitors must have management approval prior to entering the factory and be accompanied by management in the factory.
- ✓ Visible identification is to be worn at all times. Your badge includes an ID number. Visitors will be issued a BLUE badge and/or holder.
- ✓ No photography without approval from the Factory Operations Management.
- ✓ Parking is restricted to designated areas.
- ✓ Visitors must enter and exit through the security gates.

GMPs:

The following is required:

- ✓ Hair restraints such as head, beard, and mustache cover are required.
- ✓ All jewelry must be removed. Rings that cannot be removed and contain stones must be covered.
- ✓ All items in upper shirt pockets must be removed.
- ✓ Fingernail polish and artificial nails are not allowed in GMP areas.
- ✓ GMPs prohibit eating, chewing gum, or drinking beverages in GMP areas.
- ✓ Appropriate clothing is required (i.e. no shorts, sleeveless shirts, or open toed shoes)
- ✓ Do not directly handle any finished product or equipment.
- ✓ Visitors exhibiting visible signs of illness are not allowed in sugar handling areas.

Safety:

Personal Protective Equipment is provided when you sign into the factory. It must be worn at all times in the processing areas. This includes:

- ✓ Hard hats,
- ✓ Safety glasses with side shields, and
- ✓ Hearing protection

Tobacco use is allowed in designated areas only.

I have read and understand the requirements.

Print name

Company

Signature

Date