# Purpose

1.1 To ensure the control over cutting knives, blades and wire used by **[Company Name]** in the production, mixing, packaging and storage areas.

# Scope

2.1 This procedure encompasses the following:

This procedure applies to all types of knife and slicing blades as well as wires in use within the production, mixing, packaging and storage areas as well as those used for maintenance.

# Responsibility

3.1 [Name of Personal Responsible]

# Definitions

|  |  |
| --- | --- |
| **None** |  |

# Instructions and Guidelines

## 5.1 Knife and Blade Identification and Issue

5.1.1 Only knives and blades issued by the production manager are authorised for use within the processing facility areas to open bulk material packaging,

5.1.2 The details of each knife issued must be recorded onthe **Knife, Wire and Blade Record** by the issuer.

5.1.3 When a knife needs replacement the operator is required to take the knife to a supervisor for a replacement.

5.1.4 In an emergency an employee may have a knife blade issued by a supervisor from another shift.

5.1.5 The supervisor must inspect the returned knife to ensure it is intact and not damaged.

5.1.6 Abused knives must be disposed of by the manager in a responsible manner.

## 5.2 Wires

5.2.1 Wires may under no circumstances be used to repair equipment in the processing facility.

5.2.2 If in case of emergency there is no other way, the production manager will give permission to use a wire. In such a case it will be documented on the knife, blade and wire record and it will be replaced as soon as possible.

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| **Executive Manager: [Name]** | **Date** | **Signature** |
|  | DD-MM-YYYY |  |