Why?
If plasters are not controlled, they could become lost and contaminate products, leading to complaints or even enforcement action being taken.

Tools
- Personal Hygiene Policy/Procedure
- Blue plasters always available

Tips
- Don’t permit staff to wear any other coloured plasters than blue.
- Have nominated person(s) to issue plasters.

What do I need to do?
- Document your requirements in your Personal Hygiene Policy/Procedure covering use of blue plasters and how you issue/control use.
- Record details of when plasters were issued, to whom, and if they have been accounted for at the end of the day or shift.
- Check staff are correctly following the procedure and that the record form has been completed.
- Visitors & Contractors (going into Production & Storage Areas) need to follow this procedure too. Use a Visitors’ Questionnaire and ask them to read the Personal Hygiene Procedure.
- Investigate if any plasters are reported missing, and place products on hold following your Non-Conforming Product procedure (see 3.2.1).
- If you use metal detectors, buy metal detectable plasters. Check that each batch of plasters is detected by your machine and record the check.
- Train staff against the Procedure at Induction (and Refresher Training) & document this training.

Example
- The following example is of a plaster issue record.
- You can amend the form to meet your own business’s needs.
- Remember to include the rules in your Personal Hygiene Policy/Procedure

<table>
<thead>
<tr>
<th>DATE</th>
<th>ISSUED TO</th>
<th>QUANTITY ISSUED</th>
<th>INITIAL</th>
<th>ACCOUNTED FOR AT END OF SHIFT? (Y/N)</th>
<th>INITIAL</th>
<th>CORRECTIVE ACTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/08/18</td>
<td>Jane Jones</td>
<td>1</td>
<td>JS</td>
<td>Yes</td>
<td>JS</td>
<td>-</td>
</tr>
</tbody>
</table>

PLASTER RECORD SHEET

Issue: 3  Issue Date: 19/04/2018  Issued By: T.P.  Doc. Ref. 1.2.9 QM