
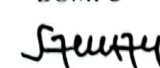


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| PACKAGES CONVERTORS LIMITED QA (BU-FC) | Document type WORK INSTRUCTION |
| | Title INFRASTRUCTURE AND WORK ENVIRONMENT |

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| Prepared by Asad Javed Manager R&D&QA  | Approved by Salman Fazul -u Rehman BUMFC  | PAGE 1(1) | REV 1 | DATE 01.07.2024 | DOC NO. WIQA/BU-FC/6.3 & 6.4/01 |
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1.0 PURPOSE:

The infrastructure and work environment of QA BU-FC is laid to achieve conformity to product requirements that includes buildings, workspace, utilities, process equipment, supporting services and work environment.

2.0 SCOPE:

It is applicable to Quality Assurance BU-FC Lab.

3.0 RESPONSIBILITY:

The overall responsibility lies with the Manager RD&QA; however, Lab. in-charges are responsible to implement work instructions.

4.0 INFRASTRUCTURE:

- 1- Working in Two (2) separate locations.
- 2- Electric power, air pressure, steam & water supplies wherever required.
- 3- Equipped to perform raw material, in-process, finished product testing.
- 4- Instruments & equipment to perform testing.
- 5- Computers for communication, data storage and data analysis.
- 6- SAP (erp) software.
- 7- Toilets and washrooms.

5.0 ENVIRONMENT:

- 1- Air conditioning facilities for work places.
- 2- Adequate lighting arrangement where needed.
- 3- Exhaust fans / ventilation arrangement.
- 4- Normal / acid proof uniforms for the employees as per job requirement.
- 5- Safety shoes, goggles, gloves and masks provided to the employees where needed.
- 6- Appropriate fire extinguishers are available.

