

1. Purpose

The purpose of this procedure is to outline the requirements for allowing emergency services (e.g. fire, police or ambulance service) safe and controlled access to the manufacturing areas during an emergency event, ensuring minimal disruption to manufacturing equipment and mitigating product quality and safety issues

2. Scope

This procedure applies to all emergency service personnel entering manufacturing and storage areas at Bridgend Mill

3. Definition and Acronyms

RM	Raw Materials
WIP	Work In Progress
FG	Finished Goods

4. Responsibility

Role	Responsibility
Shift Manager (Incident controller)	• Authorise and coordinate emergency entry / response on site • Designated point of contact for emergency services
Quality Dept.	• Inform customers of adverse events, in the instance their products are impacted by the event

5. Related Documentation

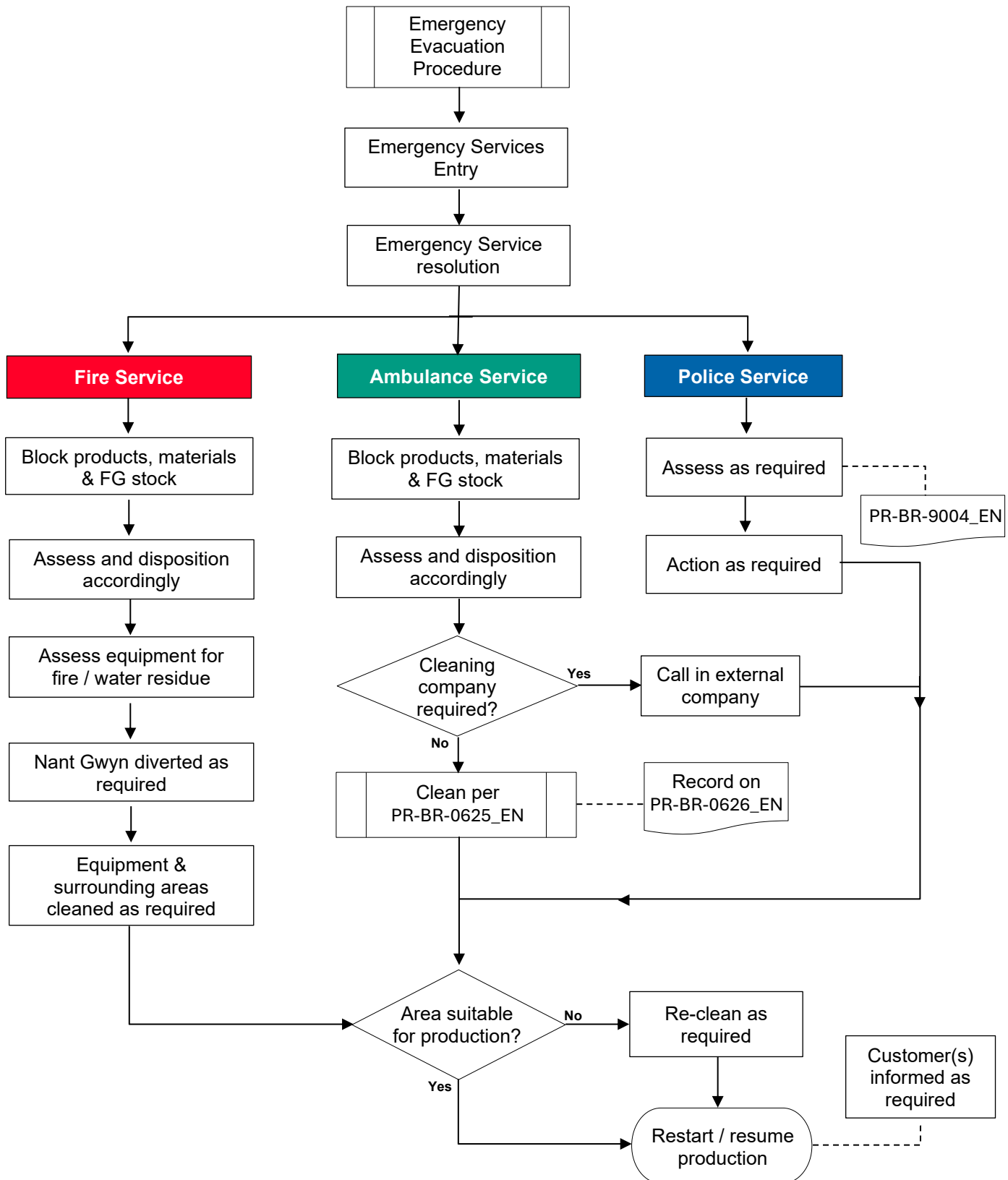
PR-BR-0625_EN Bodily Fluids Spillage Procedure
FO-BR-0626_EN Bodily Fluid Spillage Checklist
PR-BR-0642_EN Emergency Evacuation Procedure
PR-BR-9004_EN Nonconformance and CAPA Procedure

6. KPI

None

7. Procedure

7.1. Emergency Service Entry Process Flow



7.2. General

- 7.2.1. Emergency Services can be called for emergency events that have potential to escalate quickly and impact product quality or safety, these events can include but are not limited to: Fire, Flooding and Medical etc.
- 7.2.2. Emergency Service personnel shall be directed to the relevant location, if possible, their entry route shall be controlled to minimize exposure to RM, WIP or FG products
- 7.2.3. Where investigations are performed into emergency events, these should also document actions taken to confirm that the area is suitable for production again
- 7.2.4. Where product, materials or finished goods may have been affected by emergency event or emergency personnel, stock shall be segregated, held and risk assessed per Nonconformance and CAPA Procedure (PR-BR-9004_EN), to determine disposition
- 7.2.5. Manufacturing shall only restart or resume once post-entry cleaning has been completed and affected area(s) confirmed to be ready for production
- 7.2.6. Where an emergency event affects a customers product to the point that product quality, safety or legality or order quantities / commitments etc. are impacted, Quality Department (QKCs) shall inform the relevant customer(s) of the event

7.3. Post-entry Clean-up

- 7.3.1. Where emergency service personnel have taken action within manufacturing areas, a post entry clean-up shall be performed as below;

7.3.2. Fire / Flooding events

- 7.3.2.1. Equipment in affected area shall be reviewed and assessed for fire or water residues
- 7.3.2.2. Where there is potential water contamination, Nant Gwyn flow shall be diverted to the river pump house
- 7.3.2.3. Manufacturing areas and equipment surfaces shall be dried and cleaned to remove any potential contaminants

7.3.3. Medical events

- 7.3.3.1. Where a medical event has occurred and bodily fluids are released, all equipment, RM, WIP & FG products in the affected area shall be visually assessed for contamination
- 7.3.3.2. Where equipment is identified as being impacted by bodily fluids, it shall be taken out of operation until it is cleaned per Bodily Fluids Spillage Procedure (PR-BR-0625_EN) and Bodily Fluids Spillage Checklist (FO-BR-0626_EN)
- 7.3.3.3. Where it is not possible for mill members to clean bodily fluids, a professional company can be hired to conduct a deep clean of the affected area

7.3.4. Police events

- 7.3.4.1. Where Police enter, it's unlikely that additional or specific post-entry cleaning actions will be required, however, if product is impacted, this shall be assessed post-event per NC & CAPA Procedure (PR-BR-9004_EN) and actions taken accordingly
- 7.3.4.2. Any police observations of non-compliance or concerns with legal requirements shall be recorded and action(s) taken to resolve non-compliance or concern