



PlasticsAustralia
The Fantastic Plastics People™

WORKPLACE HEALTH & SAFETY POLICY

Last updated: 1st November 2021

PLASTICS (AUST) PTY LTD WORKPLACE HEALTH & SAFETY POLICY

TABLE OF CONTENTS

Policy Statement	3
Induction Policy	5
Personal Protective Equipment Policy	7
Manual Handling Policy	10
Accident and Emergency Policy	11
Evacuation Policy	13
RF Radiation Protection Policy	14
Contacts	16

Appendix 1: 5 Steps to be SunSmart

Appendix 2: Fire & Evacuation Plan

Appendix 3: Evacuation Assembly Point Map example

Appendix 4: Safety Issue Resolution Process

See Also:

Hazards Manifests & Operational Guidelines

Cutting

Welding

Automatic Welding

Sewing

Printing

Packing

Stores

Toolroom

Compressor Room

General Hazards – Induction

Forklift

Welding General

Material Data Safety Sheets

White Spirits

High Gloss Thinner

Mineral Turpentine

Methylated Spirits

Workplace Health and Safety Policy Statement

This organisation is committed to providing a safe and healthy work environment for all employees, and visitors to the workplace. We recognise that maintaining the highest possible standards of health and safety is a key management responsibility. In fulfilling this aim, we are committed to regular consultation with workers on health and safety issues.

We promise to provide the necessary time, energy and resources to: -

- provide and maintain safe plant and systems of work;
- provide, monitor and maintain systems for the safe use, handling, storage and transportation of plant and substances'
- keep the workplace in a safe and healthy condition;
- provide adequate staff welfare facilities; and
- provide suitable information, training and supervision for all employees.

The Managing Director is responsible for the setting up and monitoring of processes to carry this out.

It is the Managing Director's duty to assign workplace health and safety duties to managers and supervisors. The Managing Director will ensure, as far, as is reasonably practical, that this organisation meets all its obligations under the current Workplace Health and Safety legislation.

Management will undertake regular assessments to identify hazards, assess the risks involved and set up control measures as necessary. In so doing, management will, in consultation with employees, develop, monitor and modify as necessary, all health and safety processes, considering all aspects of the workplace.

Plastics (Aust) Pty Ltd
Workplace Health and Safety Policy Statement cont.

Employees are required to: -

- take reasonable care of themselves, and others in the workplace;
- cooperate with all health and safety provisions agreed by management and employees;
- not take shortcuts likely to cause injury or illness to themselves, or others in the workplace;
- not bypass or misuse systems or equipment provided for safety or health reasons; and
- fix or report, any unsafe conditions, which come to their attention.

This policy will be regularly reviewed to take account of new legislation and organisational changes. Management seeks the cooperation of all employees in fulfilling our health and safety commitments. All employees will be advised in writing of agreed changes and arrangements for their application.

Specific operational guidelines and procedures are set out in the following associated policies: -

- Induction Policy
- Personal Protective Equipment Policy
- Manual Handling Policy
- RF Radiation Protection Policy
- Sunsmart Policy
- Accident and Emergency Policy
- Evacuation Policy
- Workplace Rehabilitation Policy
- Safety Consultation & Communication Policy
- Hazards Manifests and Operational Guidelines

Signed:

Neil Thomas

Position: Managing Director

Date: 31/7/2025

**PLASTICS (AUST) PTY LTD
WORKPLACE HEALTH & SAFETY POLICY**

SUBJECT: INDUCTION POLICY

1. Introduction

In an effort to ensure adequate training in, both safety, and specific job training, all employees are required to undergo an Induction process as outlined in this policy.

2. Scope

This policy defines the areas for which induction training is to be undertaken, and when such training shall be provided. All induction training is completed in house.

3. Responsibility

The requirements of this policy are mandatory. Compliance by each employee is required as a condition of employment.

Enforcement of this policy is the responsibility of the Foreman and/or the relevant area Supervisor. Completion of specific induction training as set out in this policy is required prior to employees commencing work in the noted areas.

4. General Requirements

4.1 All employees will receive an "Induction Pack" prior to their commencement date. The "Induction Pack" will include:-

- a complete copy of the Workplace Health & Safety Policy, and associated policies (except Hazards Manifests)
- Employee Declaration form
- Details of Bonus & Service Award schemes
- Details of hours of work and payment of wages
- Details of Superannuation options, and associated application forms
- General plastics industry brochures

4.2 Upon arrival, all new employees will be greeted by the Foreman, Workplace Health & Safety Officer or Workplace Rehabilitation Coordinator, who will conduct a review of the Induction Pack. This review will be followed by a tour of the organisation. Such tour will include a general hazards induction & introduction to the Fire & Evacuation Plan.

4.3 Once the general hazards induction is complete, the new employee will report to their relevant area supervisor.

4.4 The relevant supervisor, prior to the employee commencing work within that department will complete area Specific Induction. Induction training will consist of the Supervisor advising the new employee of the

department's specific hazards, using the Hazards Manifest. On completion of this induction, the supervisor and employee will sign and date a copy of the Hazards Manifest. This copy will be held in the employee's personnel file.

- 4.5 Additional Area Specific Induction training will be completed when an employee is required to work in an area where Induction training has not already been completed, and will follow the same process as outlined in section 4.4.
- 4.6 The Financial Controller maintains a register of all training (induction & hazards) completed by all staff.
- 4.7 The Training register is reviewed regularly, and refresher training conducted every 3 years.

**PLASTICS (AUST) PTY LTD
WORKPLACE HEALTH & SAFETY POLICY**

SUBJECT: PERSONAL PROTECTIVE EQUIPMENT

1.0 Introduction

Owing to the nature of the business and the processes carried out, access to the factory floor is restricted. Protective clothing must be worn, or protective equipment used as specified.

2.0 Scope

This policy defines the required standard of protective clothing to be worn, and/or protective equipment to be used, in the factory areas.

Items of protective clothing and protective equipment covered by this standard are: -

General Clothing
Designated Footwear
Eye Protection
Ear Protection

3.0 Responsibility

The requirements of this policy are mandatory. Compliance by each employee is required as a condition of employment.

Enforcement of this policy is the responsibility of the Foreman and/or relevant area Supervisor, who will ensure that the requirements are met at all times and that appropriate disciplinary action is taken when infringements have been observed.

Personal Protective Equipment Policy continued

4.0 General Requirements

- 4.1 All employees, when they are within the restricted area, are required to wear, as a minimum standard, **totally enclosed footwear**. It is also strongly recommended that **long hair and loose clothing be secured** before entry into the restricted area.
- 4.2 Signs will define specific additional requirements for some areas.
- 4.3 Protective clothing worn by contractors and visitors will be of a type approved by the responsible Plastics (Aust) Pty Ltd representative, bearing in mind the purpose and duration of the visit. Visitors on tours, or carrying out visual inspections shall be expected to meet the minimum general safety requirements. It is expected that contractors and visitors will be made aware of site conditions and that minimum requirements are met.
- 4.4 Special variations and exceptions to the general requirements of this policy may be made at the discretion of:
- (a) the Managing Director
 - (b) the Foreman
 - (c) the Workplace Health & Safety Officer.

5. Specific Area Policies

5.1 General

The following specific policies apply to employees working in the following listed areas. The requirements of these specific policies are mandatory, and compliance by each employee is required as a condition of employment.

5.2 Toolroom

In addition to the general safety requirements, the following clothing/equipment must be used whilst using the listed equipment.

EQUIPMENT	PROTECTIVE CLOTHING/EQUIPMENT
Grinder / Portable Grinder	Safety goggles & ear muffs
Drills / Portable Drills	Safety goggles
Jigsaws	Safety goggles & ear muffs

5.3 Compressor Room

In addition to the general safety requirements, all employees are required to wear ear protection whilst working in the compressor room.

Personal Protective Equipment Policy continued

5.4 Printing Department

In addition to the general safety requirements, the following special conditions apply: -

- ear protection is required when operating the Tab cutting equipment
- hand protection is required when handling hot printing plates.

5.5 Packing Department

Ear protection is provided for staff working ring metalling machines. The use of PPE in this particular area, whilst not mandatory, is advised.

6.0 Australian Standards

All protective eye, ear and hand equipment shall conform to Australian Standards and shall be provided by Plastics (Aust) Pty Ltd.

7.0 Review

All provided PPE is inspected at least annually for wear and tear and is replaced as required.

PLASTICS (AUST) PTY LTD WORKPLACE HEALTH & SAFETY POLICY

SUBJECT: **MANUAL HANDLING POLICY**

1.0 **Introduction**

Manual Handling injuries (sprains & strains) are the highest category of all workplace injuries. Accordingly, and in conjunction with our Workplace Health & Safety Policy, the management of Plastics (Aust) Pty Ltd has developed a Manual Handling Policy.

2.0 **Scope**

This policy outlines the recommended techniques / guidelines for manual handling.

3.0 **Responsibility**

Each employee is expected to ensure their own safety, and minimise the risk of injury by adherence to the following guidelines. Likewise, Supervisors are responsible for ensuring that safe manual handling practices are encouraged, and the techniques outlined in this policy are considered by all, as normal practice.

4.0 **Techniques / Guidelines**

- Items over 16kg are to be lifted by two (2) people or by utilising mechanical assistance ie. Forklift, pallet jack, trolleys.
- Loads over 4.5Kg are not to be lifted / moved, from a seated position.
- Loads should be moved in such a manner to minimise twisting, sideways, or forwards bending of the back.
- Loads to be moved manually should be moved over short distances only. Loads to be moved over long distances should be moved utilising mechanical assistance.
- Items over 4Kg and stored above shoulder height should be retrieved/stored by two (2) people, or with mechanical assistance.
- Lifting techniques as outlined in safety posters (see attached copy) should be followed at all times.

**PLASTICS (AUST) PTY LTD
WORKPLACE HEALTH & SAFETY POLICY**

SUBJECT: ACCIDENT & EMERGENCY POLICY

1.0 Introduction

In conjunction with our Workplace Health & Safety Policy, the management of Plastics (Aust) Pty Ltd has developed an Accident & Emergency Policy.

2.0 Scope

Plastics (Aust) Pty Ltd is committed to: -

- Preventing injury or illness by providing a safe and healthy working environment.
- Ensuring personnel safety, providing adequate safety measures and procedures to minimise the risk of compounding the results of an injury or illness should an accident occur, or in cases of an emergency.

3.0 Responsibility

Plastics (Aust) Pty Ltd has recognised the need for key staff members to undertake specific duties should an accident occur, and/or during times of emergency. Duties have been assigned to the appropriately qualified personnel as follows: -

FIRST AID OFFICERS:

- Provide adequate first aid where appropriate.
- Ensure emergency services are contacted where appropriate.
- Ensure the Workplace Health & Safety Officer and Workplace Rehabilitation Coordinator are advised of the incident.

SAFETY COORDINATOR

- Ensure the "Incident Record / Report" form is completed and forwarded to the Workplace Rehabilitation Coordinator, and Qld Workplace Health & Safety office if required.
- Conduct accident investigations where appropriate.
- Amend Workplace Health & Safety Policy, and conduct training as required.

WORKPLACE REHABILITATION COORDINATOR

- Ensure all documentation is completed and forwarded to Work Cover Queensland.
- Ensure, where appropriate, Rehabilitation procedures are commenced in a timely manner.
- Assist the Safety Coordinator to conduct accident investigations where appropriate.
- Assist the Safety Coordinator amend the Workplace Health & Safety policies and/or conduct training as required.

Accident & Emergency Policy continued

4.0 Procedure

- Should an accident or injury occur, or in an emergency, notify the First Aid Officer immediately (this includes cuts, lacerations & abrasions that you may consider minor).
- The First Aid Officers will assess the situation, and where appropriate, notify the Safety Coordinator. All personnel are expected to follow the instructions provided by the First Aid Officers and /or Safety coordinator at all times.
- The First Aid Officers will administer first aid where appropriate, and / or refer the injured person/s to a medical professional for further / ongoing treatment.
- The Safety Coordinator will quarantine any area/s required to conduct accident investigations as appropriate. The Workplace Rehabilitation Coordinator will assist in any investigations as required.
- The Safety Coordinator will complete the "Incident Record/Report" form, and forward to the Workplace Rehabilitation Coordinator.
- The Safety Coordinator will ensure rehabilitation programmes as necessary are instigated in a timely manner. Refer to the Workplace Rehabilitation Policy for further details.

- Should evacuation be necessary, the Safety Coordinator will instigate the procedures as specified in the Evacuation Policy.

**PLASTICS (AUST) PTY LTD
WORKPLACE HEALTH & SAFETY POLICY**

SUBJECT: FIRE & EVACUATION POLICY

1.0 Introduction

In conjunction with our Workplace Health & Safety Policy, the management of Plastics (Aust) Pty Ltd has developed a Fire & Evacuation Policy.

2.0 Scope

Plastics (Aust) Pty Ltd is committed to: -

- Preventing injury and illness by providing a safe and healthy working environment.
- Ensuring personnel safety, providing adequate safety measures and procedures to minimise the risk of injury or illness during periods where evacuation may be necessary.

3.0 Responsibility

Plastics (Aust) Pty Ltd has recognised the need for key staff members to undertake specific duties during times of emergency, and has assigned duties to appropriately qualified people.

Refer to APPENDIX 2 for complete Fire & Evacuation Plan details.

**PLASTICS (AUST) PTY LTD
WORKPLACE HEALTH & SAFETY POLICY**

SUBJECT: RF Radiation Protection Policy

1.0 Introduction

In conjunction with our Workplace Health & Safety Policy, the management of Plastics Australia has developed a RF Radiation Protection Policy.

2.0 Scope

Plastics Australia is committed to:

- Preventing injury or illness due to RF Radiation
- Ensuring personnel safety, by providing adequate safety measures and procedures to minimize the risk of illness or injury due to RF Radiation.

3.0 Method

Protect all staff members from exposure to levels of radiation that may have adverse health effects. Complying with the requirements of AS2772.1 will do this.

4.0 Responsibility

Plastics Australia has recognized the need for key staff members to be responsible for certain aspects of this policy.

- **Each employee** is expected to be responsible for his or her own safety. This can be achieved by adhering to the following guidelines and procedures:
 - Only operate machinery that has been approved for use by the Foreman or his delegate.
 - Operate machinery in the approved manner (per training – Hazards Manifest) and/or as directed by the Foreman or his delegate.
- **Forman / Welding Supervisor** will ensure all welding equipment is repaired and maintained per the requirements of the equipment manufacturer. Personnel repairing the machinery are to be suitably qualified to carry out the repairs. All machinery is to be suitable for operation before staff are assigned to use it.
- **Managing Director** will ensure procedures are in place to ensure all RF welding equipment is both safe to use and is being used safely. Machinery will be determined to be safe to use by periodic measurement of levels of RF radiation in the factory. Measurements are to be obtained during typical use applications of the machinery, to the requirements of the approved standard, and by a competent and approved operator using appropriate calibrated measuring equipment. Safe machinery operating procedures are to be followed as per the Welding Area – Hazard Manifests, standard industry good practice, equipment manufacturer recommendations and specific requirements of Plastics Australia welding department.

**PLASTICS (AUST) PTY LTD
WORKPLACE HEALTH & SAFETY POLICY**

SUBJECT: Sunsmart Policy

1. Introduction

In conjunction with our Workplace Health & Safety Policy, the management of Plastics Australia has developed a Sunsmart Policy.

2. Scope

Plastics Australia is committed to:

- Preventing / minimising injury or illness due to excessive UV radiation exposure
- Ensuring personnel safety, by providing adequate safety measures and procedures to minimize the risk of illness or injury due to excessive UV radiation exposure.

3. Method

Protect all staff members from exposure to levels of radiation that may have adverse health effects. Following currently sanctioned 'sunsmart' activities will achieve this aim.

4. Responsibility

Plastics Australia has recognized the need for key staff members to be responsible for certain aspects of this policy.

- **Each employee** is expected to be responsible for his or her own safety. This can be achieved by adhering to the following guidelines and procedures:
 - Evaluate the job – can it be done indoors, in a shaded area, or times where the UV Index is not in the extreme range? (Note – In Queensland, the UV Index is above '3' and considered extreme from approx. 8am until 3pm, year round.)
 - Where it is not practical to reorganise the work as above, follow the 5 steps to be Sunsmart as shown on Appendix 1.
- **Production Manager** will ensure that all staff required to work outdoors are encouraged to follow the 5 Sunsmart Steps as outlined in Appendix 1, no matter how brief that work period may be.

PLASTICS (AUST) PTY LTD WORKPLACE HEALTH & SAFETY POLICY

SUBJECT: **Safety Consultation & Communication Policy**

1. Purpose

This policy outlines Plastics Australia's commitment to effective consultation and communication on work health and safety (WHS) matters. In accordance with the *Queensland Work Health and Safety Act 2011* (the WHS Act), we recognise that consultation is a fundamental part of managing workplace risks and ensuring the health and safety of all workers and other persons at our workplace.

2. Scope

This policy applies to all employees, contractors, labour hire workers, apprentices, trainees, volunteers, visitors, and other persons who may be affected by our operations.

3. Policy Statement

Plastics Australia is committed to:

- Ensuring open, transparent, and meaningful consultation with workers about matters that directly affect their health and safety.
- Providing workers with opportunities to contribute to decision-making processes that impact WHS outcomes.
- Meeting our legal obligations to consult under Sections 46–49 of the WHS Act 2011.
- Maintaining clear and effective communication channels to support the timely exchange of WHS information.

4. Objectives of Consultation

- **Identify Hazards and Risks:** Workers' firsthand knowledge helps identify hazards and assess risks effectively.
- **Develop and Review Measures:** Ensuring workers contribute to the development of WHS procedures, policies, and risk controls.
- **Improve Decision-Making:** Incorporating worker input leads to safer, more practical solutions.
- **Promote a Safety Culture:** Encouraging collaboration fosters shared responsibility for workplace safety.

5. Consultation Requirements

Under the WHS Act, Plastics Australia will consult with workers when:

- Identifying hazards and assessing risks.
- Making decisions about ways to eliminate or minimise risks.
- Proposing changes that may affect health and safety (e.g., work procedures, equipment, workplace layout).
- Making decisions regarding facilities for worker welfare.
- Developing or reviewing WHS policies or procedures.
- Determining procedures for consultation, issue resolution, monitoring health, and workplace conditions.

Safety Consultation & Communication Policy continued

6. Methods of Consultation

Plastics Australia will use the following consultation methods:

- **Toolbox Talks:** Regular team meetings to discuss WHS updates, hazards, and improvement ideas.
- **Direct Discussions:** Informal one-on-one conversations between workers and supervisors.
- **Written Communication:** Safety bulletins, emails, noticeboards, and policy updates.

7. Communication Channels

We will ensure WHS information is accessible and delivered promptly through:

- Safety briefings and inductions.
- Workplace signage and hazard alerts.
- Digital platforms (email, intranet, safety software).
- Training sessions and workshops.

8. Worker Responsibilities

Workers are expected to:

- Participate in consultation processes.
- Provide honest feedback on WHS matters.
- Follow agreed WHS procedures and instructions.
- Report hazards, incidents, and unsafe conditions promptly.

9. Management Responsibilities

Managers and supervisors will:

- Facilitate and encourage worker participation in WHS discussions.
- Provide relevant information to workers in a timely manner.
- Ensure all feedback is considered in decision-making processes.
- Document consultation outcomes and communicate results to workers.

10. Issue Resolution

If WHS issues arise:

- They will first be discussed directly between the worker and direct supervisor.
- If unresolved, the issue will be escalated to the as per the flow chart attached in Appendix 4 and displayed on the Safety Noticeboard.
- As per Section 81 of the WHS Act, if no agreement is reached, the matter may be referred to Workplace Health and Safety Queensland for resolution.

11. Monitoring and Review

- Consultation effectiveness will be reviewed annually or following a significant workplace change or incident.
- Feedback from workers will inform policy updates and improvements.

CONTACTS

**FIRST AID OFFICERS &
SAFETY COORDINATOR**

Michael Shaw

**SAFETY COORDINATOR &
WORKPLACE REHAB.
COORDINATOR**

Tracey Pattenden

APPENDIX 1
Sunsmart Policy

5 Steps to be Sunsmart



1. Seek shade.
2. Wear protective clothing that covers your arms and legs as well as your body.
3. Put on a broad-brimmed hat that shades your face and neck.
4. Wear wrap-around sunglasses.
5. Apply broad spectrum SPF 30+ water resistant sunscreen every 2 hours. Sunscreen should not be used to extend the time you spend in the sun.

Remember, you should use a combination of sun protection measures to keep you safe from UV radiation-never rely on just one.

APPENDIX 2 (PAGE 1 OF 3)



FIRE & EVACUATION PLAN

Building	53 Union Street, Toombul	Effective From:	March 8, 2013
		Last Reviewed / Updated:	October 2021
Authorised by:	Neil Thomas – Managing Director	Next Review Date:	November 2024

Evacuation Coordinator	Neil Thomas	Commenced: 8 th March 2013
Persons Responsible for Carrying Out the Evacuation Coordination Procedures:	Neil Thomas	Commenced 8 th March 2013
	Michael Shaw	Commenced June 2016
	Tracey Pattenden	Commenced 8 th March 2013

Evacuation Coordination Procedures:

Commencement	8 th March 2013
Procedure for using communication devices	In the event of a fire or other emergency, the duty manager will sound the Evacuation / Fire Alarm.
Procedure for contacting fire service	Using a company mobile phone, dial 000 and ask for the fire service. Provide details of the fire or emergency and the building address: Plastics Australia 53 Union Street Nundah QLD 4012
Persons with special needs	Responsible persons as listed above are to assist any persons with special needs to evacuate.
Checking that all persons have been evacuated	The duty manager from each department will take a copy of the daily staff attendance sheet to the assembly area.
Inform the evacuation coordinator for the building	Inform the evacuation coordinator of the number of persons evacuated, or persons not accounted for. Meet the fire service on arrival; provide as much information as possible.

EMERGENCY EVACUATION PROCEDURE:

In the event of fire or hazardous material emergency, occupants should evacuate the building and gather at a predetermined assembly area.

In the event of fire, staff will:

- Investigate the fire situation
- If there is any doubt regarding whether there is a fire situation, the Fire Service should be called.
- Ensure the safe evacuation of all occupants from the building.
- Account for all occupants at the assembly area.
- Ensure occupants do not attempt to re-enter the building until safe to do so.
- Meet the Fire Service and advise them of any information relevant to the emergency.

In the event of a fire, or hazardous materials emergency being located, staff will:

- Ensure the evacuation of the building – alert all occupants without further compromising life and assist those persons with special needs.
- Attempt to extinguish the fire if safe to do so –
 - If the fire is small enough, use a nearby fire extinguisher to control and extinguish the fire. **DO NOT FIGHT THE FIRE IF THE FOLLOWING CONDITIONS EXIST:**
 - You have not been trained or instructed in using a fire extinguisher
 - You don't know what's burning
 - The fire is spreading rapidly or may block your means of escape
 - You don't have the proper equipment
 - You might inhale toxic smoke
 - Your instincts tell you not to do so
 - If the first attempts to put out the fire do not succeed, evacuate the building immediately
 - Meet the Fire Service on arrival and inform them of the situation. If the fire has been extinguished, the Fire Service will still attend.

METHOD OF OPERATION OF FIRE FIGHTING EQUIPMENT

Fire Extinguishers:

1. Select the appropriate extinguisher for type of fire.
2. Pull pin from squeeze handle
3. Test extinguisher by squeezing handles briefly.
4. Approach the fire, aiming the nozzle at the base of the fire.
5. Squeeze handle and operate extinguisher in a sweeping motion.

Hose Reels:

1. Hose reels are used on fires involving wood, paper and textiles only. They are NOT to be used on live electrical appliances or flammable liquids.
2. To release the hose reel, turn the valve on – this will charge the hose and then release the nozzle.
3. The hose can then be pulled out to the fire. The nozzle operates like a garden hose in most cases - twisting the nozzle will give a spray pattern or straight jet.

PROCEDURE FOR INSTRUCTIONS TO WORKERS

For New Employees:

- On the day of induction, the Financial Controller will give General Evacuation Instructions and First Response Evacuation Instruction.
- This instruction is recorded on the General Hazards Manifest.

Existing Employees:

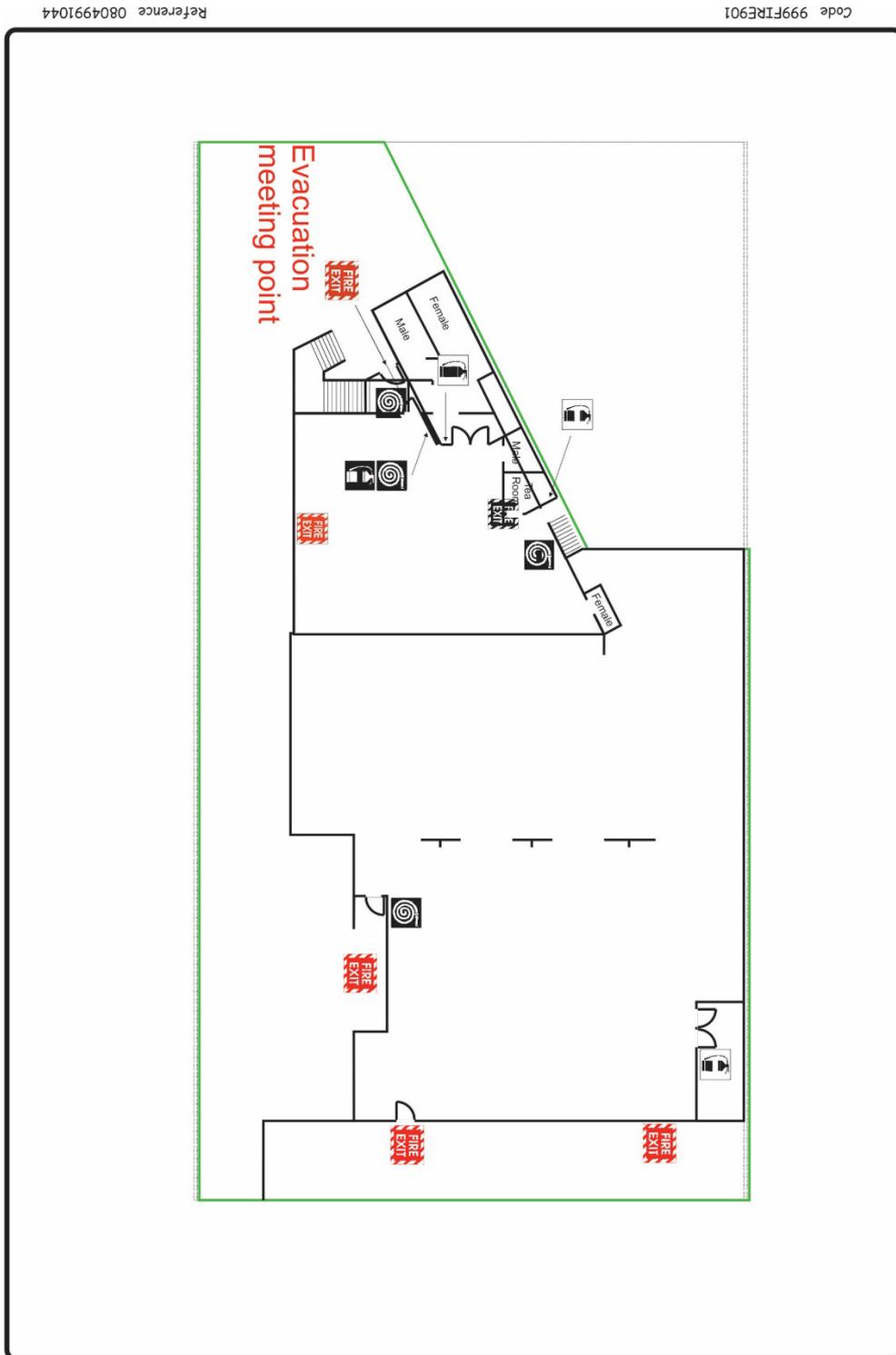
- General Evacuation Instructions will be given annually.

Instruction will be given by Evacuation Coordinator, or Persons Responsible for Carrying Out the Evacuation Coordination Procedures as listed above, and is recorded.

Responsible Person – Evacuation Coordinator Procedures:

- Nominated staff will receive evacuation coordination procedures one month prior to taking on this role and annually after that.
- Evacuation Coordination procedures will be given by the Managing Director.

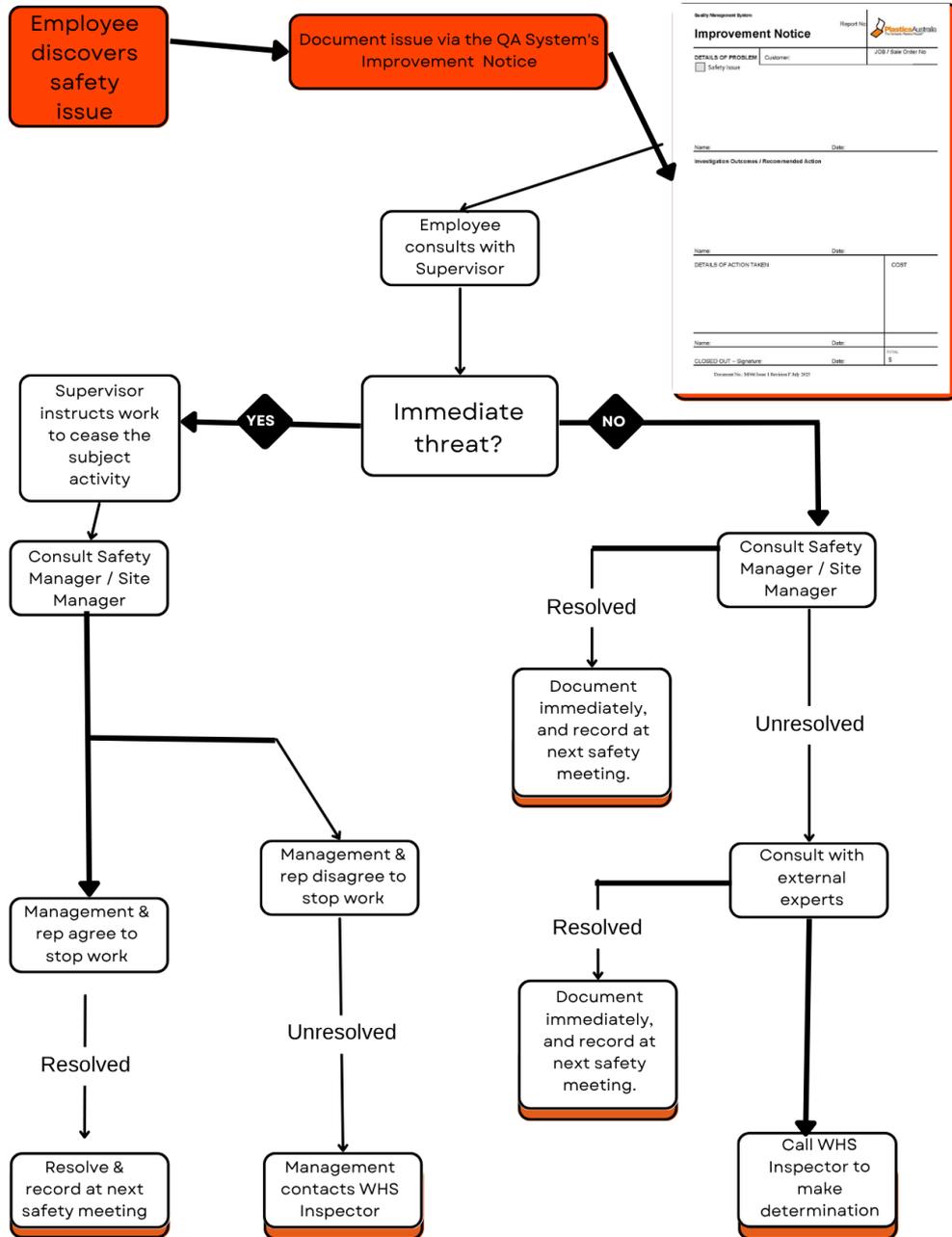
APPENDIX 3



APPENDIX 4



Safety Issue Resolution Process



Safety Management System		Report No.
Improvement Notice		
<input type="checkbox"/> Safety Issue	Customer:	JOB / Sale Order No.
Name:	Date:	
Investigation Outcome / Recommended Action		
Name:	Date:	
DETAILS OF ACTION TAKEN		COSF
Name:	Date:	
CLOSED OUT - Signature:	Date:	
Document No. 3698 Issue 1 Revised 7 Feb 2023		