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## Introduction

The Volume 2 in the Quality Assurance Handbook is divided in Sections. Each Lindström Group Product Category has its own section. This Section 2.2 explains the specific instructions for Product Category: Personal Protection Equipment (PPE).

This part relates to what is included and what shall be used as support and reference material during the manufacturing process to ensure that all Lindström standards and expectations are met.

## 1. Definitions

This section defines the main terms used in this Quality Assurance Handbook Volume 2: Product Category Personal Protection Equipment (PPE).

### 1.1. Definition of Product Category

Personal protective equipment (PPE) refers to helmets, goggles, shoes, protective clothing or other garments or equipment designed to protect the wearer's body from injury or infection. The hazards addressed by protective equipment include physical, electrical, heat, noise, chemicals, biohazards and airborne particular matter.

### 1.2. Definitions of Samples

#### 1.2.1. Approval/Counter Sample

The supplier of the product shall produce an Approval Sample corresponding to the specification and instructions or a physical sample from Lindström. All approval samples must be of production quality. After the Approval sample has been accepted the sample is called the Counter sample. The Counter sample shall be stamped and dated and it is used as the Reference sample for production and in Quality Control.

#### 1.2.2. Production Sample

The Production Sample is taken from the running production and it is used to verify that the product is produced as agreed in accordance with given specifications. The Production sample must correspond with the stamped Counter sample.

Lindström has the right to take random samples from the production lot at any time and test them to confirm their compliance. In case the sample does not fulfill specifications or meet with the requirements of the certificate, the supplier bears the costs for the testing and the whole production lot is rejected.

## 2. Compliance Guidelines

All products supplied to Lindström Product Category PPE shall conform to all international and national laws and regulations. Whenever a product is aimed to be sold only in a certain geographical area the Supplier is informed about special requirements, if any.

In deliveries to the European Economic Area (EEA) the Supplier shall keep himself aware of the European Union REACH directive and keep himself updated about the list: Restriction of the use of certain hazardous substances (RoHS). The Supplier shall pay special attention to that the regulations in REACH are strictly followed during the entire production process.

The suppliers are responsible for the compliance of their products with respective standards. All updated documentation shall be available to Lindström at any time.

### 2.1. Certification

Certification of products shall be issued in the name of Lindström whenever required by EU or other authorities in Lindström market area. It's agreed case by case whether the Supplier or Lindström carry out the certification process. The Supplier shall provide samples and valid data required for applying a certificate at any time.

Only authentic, original, non-manipulated certificates for Lindström labeled products are accepted. For his own products the Supplier shall provide Lindström with copies of non-manipulated renewed and new certificates without any separate request.

On request of Lindström the Supplier shall present the original documents.

## **2.2. Labeling and Marking of PPE products**

All PPE-products must be labeled / marked according to instructions from Lindström.

### **Sew-in labels**

All labels must be securely sewn so they remain permanently attached to the product. Labels must be attached so that none of the wording and marking is concealed in the seams.

### **Printed Labels/Markings**

Printing inks or heat transfer materials used in the printed labels and markings shall be of such quality that they endure normal exertions during normal use.

### **Labels/Markings in Mold**

Markings in molds of e.g. shoe soles, helmets and goggles, must correspond with respective certificates and other official documentation.

## **2.3. Test Laboratories**

When various PPE products need to be tested and/or certified, the test laboratory to be used must be agreed on with and approved by Lindström. Only accredited test laboratories are accepted.

## **3. Quality Control**

The supplier shall follow the instructions given by Lindström in this Quality Assurance Handbook when producing PPE products. The supplier shall have an internal quality assurance system.

Quality control shall be done, without any exception, for all incoming materials and accessories, during production and for the finished products. The supplier is responsible for arranging quality control in the manner that Lindström defines; please see section 4 for each product category.

### **3.1. Supplier's internal quality control**

The supplier shall carry out quality control according to his internal quality assurance system and provide Lindström with quality assurance documents for production and for finished products of the Lindström-specific production batch.

Photographs of the finished packaging shall include one sample photograph of Product Sales Unit package and label for each article type, as well as one sample photograph of Transport unit package and label and of for each article type.

### **3.2. Quality control by external party**

The supplier shall carry out quality control according to his internal quality assurance system and provide Lindström with quality assurance documents for production and for finished products of the Lindström-specific production batch.

The supplier shall inform Lindström two weeks prior to expected delivery of the Lindström-specific production batch. Additional quality control shall be carried out by Lindström or by him nominated representative. Lindström

may arrange sporadic quality control of production by his own discretion, carried out by Lindström or by him nominated representative.

The details mentioned on the Defect List shall be checked for all product categories below when carrying out the Quality Control.

## Supporting Material

2.2 – 3\_1 Defect list Product Category: PPE

## 4. PPE products

The various types of PPE products shall be manufactured according to given specifications and comply with respective standards and certificates. The styles are based either on existing models of the supplier or on product development between Lindström and the supplier.

### 4.1. Hand Protection

This product category includes products such as gloves and arm covers that protect the user from for example mechanical, chemical, biological and thermal risks.

Hand protection is divided into following subcategories, where the following quality control practices apply:

Fabric and Knitted Gloves	Supplier's internal quality control
Leather Gloves	<b>Quality control by external party</b>
Welding Gloves	<b>Quality control by external party</b>
Dipped / Coated Gloves	Supplier's internal quality control
Cut Resistant Gloves	Supplier's internal quality control
Chemical Resistant Gloves	Supplier's internal quality control
Disposable Gloves	Supplier's internal quality control
Other Hand Protection (such as arm covers etc.)	Supplier's internal quality control

Supporting Material:

2.2 - 4.1\_1 Hand Measurement

### 4.2. Protective Clothing

This product category includes products such as head covers, sleeve covers, overalls, aprons and shoe covers. Chemical and heat resistant products are classified according to their protective properties.

Protective clothing is divided into following subcategories, where the following quality control practices apply:

Disposable Products	Supplier's internal quality control
Chemical Resistant Products	Supplier's internal quality control
Heat Resistant Products	<b>Quality control by external party</b>

### 4.3. Eye and Face Protection

This product category includes various types of products to protect the eyes and face of a person from injuries.

Eye and face protection is divided into following subcategories, where the following quality control practices apply:

Safety Eyewear	Supplier's internal quality control
Face Shields and Visors	Supplier's internal quality control

#### 4.4. Hearing Protection

This product category includes products used to protect the user from harmful noise and reduce the risk of hearing impairment.

Hearing protection is divided into following subcategories, where the following quality control practices apply:

Earplugs	Supplier's internal quality control
Earmuffs	Supplier's internal quality control

#### 4.5. Head Protection

This product category includes products used to protect the user's head from bumps and falling objects.

Head protection is divided into following subcategories, where the following quality control practices apply:

Bump Caps	Supplier's internal quality control
Industrial Safety Helmets	Supplier's internal quality control
Helmet Accessories	Supplier's internal quality control

#### 4.6. Respirators

This product category includes products that are used to protect user's respiratory system against solid and liquid aerosols, dust, mist and smoke. The types of respirators vary from simple facemasks to respirators with our without filters.

Respirators are divided into following subcategories, where the following quality control practices apply:

Disposable Half Masks	Supplier's internal quality control
Reusable Masks with Changeable Filters	Supplier's internal quality control

#### 4.7. Foot Protection

This product category includes protection for legs and feet.

Foot protection is divided into following subcategories, where the following quality control practices apply:

Occupational Footwear	<b>Quality control by external party</b>
Safety Footwear	<b>Quality control by external party</b>
Kneepads	Supplier's internal quality control



#### **4.8. Fall Arrest Systems**

To be defined in detail later!

#### **4.9. First Aid Products**

To be defined in detail later!

### **5. Packaging and Delivery**

The finished products shall be clean and neat, free from any soiling. Dirt or any mark shall be removed. On products knitted and stitched all thread ends shall be trimmed and removed. No objects attached or inside the product, such as safety pins, needles or needle parts, loose accessories, etc. are allowed.

#### **5.1. Packaging Compliance, User Instructions and Approvals**

The packaging used for PPE products must comply with the laws and regulations in the countries where the products are marketed. The products must always be completely dry before being packed.

##### **Printed Packages for Sales Lots**

The Supplier shall provide all necessary technical information about the product to be printed on the sales lot packages. Lindström is responsible for the layouts of the sales lot packages. All packages shall be approved by Lindström in writing prior to their manufacturing.

In repeat orders the packages remain unchanged unless Lindström initiates a change. The new version of the package shall be approved in writing by Lindström prior to their manufacturing.

##### **Unprinted Packages for Sales Lots**

Unprinted packages (such as polybags) shall be equipped with a sticker label including such information as Lindström's article number, size etc. Please see supporting materials for details.

##### **User Instructions**

The supplier of the product shall provide Lindström with all requested information need for the User Instructions. Lindström is responsible for the contents and translations of the User Instructions. The supplier is responsible for attaching corresponding User Instructions to each sales lot.

#### **5.2. Packaging and Delivery Instructions**

The deliveries of sales lots to PPE shall be packed according to given instructions in carton boxes for transportation. The boxes shall be durable and they shall endure normal exertions during transport.

The boxes shall be marked according to given instructions.

Supporting Materials:

2.2 – 5\_1 Delivery Instructions PPE