



Contract Service Providers and Visitors

Good Manufacturing Practices / Good Distribution Practices and Food Safety Training

All Contractor Service Providers and Visitors who will be entering Nassau Candy Distributors Manufacturing or Distribution Facilities must follow our GMP's [Good Manufacturing Practices] / GDP [Good Distribution Practices] and Food Safety Rules. These practices are essential in providing our customers with the security of purchasing and consuming non-adulterated, wholesome products from us.

- All Visitors and Contract Service Providers must enter the facility through the front door and **must** sign in and out of the visitor log at the front reception for each visit.
- All new visitors or contactor service providers must be trained on NC Visitor/Contractor GMP and Food Safety practices. Returning visitors/contractors will receive a refresher training every two years and this signed training will remain on file for that period.
- All Contract Service Providers and Visitors who enter the manufacturing or food storage areas of our facilities shall take all necessary precautions to prevent contamination or any potential food safety concerns within our manufacturing and distribution environments.
- All visitors/contractors entering the processing or manufacturing areas must wash their hands each time they enter and / or reenter the area or use the restrooms.
- Visitors/Contractors may enter the manufacturing area with only suitable clothing and footwear (no open toe shoes, flip flops or sandals; Shoes with rubber, nonslip soles are preferred, no pockets above the waist).
- Visitors/Contractors exhibiting visible signs of illness will be prevented from entering the areas in which food is handled, processed or stored.
- NO chewing gum in the manufacturing or food storage areas.
- NO food or beverages allowed in the manufacturing or food storage areas.
- NO Running is allowed in the facility.
- Smoking, vaping and other tobacco use is not permitted in any company building, vehicle or facility. Smoking, vaping and other tobacco use is allowed only in outdoor areas on company premises.
- Hairnets are required in the manufacturing or food storage areas; and must completely cover the hairline and ears.
- If you are not clean shaven and have either a beard or mustache a beard guard is required.
- Nothing must be in any shirt or uniform pockets above the waist, i.e., pens, tools, or toothpicks.
- Only push pens are permitted in the manufacturing and food storage areas. Pens with caps are not permitted.
- No personal belongings are allowed in the manufacturing or food storage areas except for tools or materials needed to conduct a service.
- If your visit indicates that you must come in direct contact with either open product or a food contact surface, you must have clean hands and wear the required disposable gloves.
- All jewelry is prohibited, including watches, chains, rings, ankle bracelets and any exposed piercings. Only plain wedding bands allowed (no stones).
- Service providers required to enter the facility at other entry points to conduct their service must ensure all man and overhead doors used during the service are securely closed when not in use. Doors of any type are not to be left continually open. This is a pest control and food defense concern.
- At the end of the day all Contract Service Providers must remove any tools, nuts, bolts, equipment parts, debris and garbage accumulated from their job in all facility work areas and leave the area in a clean manner.
- If any food contact area of the manufacturing, packing or warehouse storage areas become dirty during your service, you must notify your NC contact.

**** Any Contract Service Providers or Visitors that do not comply with these guidelines may not be invited back or allowed to do additional business with Nassau Candy.**

Company Name:	Visitor/Contractor Name: Please Print
Date of Training:	Nassau Candy Contact: