



Kohl's Broken Needle / Metal Parts Policy

This policy is to protect Kohl's Customers and our Private & Exclusive Brands. It is mandatory that all factories producing Private Brand product for Kohl's keep and maintain an accurate record of needle distribution. This Needle Distribution Record must include the following information. Please reference the form on page 2, as an example.

- Date
- Operator Name
- Machine #
- Purchase Order #
- Style #
- Line Supervisor Signature
- Were all parts found? Indicate Yes or No

Broken Needle Procedure

1. In the event of a broken needle, the operator must recover all broken parts of the needle and turn them in to the line supervisor immediately. All spare needles must be in the supervisor's possession, in a secure location.
2. All information is recorded on the Needle Distribution Record, as indicated above. The broken needle fragments are compared against a whole needle, securely bagged, labeled and filed along with the record.
3. If all broken parts are not found, all garments are pulled from that workstation and the surrounding workstations (all 4 directions), including 3 workstations ahead of the workstation involved.
4. These garments must be 100% inspected, at a minimum, or sent through a magnetometer, if available.
5. Upon completion of this inspection, any needle parts that were found are combined with the original broken needle and compared against a whole needle, securely bagged, labeled and filed along with the record. If all needle parts were not found, this must be indicated on the Needle Distribution Record.
6. A copy of the distribution record must be available to Kohl's Quality Assurance Manager, upon request.

It is required by Kohl's, that all factories producing the following categories use a magnetometer on 100% of production.

- **Children's clothing - defined as newborn, infant, girl's and boy's garments, sizes 0-16. This includes all clothing, bath wraps, bathrobes, slippers.**
- **Filled home textile products to include: comforters, pillows, decorative pillows, utility bedding, bath rugs, chair pads and all towels (bath, kitchen & beach).**
- **Slippers including any footwear that could be used or interpreted as slippers.**

The magnetometer must be used prior to any metal hardware being applied to the product. **Every effort should be made to schedule hardware placement towards the end of the production schedule.**

The Needle Distribution Record (or a variation of) must be kept and maintained in all factories producing private and exclusive brand product for Kohl's. A copy of the record must be available to any Kohl's Associate, upon request. In addition, there must be a regular maintenance program on the needle detection equipment and record keeping to support.

Other metal objects such as pins, nails, tacks or staples may not be used in the production area in any factory where children's apparel or textile accessories are being produced. A production area is defined as the warehouse, spreading, cutting, and inspection or packaging areas. Fabrics, cartons, trims should not be secured with metal objects, such as pins, nails, tacks and staples. If any of these metal objects are used, it must be within a controlled and supervised procedure.



Needle Distribution Record

Parent Co Name:
Address:
City, State, Zip:
Country:

Factory Name:
Address:
City, State, Zip:
Country:

Date	Operator Name	Machine #	PO #	Style #	Line Supervisor Signature	All Parts Found (Yes or No)