



Form G-03N Issued: 9/06

Welcome to IPEC, New Castle Facility.

We appreciate your visit and want to make sure that the time you spend in our facility is a safe and productive period.

As a closure manufacturing facility, we hold our responsibility to our customers and employees very seriously. To this end, please read the following requirements and instructions closely, and sign at the end of the document.

Your signature is an acknowledgement that you understand and will abide by all instructions herein and those given to you by your guide.

If you have any questions on any of the requirements or instructions below, please feel free to discuss with me.

If you are unable to sign this document, we respectfully regret that we cannot allow admittance into the facility.

Enjoy your visit!

Nick Paris
Quality Assurance Manager
IPEC
New Castle, Pennsylvania

- Good Manufacturing Practices (GMP's) require that all visitors wear hairnets and beard nets (if applicable) within production areas of the facility.
- GMP requirements also prohibit visitors from touching or handling of any equipment within the facility.
- All safety precautions and instructions must be obeyed as required by your assigned guide.
- Be aware of Forklift traffic
- Please obey all posted signs within the facility.
- Visitors must remain with the assigned guide or escort **AT ALL TIMES**. Please do not deviate from the assigned route, location or area, as instructed by your guide. If any visitor gets separated from assigned guide, please ask any IPEC associate for assistance, make your way to reception where your guide will be informed of your location.
- **Photographic cameras, videocameras, microphones or sound-recording devices are not permitted inside the facility.**
- If the fire alarm should sound while you are visiting, please exit the building using the nearest exit door and proceed to the parking lot where every person will be accounted for.
- In the event of severe weather, please seek identified shelter areas within the facility.
- Please sign the register when you leave the facility.
- *At IPEC, we strongly believe in protecting the confidential information relevant to our business success. As a visitor to our facility, you agree to not copy, reproduce or distribute any material that may be provided without the prior written consent of IPEC. In addition, you will keep confidential all information you may obtain during your visit or made available to you through follow-up correspondence and to use any confidential information obtained only for the purpose of furthering your business relationship with IPEC. Upon request, you agree to promptly return all material received from IPEC without retaining any copies thereof.*

I have read the above requirements and instructions and my signature below acknowledges that I will abide by these instructions and any other instructions provided by my guide.

Print Name

Date

Signature

Date

- All visitors must sign register at reception.