

Name of the Organization	GLASS POLICY

1. Each glass inside the factory will be numbered and laminated with respect the areas.
2. All efforts will be made to prevent the possibility of contamination of the product by broken glass pieces thereby causing food safety risk by any means.
3. A risk assessment will take place to determine the potential product safety risks and determine an appropriate inspection frequency.
4. All incidents of glass breakage will be recorded and a sample piece of broken glass will be retained for future reference. The data of the incident, location and disposal of the broken piece will be recorded.
5. All tube Lights, window panes, wall clocks, and other glass Items In the production areas will be suitably protected against shattering with transparent film or replaced with plastic equivalents.
6. All food items in the process stored in containers will be covered to prevent ingress of glass.
7. Action to be taken on incidents of glass breakage will be defined in the form of a procedure and all concerned will be adequately trained.
8. Unauthorized glass items will not be allowed in the manufacturing area.
9. Glass monitoring is done by the respective department supervisor once in a month and the same is recorded.
10. In the event of breakage or damage 'Glass Breakage' procedure must be followed.
11. All staff must be aware of the glass policy and breakage procedure. Both must be readily available for reference.

Process Owner:	Prepared by:	Release Date: 01/09/2022
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