

ABC	STANDARD OPERATING PROCEDURE
	SOP No: ABC/ SOP/
	Rev: 00, date : 01/January/2023
Title	Procedure for Control of glass and other brittle materials

REVISION HISTORY		
Rev	Description of Change	Effective Date
00	Initial Release	01/January/2023

1.0 Objective:

To ensure to protects against broken glass and other brittle materials which can pose a risk of contamination to the product.

2.0 SCOPE:

It applies to all glass and hard plastic used on site, including risk assessment.

3.0 RESPONSIBILITY:

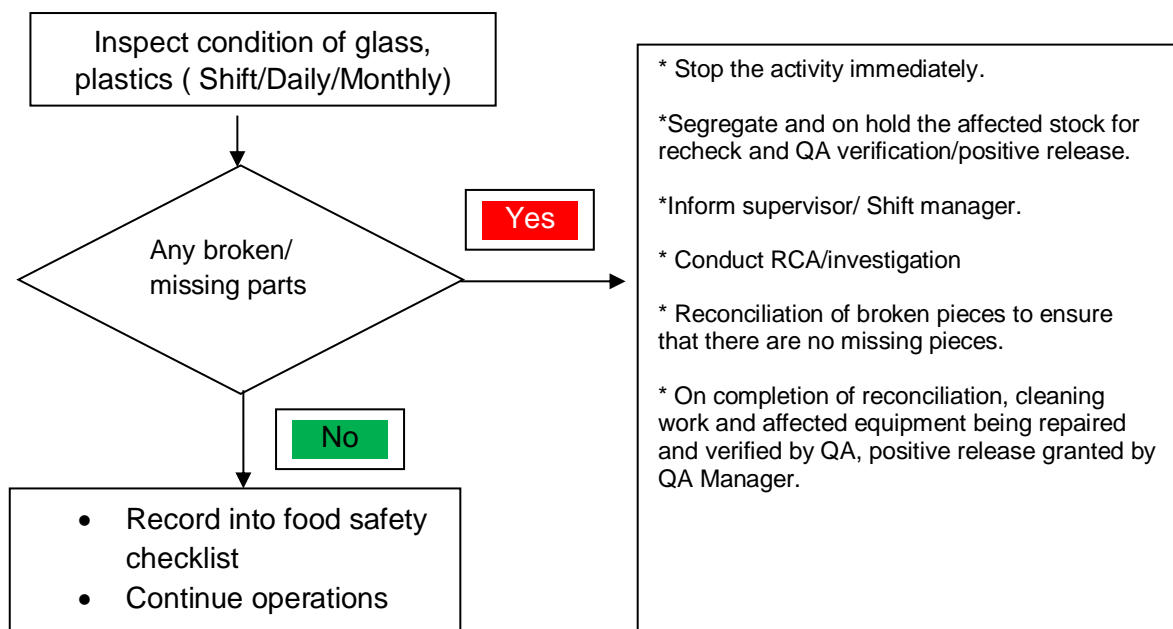
It is the responsibility of the management to ensure that the following procedures are adhered to and understood by all relevant personnel and the personnel follow State or local health department requirements. All members of staff must appreciate the potential risks associated with breakages and must follow the instructions outlined in this procedure.

The Quality Manager is responsible for ensuring Glass Log is completed on a weekly basis.

Glass Breakage Record acts as an expression of due diligence in the event of an investigation due to contamination / customer complaints etc.

4.0 PROCEDURE:

4.1 Glass and hard plastic control over view:



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4.2 Glass and hard plastic control procedure

No glass items will be allowed in the processing area. All products packed in jars SHALL ONLY be produced in the Glass Room. If this is not possible, production in the processing area must be scheduled for only the particular product that needs to be packed in glass jars. The clean-up procedure of this Policy shall be strictly followed.

1. Ingredients will be purchased in non-glass containers. If this is not possible, the glass containers must be opened away from the processing area under the supervision of the Production Supervisor. Ingredients shall then be transferred to a non-breakable container prior to entering the processing area.
2. All lights shall be protected to effectively contain broken glass. This is accomplished by using both:
 - Shatterproof bulbs
 - Plastic Shields or shields with end caps as applicable
3. Lights should only be replaced during non-production hours when there is no exposed product. If a light MUST be replaced during production hours all product and packaging materials must be covered or moved to a sufficient distance from the fixture to prevent accidental contamination.
4. Jars used solely for DIPS shall be stored in a separate rack in the warehouse. Jars shall be stored in boxes with separators to minimize breakage.
5. Thermometers shall have plastic covers.

4.3. Breakage

2.0 All glass/brittle plastic breakage shall be reported immediately to the QA Manager to ensure complete clean up and inspection.

2.1 The clean-up procedure applies to all areas:

- Put all open product(s) in immediate area on Hold, remove from the area and notify Production Supervisor and QA.
- Remove large pieces of glass/brittle plastic by hand (must wear gloves) and place in garbage.
- Sweep up the rest of the glass/brittle plastic shards in the area.
- Wash all affected areas thoroughly with water or with a damp wipe-all.
- Area must be checked by Production Manager or QA before resuming work in the area.
- After, clean up all tools (brooms, brushes and gloves) and employees' shoes must be cleaned outside of the processing area to prevent further contamination.

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4.4. New Equipment

Equipment used in the production of food frequently utilizes plastic in its fabrication.

When new equipment is purchased, the opportunity will be taken to assess it for any items of plastic that can be removed or protected against breakage.

Modifications to existing equipment should eliminate glass and clear plastic, where possible.

4.5 Risk assessment for determining the schedule/ frequency of glass verification

All glass or hard plastic breakages incident, immediate correction & corrective action need to be taken irrespective of the severity of contamination to the product. A risk assessment is to be conducted to determine the schedule of verification of the Glass/hard plastics in the facility. The criteria and methodology of risk assessment is specified in document 3F/RA/003.

4.6 Register and Audit

The Food safety Team maintains a register of all essential glass and brittle plastics in the production and storage areas. This register will be audited weekly and the result recorded.

The register will indicate locations of all essential glass and brittle plastics in the production and storage areas including the number of items and any protection in place. This will be completed by the QA Manager. All supervisors are responsible for immediately informing the QA Manager when glass/brittle plastics are added and/or removed.

4.7 Training

Annual training (Internal Food Safety Program) shall include knowledge of glass/ brittle plastic policy and associated cleaning procedures.

5.0 Reference

1. Risk assessment document ABC/RA/003
2. BRC Standard

6.0 Record

1. Glass Plastic Register
2. Breakage report
3. Glass inspection checklist.

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