1. SCOPE
2. This procedure covers glass used in the production areas including product containers, glass equipment, glass fixtures and eye glasses
3. PURPOSE
4. All levels of management must familiarize themselves fully with this document. The Production Supervisor and the QC Manager will be responsible for training operators and workers on the Glass Policy, and also for the day to day adherence to this policy in the processing areas, laboratories and filling areas.
5. DEFINITIONS

N/A

1. PROCEDURE

* 1. Responsibility

Quality Manager/Quality Assistant

1. The risk of glass contamination will be minimized by:
   * 1. Vigilant sorting of incoming fruits and vegetables
     2. Strict control of glass entering the processing area
   1. A “Glass Breakage Procedure” will be activated to assure product safety if an incident involving broken glass occurs in the factory
      1. The “ Withdrawal Procedure” will be activated if it is discovered that a batch of product is contaminated after it has been shipped, i.e. if a customer compliant has been received

* 1. Any pieces of glass seen by sorting operators must be removed and handed to the QC Manager. The glass must be seen by the QC Manager before it is wrapped and disposed of in the garbage. The garbage pail must be labeled “GLASS ONLY”. Glass incidents and correction must be recorded in the Glass Log.

1. Strict control of glass entering the processing area
   * 1. Only essential glass items should be taken into the processing areas.

* 1. Bottles of drink must be consumed in the lunch room and NEVER taken into the processing areas.
  2. Essential glass items may include eye glasses, which should be secured with a lace, and laboratory test equipment, which should be taken into the processing area only by laboratory staff only when absolutely necessary and never stored in the factory.
  3. Only plastic laboratory beakers shall be taken into the factory for sample collection.
  4. Signs will be posted to remind all employees not to take glass items into the processing areas. These will be posted in the lunch room, the visitor area and at the entrances to the processing area.
     1. It shall be a disciplinary offence to take a non-essential glass item into the factory. All factory offices shall be kept free of non-essential glass items.

1. Glass Log
   1. The assigned Assistant Production Manager shall carry out an audit to record that only essential and non removable glass items present in the factory and are intact and/or shield.
2. Any broken glass items found during the audit shall be reported immediately to the QC Supervisor, or the Production Manager who will carry out a thorough investigation and clean up using the guidelines set out in the glass breakage procedure. Product shall be placed in secure quarantine to await disposal.
3. A record of monthly Glass, Ceramic and Brittle plastic audits are kept on the E verification tool. Corrective actions where necessary are discussed in Food safety team meeting.
4. Glass Breakage Procedure
5. Any glass breakage in the factory must immediately be reported to the Production Supervisor and the QC Manager
6. Dump any open product within two (2) feet of the glass breakage area immediately
7. Inspect opened product outside this area thoroughly for the presence of broken glass and re-process through a fine filter or other suitable mechanical separator where possible.
8. Prevent personnel from walking in the vicinity of the breakage until it has been declared clean by the Production Supervisor.
9. Clean up glass thoroughly by scraping to remove broken pieces, wrap and dispose of in the “GLASS ONLY” bin then wash area with running water.
10. The QC Supervisor must inspect the entire area thoroughly before giving the go-ahead for production to restart and/or for personnel to begin using the area again.
11. The number of glass broken and the line on which it occurred must be recorded in the Glass Log.
12. RECORDS

Glass log (Located in QC Lab)

Glass, Ceramic and Brittle plastic audit (E verification tool)

1. REFERENCES

Weekly Sanitation Audit Form

[..\..\..\FORMS\PRP FORMSSS\Sanitation\Weekly Sanitation Audit Form.docx](../../../FORMS/PRP%20FORMSSS/Sanitation/Weekly%20Sanitation%20Audit%20Form.docx)

1. DOCUMENT CONTROL INFORMATION
2. APPROVAL AUTHORITY

|  |  |  |  |
| --- | --- | --- | --- |
| Authored by; | REVISED BY | APPROVAL BY | DATE |
| Monacia Williams | Owen Glave and Food Safety Team | Food Safety Team | 14/04/2015 |