



## Ripon Select Foods Ltd

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### **GLASS AND BRITTLE PLASTICS POLICY**

SCOPE: All production and laboratory areas.

POLICY: To eliminate glass and brittle plastics from production areas.

#### PROCEDURE:

1. No glass or ceramic items shall be transported through production areas.
2. Light fittings shall be removed by the Maintenance Department, for tube replacement or refurbishment, away from production areas.
3. Glass bins shall be so marked and used for this purpose only.
4. Laboratory glass breakages shall be logged and a sample retained by the Quality Assurance Manager and this record kept for inspection.
5. Production area breakages shall be reported immediately to a management member, or to the night shift chargehand, and the breakage recorded on a glass breakage sheet. This person shall be responsible for determining what actions are necessary to prevent any risk of product contamination and for overseeing the safe disposal of the broken glass. The preventative measures shall include:
  - All open packages within the breakage areas shall be discarded.
  - All exposed machinery shall be stopped and cleaned; it shall be inspected by the manager/chargehand responsible prior to resuming production.
  - All sealed packages within the breakage area shall be individually inspected.
  - Clothing and shoes worn by persons in the breakage area shall be inspected and changed prior to recommencing
  - All floor areas, ledges and overhead areas within the breakage area shall be vacuumed.
  - All glass shall be disposed of to the glass bin, including vacuum waste and any dustpans and brushes used.
6. The completed glass breakage sheet shall be filed with the Quality Assurance Manager.
7. A glass register shall be kept and audited.

James M Cooper  
Operations Director