



## RIPON SELECT FOODS LTD.

Sausage Rusk & Coating Crumb Manufacturers

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### GLASS AND BRITTLE PLASTICS POLICY

SCOPE: All production and laboratory areas.

PURPOSE: To eliminate glass and brittle plastics from production areas. Reduce the possibility of broken glass or plastic entering the product and packaging after a breakage.

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/sharps boxes shall be so marked and used for this purpose only.
4. Laboratory glass breakages shall be logged and a sample retained until inspected by authorised personnel and this record kept for inspection.
5. Production area glass or plastic breakages shall be reported immediately to a management member, or to the night shift chargehand, and the breakage recorded on a glass & plastics breakage sheet, ref. No, 4.8.4i. 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 or plastic.

Continued overleaf

If in the event of broken plastic, all the pieces are accounted for at the time of breakage then production may continue, the breakage logged & notified to management. If all pieces not present standard procedure must be followed. 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 & plastics breakage sheet shall be filed with the Quality Assurance Manager.
7. A glass & brittle plastics register shall be kept and audited.

*James M. Cooper*

James M Cooper  
Director

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