# Purpose

1.1 To ensure that the necessary steps are followed to minimize the risk of glass contamination during a glass breakage incident in the processing/manufacturing area.

# Scope

2.1 The procedure encompasses the following regarding a glass breakage incident:

2.1.1 Glass Register

2.1.2 Glass Breakage Procedure

2.1.3 Glass Breakage Incident Report

2.1.4 Glass Items Replacement Register

2.1.5 Training

# Responsibility

3.1 [Name of Personal Responsible]

# Definitions

|  |  |
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| **None** |  |

# Instructions and Guidelines

## 5.1 Glass Register

5.1.1 There shall be a register of all glass in the processing area such as glass in process, windows and lights. Inspections will be done according to the register requirements and the results be recorded on applicable reports.

5.1.2 The register shall contain the following information:

5.1.2.1 Area in Processing Facility

5.1.2.2 Quantity of Glass in the Area per Category (Windows, In Process, Lights)

5.1.2.3 Responsible Person for Inspection

5.1.2.4 Frequency

## 5.2 Glass Breakage

5.2.1 Stop production immediately.

5.2.2 Report glass breakage incident immediately to the supervisor.

5.2.3 All employees shall be instructed to remain at their working stations until further notice to minimize the activity in and around the affected area.

5.2.4 The Supervisor will cordon off the affected area (± 5m radius) and no one is allowed to enter the area, accept for the special cleaning team.

5.2.5 The supervisor will then ensure that all employees working within the affected area are leaving the affected area and the manufacturing area by taking the shortest route to the ablution blocks. They shall then redress with new protective clothing and their shoes soles will be brushed and inspected before re-entering the manufacturing area.

5.2.6 All products in the immediate vicinity shall be quarantined within a radius of 10 meters, it shall be removed by using special glass breakage cleaning equipment and bins (colour coded and clearly marked).

5.2.7 The supervisor will establish if the glass that has broken was within the process or if there was any exposed product. If it was glass within the process or there were any exposed product shall all the product currently manufactured and still within the process being rejected as well as all the product within the bin it was transferred to, these product shall be removed by using special glass breakage cleaning equipment and bins (colour coded and clearly marked) .

5.2.8 If necessary the system shall be flushed to remove any glass which can still be within the closed system. The flushed product shall be disposed of in a clearly marked waist bin.

5.2.9 Special glass breakage cleaning equipment must be used to clean-up the area and to remove the entire rejected product.

5.2.10 Special care should be taken to inspect and check that all food contact surfaces are free from any glass.

5.2.11 When the affected area is properly cleaned by the special cleaning team it will be inspected and only if the supervisor is within agreement that the area and equipment is properly cleaned, all contaminated product is removed and that there is no risk might the glass breakage incident report be signed off.

5.2.12 Production may start again.

5.2.13 The cleaning team shall after the cleaning process is completed, shower, redress with new protective clothing and their shoes will be brushed before re-entering the manufacturing area.

5.2.14 All special glass cleaning equipment shall be removed immediately from the manufacturing area and be subject to detailed cleaning, before stored at special demarcated area.

## 5.3 Training

5.3.1 All employees and contractors working in the manufacturing area will be trained regarding the necessary policies and procedures to ensure that they are all aware of the importance of foreign material control and that they will strive to minimize the risk of contamination.

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| --- | --- | --- |
| **Executive Manager: [Name]** | **Date** | **Signature** |
|  | DD-MM-YYYY |  |