# Purpose

1.1 To ensure that the necessary steps are followed by **[Company Name]** to minimize the risk of glass contamination during the changing/replacement of globes, windows or other glass/hard plastic in the processing facility and storage areas.

# Scope

2.1 This document encompasses the following regarding glass items management:

2.2.1 Glass Items Replacement Register

2.2.2 Globe Replacement Procedures

2.2.3 In-Process Glass Replacement Procedure

2.2.4 Window Replacement Procedure

# Responsibility

3.1 [Name of Personal Responsible]

# Definitions

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| **Glass** | “Glass” includes ceramic as well as brittle plastic articles. |

# Instructions and Guidelines

## 5.1 Glass Items Replacement Register:

5.1.1 All glass items replaced must be recorded in the glass items replacement register.

5.1.2 The following information shall be recorded:

5.1.2.1 Area

5.1.2.2 Date and Time Issue

5.1.2.3 Category (Window, Light, In-Process)

5.1.2.4 Amount of Glass Items Issued

5.1.2.5 Responsible Person Who Issue the Glass Items

5.1.2.6 Responsible Person Who Replaced It

5.1.2.7 Time Glass Items Returned

5.1.2.8 Amount of Glass Items Returned

5.1.2.9 Glass Items Returned Are Not Broken

5.1.2.10 If Glass Item Was Broken, Was Glass Breakage Procedure Followed

5.1.2.11 Signature

## 5.2 Globe Control

5.2.1 All new globes will be kept locked up in the workshop.

5.2.2 All globes must be booked out and the glass items replacement register must be completed.

5.2.3 All blown or replaced globes must be taken to the workshop to be discarded off in a special dust bin (clearly marked – glass disposal bin).

## 5.3 Globe, Glass and Window Replacement Procedures

5.3.1 If any one of the defective items are detected the workshop must be informed.

5.3.2 Before replacing the item, the workshop personnel must first make sure there are no open/exposed product and or an open machine below. If any, production will be stopped and any exposed product shall be removed and the open machine will be closed or covered.

5.3.3 The exposed area underneath will be thoroughly cleaned after repairs and before production starts.

5.3.4 All replaced materials must be safely removed and discarded off in a special bin (clearly marked – glass disposal bin).

5.3.5 The glass items replacement register shall be completed and signed off.

5.3.6 In glass breakage during the replacement must the glass breakage procedure being followed.

## 5.4 Training

5.4.1 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 |  |