# Purpose

1.1 To prevent and/or minimize the possible risk of products being contaminated by any foreign material during all stages of storage, handling and distribution.

# Scope

2.1 This document encompasses the following regarding foreign material management.

2.1.1 Hazard Analysis

2.1.2 Chemical Control

2.1.3 Biological Control

2.1.4 Foreign Material Control

2.1.5 Training

# Responsibility

3.1 All employees, contract workers and/or visitors.

# Definitions

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| **Contamination** | Occurrence of any undesirable matter in the product. |
| **Hazard** | Biological, chemical or physical agent in, or condition of food, with the potential to cause an adverse health effect. |

# Instructions and Guidelines

## 5.1 Risk analysis

5.1.1 Product contaminants can be categorized into one of the following three main categories which have the potential to cause an adverse health effect on a consumer:

5.1.1.1 Chemical contamination.

5.1.1.2 Biological contamination.

5.1.1.3 Foreign material contamination.

The QC manager will once a month walk through the facility and identify any possible risk of foreign material as well as the collection thereof. A record of each foreign material collected and possible risks identified will be generated and kept on record. Trend analyses will be used to indicate whether re-training and or the review of the current procedures and risk assessment are necessary to ensure that any new risks are accounted for. If the re-occurrence of a hazard is identified, which is already addressed in the hazard analysis, a non- conformance report shall be completed

5.1.2 A hazard analysis shall be conducted per area to establish which of the above three categories are a potential risk.

5.1.3 Each risk will then be classified into the following categories depending on the likelihood and or threat it may pose to the consumer:

5.1.3.1 High Risk

5.1.3.2 Medium Risk

5.1.3.3 Low Risk

5.1.4 Action plans on how to manage the risk by daily monitoring actions and record keeping will be implemented and maintained. This will be frequently verified and the systems controls will be amended if needed.

## 5.2 Hazard Control

5.2.1 **Chemical Hazard Control**

To control chemical contamination the following policies and procedures shall be adhered to:

* Food Receiving,
* Storage and Rotation
* Cleaning and Sanitation

5.2.2 **Biological Hazard Control**

To control biological contamination the following shall be adhere to:

* Personnel Hygiene and Code of Conduct
* All Relevant Legislation
* Cleaning And Sanitation
* Pest Control

5.2.3 **Foreign Material Control**

Foreign material can be mainly categorised into the following main topics:

5.2.3.1 **Pest and Insects**

The pest prevention policy and procedure shall be adhered to, as to ensure that the risk of contamination by pest and or insects are minimized

5.2.3.2 **Glass and Hard Plastic**

Glass allowed in a manufacturing unit shall be categorized as windows, in process glass (to be replaced by Perspex), lights.

A glass register shall be kept of all the above mentioned glass indicating the following:

* Area within the production area where the glass occurs.
* The category.
* The responsible person which will do the inspection.
* The inspection frequency.

Glass inspections shall be conducted as per the glass register frequency and the records kept with glass register. Items such as porcelain cups and plates are not permitted in the factory

5.2.3.3 **Metal**

The following procedures shall be adhered to, to ensure that the risk of contamination by metal are minimized:

* Personnel Code of Conduct.
* Maintenance procedure.
* Checklist for knives and/or scissors.
* No staplers are allowed in the production area.

5.2.3.4 **Wood**

The following procedures shall be adhered to, to ensure that the risk of contamination by wood are minimized.

* Cleaning and sanitation procedure.
* Personnel code of conduct.
* No cleaning utensil used will be made or partially made of wood.

If there is wood in the facility as part of the building and or process, a checklist or register thereof will be compiled and a preventative maintenance plan in place to ensure that it is always in a good condition.

5.2.3.6 **Plastic**

The following procedures and policies shall be adhered to, to ensure that the risk of contamination by plastic, string and or paper are minimized:

* Personnel Code of Conduct

The following general rules apply:

* No plastic bags, accept packing material is allowed in the manufacturing area and then only kept at specific demarcated areas.
* No carton boxes shall be used in the facility for the purpose of collecting or storing of waste.
* No outer packaging is allowed in production areas.

5.2.3.7 **Rubber**

5.2.3.8 **Other**

All other foreign material found will be assessed and policies and procedures will be reviewed accordingly to ensure that all newly found foreign objects are taken into account and managed to prevent or minimize the risk.

5.2.3.9 **Training**

All employees and contractors working in the facility will be trained regarding the necessary policies and procedures to ensure that they are all aware of the importance of foreign material control.

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