

GPFPL/ FSMS / MR/POL-03

Garuda Polyflex Foods Pvt Ltd., Bangalore

Garudafood

Revision No : 0.0

Glass Policy & Hard Plastic Policy



Issue Date : 25.11.2021

Purpose: To establish a Glass Breakage / Hard Plastic Control Program. Glass or sharp plastic in a food packing unit is a serious physical hazard and could cause injury or death to the consumer.

Scope: The following procedures shall be adhered to by all unit staff personnel to prevent possible food safety hazards.

Program Requirements:

1.0 Control

1.1 No glass items shall be in the processing area.

1.2 Ingredients must be purchased in non-glass containers. If this is not possible, the glass containers must be opened away from the processing area under the supervision of the Production Supervisor. Ingredients shall then be transferred to a non-breakable container prior to entering the processing area.

1.3 All lights shall be protected to effectively contain broken glass. This is accomplished by:

1.3.1 Shatterproof bulbs

1.3.2 Plastic Shields or shields with end caps as applicable.

1.4 Lights should only be replaced during non-production hours when there is no exposed product. If a light MUST be replaced during production hours;

1.4.1 All product and packaging materials must be covered or moved to a sufficient distance from the fixture to prevent accidental contamination.

1.4.2 Thermometers shall have plastic covers.

2.0 Breakage

2.1 All glass/hard plastic breakage shall be reported immediately to the Production Manager / Ops Manager to ensure complete clean up and inspection.

2.2 The clean up procedure applies to all areas;

2.3 Put all open product(s) in immediate area on Hold, remove from the area and notify.

2.4 Remove large pieces of glass/hard plastic by hand (must wear gloves) and place in garbage.

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2.5 Sweep up the rest of the glass/hard plastic shards in the area.

2.6 Wash all affected areas thoroughly with water or with a damp wipe-all.

2.7 Area must be checked by Unit In Charge before resuming work in the area.

2.8 After clean up all tools (brooms, brushes and gloves) and employees' shoes must be cleaned outside of the processing area to prevent further contamination.

3.0 Inventory and Self Inspections

3.1 The FSMS Team shall complete an inventory of all essential glass and hard plastics in the preparation and storage areas during the monthly building inspection.

3.2 Findings shall be recorded on the **Master List of Glass and Hard Plastic**.

3.3 A **Master List of Glass and Hard Plastic** that indicates locations of all essential glass and hard plastics in the processing areas of Unit and storage areas shall be maintained and kept current by the Maintenance Manager.

3.4 All Staff are responsible for immediately informing the Production Manager / QA Manager when glass/hard plastics are added and/or removed.

4.0 Training

4.1 Annual training (Internal Food Safety Program) shall include knowledge of glass/hard plastic policy and associated cleaning procedures.

5.0 Record Retention

5.1 All records of the Glass/Hard Plastic Control Program and activities shall be held for a period of two years.

5.2 This includes

5.2.1 **Glass Breakage Forms** and

5.2.2 **Master List of Glass and Hard Plastic** at the Unit.

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