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1.0 SCOPE

To provide ChicoNut Company with a glass, brittle plastics and ceramics control and breakage policy.

2.0 REFERENCE DOCUMENTS

Glass, Brittle Plastics and Ceramics Control and Breakage Policy, Version 1
Glass, Brittle Plastics and Ceramics Register

3.0 GLOSSARY

Glass, brittle plastics, ceramics:
A hard substance that breaks easily and lets light through

PPE: Personal Protective Equipment

4.0 RESPONSIBILITIES

It is the responsibility of the ChicoNut Management Team to ensure all employees are trained of this procedure and to enforce this policy.

5.0 PROCEDURE

5.1 Food Processing Areas, Warehouses, Raw Material Storage Areas

No glass containers, brittle plastics, ceramics or unshielded glass products (except prescription eyewear) shall be used or stored in the production areas, Warehouse 1, 2, 3, 4, 5 &, Raw Material Storage and Receiving Laboratory. All light bulbs, light fixtures, and windows must be protected from shattering. Plexiglas is acceptable to use in the place of glass products in these areas.

Title: Glass, Brittle Plastics and Ceramics Control and Breakage Policy

5.2 Glass Breakage

If broken glass, brittle plastics or ceramics are found in any of the areas detailed in 5.1 of this procedure, the Quality Assurance Manager and Plant Manager shall be contacted immediately. The area and any product within the surrounding area will be investigated as to the extent of the breakage and isolate/quarantine the area from any new product moving into the area along with employees (except the ones working on the clean-up). The Quality Assurance Manager and/or Plant Manager shall supervise the clean-up efforts and ensure proper PPE (personal protective equipment) are used and inspected afterwards. No further food processing or storage of food product shall be permitted until the area affected by the breakage has been thoroughly cleaned and approved by the Quality and/or Plant Manager.

- 6.0 The Quality Assurance Manager will conduct a complete investigation as to how a glass, brittle plastic or ceramic product entered the food processing/storage area. New policy or re-training employees will take place to prevent this type of re-occurrence.
- 7.0 For documentation all incidents of breakage will be entered in REACTS>Production Meeting>CAPA with date of incident, details and date resolved

Exit Exam

Employee Name:

Date:

- 1) Y / N Are Employees allowed to bring glass, brittle plastics or ceramics into the plant?
- 2) Who will be notified immediately if broken glass, brittle plastics or ceramics are found in the plant?
- 3) Y / N Does the area, and all product within the area, need to be quarantined until properly cleaned/inspected and released by the QA/Plant Manger?
- 4) Y / N Does the incident need to be documented in Reacts>CAPA?

Management Review: