

<b>Shree ShantMohanam Peanuts</b>	<b>Food Safety Management System Manual</b>	Issue No.	00	Rev.No.	00
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**Annexure**

**V.**

## **GLASS POLICY**

- No glass or brittle plastic objects shall be used in production areas, material movement paths and warehouses except where absolutely necessary, also No glass or brittle objects shall be brought into the facility by employees and external agencies.
- Any glass or brittle plastic objects used in production areas, material movement paths and warehouses will be suitably protected so that in case of breakage, they do not spill out and contaminate raw materials, semi-finished goods and finished goods.
- All the doors and windows glasses are numbered in Glass Register and are being monitored for condition. Records are being maintained on the Checklist.
- Lightening fixtures / Brittle Plastics should, wherever appropriate, to protect to ensure that product is not contaminated by breakages.
- Cleaning and replacement of glass and brittle plastic objects shall be done in a manner to minimize chances of product contamination.
- Do not use glass tumblers / china clay cup saucers for drinking tea/water inside the above working areas. Use Stainless steel/Unbreakable mugs.
- Audits shall be carried out daily to determine breakages of glass and brittle plastic objects used in factory premises. Damages, if any, shall be documented in glass register.
- Use of clocks, wrist watches, Jewellery, glass cutleries, adornments and any other personnel belongings / items of glass is not permitted inside the production and storage areas
- Procedures for inspection, cleaning and replacing glass objects shall be explained to all employees. Awareness and necessity of Glass Policy shall be a part of the orientation program for all new employees.
- Electric flying insect monitors / killers have been installed ensuring that they are placed at least 10 feet (3 meters) away from exposed product on a production or packaging line, so as to minimize the risk arising out of a breakage of its glass lights tubes. The light tubes of the Insectocutor are changed on an annual basis and records of this are maintained
- In the event of breakage of glass in storage, processing or packing areas, the production / packing / movement of material is immediately stopped.
- All products in the immediate vicinity are identified, segregated and the area at risk is isolated / cordoned off with colored tape.
- Information about breakage of glass is given to Head Security / Head (Prod.).
- No worker is allowed to roam near or around that area until all broken glass has been removed.
- Any raw material, packaging, semi-finished or finished product, which is observed to be at risk of glass contamination is rejected and is handled as per procedure for Control of Non-Conforming Products
- The broken glass pieces are collected and placed within a polythene bag and the entire cordoned area is cleaned with vacuum cleaner. Special care is taken to inspect and check that all food packaging contact surfaces are free from glass.
- Cleaning operations are carried out under the supervision. The cordoning area is cleared only after inspection and approval by Production Manger.
- The waste is collected in Polythene Bags in a manner ensuring that it does not get scattered all over the factory. The glass collected in polythene bag is stored in scrap yard and its disposition done in compliance with legislative requirements.
- Cleaners' shoes are inspected before leaving the area so as to preclude contamination of other areas with glass splinters.
- Broken glass is immediately replaced with Acrylic Sheet and the respective functional Head maintains record

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**(PARTNER)**