



## RIPON SELECT FOODS LTD.

Sausage Rusk & Coating Crumb Manufacturers

Dallamires Way North, Ripon, North Yorkshire, HG4 1TL  
Telephone: 01765 601711 Fax: 01765 607481  
Email: [ingredients@rsf.co.uk](mailto:ingredients@rsf.co.uk) website: <http://www.rsf.co.uk>

### GLASS AND BRITTLE MATERIALS POLICY

SCOPE: All production and laboratory areas.

PURPOSE: To eliminate glass and brittle materials from production areas. Reduce the possibility of broken glass or brittle materials entering the product and packaging after a breakage.

#### PROCEDURE:

1. No glass or ceramic items shall be transported through production areas.
2. Light fittings shall be removed by the Maintenance Department, for tube replacement or refurbishment, away from production areas.
3. Glass bins/sharps boxes shall be so marked and used for this purpose only.
4. Laboratory glass breakages shall be logged and a sample retained until inspected by authorised personnel and this record kept for inspection.
5. Production area glass or brittle material shall be reported immediately to a management member, or to the night shift chargehand, and the breakage recorded on a glass & brittle materials breakage log, ref. No, 4.9.3i. This person shall be responsible for determining what actions are necessary to prevent any risk of product contamination and for overseeing the safe disposal of the broken glass or brittle materials.

Document Name: 4.9.3 Glass, Brittle Plastics Policy v7	Date: 31/08/2017	Version: 7
Approved By: Jerome Wareing	Approved By: L.Wilcock	Page 1 of 2
Initials: <i>JW</i>	Initials: <i>LW</i>	

If in the event of broken plastic or brittle material, all the pieces are accounted for at the time of breakage then production may continue, the breakage logged & notified to management. If all pieces not present standard procedure must be followed. The preventative measures shall include:

- All open packages within the breakage areas shall be discarded.
- The potential breakage area shall be identified and movement of personnel through this area shall be restricted until it has been cleaned, inspected and deemed suitable for resumption of production.
- All sealed packages within the breakage area shall be individually inspected.
- All exposed machinery shall be stopped and cleaned; it shall be inspected by the manager/chargehand responsible prior to resuming production.
- Clothing and shoes worn by persons in the breakage area shall be inspected and changed prior to recommencing.
- All floor areas, ledges and overhead areas within the breakage area shall be vacuumed.
- All glass shall be disposed of to the glass bin, including vacuum waste and any dustpans and brushes used.

6. The completed glass & brittle materials breakage log, ref no. 4.9.3i shall be filed with the Quality Assurance Manager.

7. A glass & brittle materials register shall be kept and audited.

*James M. Cooper*

James M Cooper  
Director

Document Name: 4.9.3 Glass, Brittle Plastics Policy v7	Date: 31/08/2017	Version: 7
Approved By: Jerome Wareing	Approved By: L.Wilcock	Page 2 of 2
Initials: <i>SW</i>	Initials: <i>LW</i>	