


FOOD SAFETY AND QUALITY MANUAL						
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Document Name:	<b>Glass Policy</b>			Approved By:	L. Stretch	

### Definition

For the purposes of this policy the term “glass” and ‘glassware’ should be taken to include; glass, brittle or hard plastic, ceramic and other such brittle materials.

### Policy Statement

As part of Sime Darby Oils Liverpool Refinery Ltd (SDOLR) ongoing programme to assure product quality and food safety a Glass control policy has been adopted as follows:

Glass should be eliminated in all production areas wherever this is possible.

New equipment should be specified without the use of glass components and where there is existing equipment, alternative suitable components should replace glass ones.

Where glass does exist, consideration shall be given to protecting the glass from breakage or containing the glass and preventing product contamination.

Unless for the purposes of maintenance or replacement the transfer of glass into or through a production area is prohibited.

Glassware must only be brought into and out of the laboratory in protective packaging or in the glass recycling bin. The only exception to this is chemical bottles brought from the external flammables store into the lab, these must be transported in the specific bottle carrier.

A risk assessment will take place to determine the potential product safety risks and determine an appropriate inspection frequency. This will be recorded on the “Risk Assessment Record” form QPM 013 R001

A survey will be carried in all production areas designated as high risk to register any glass that may be present, see QPM 013 R002 for the glass register / checklist for the Refinery and QPM 013 R003 for the glass register / checklist for the Packing Plant.

The register should be reviewed and updated at least annually or whenever a change is observed.

Glass inspections will take place regular intervals determined in accordance with the risk assessment.

In the event of breakage or damage QPM 041 ‘Glass Breakage’ procedure must be followed.

All staff must be aware of the glass policy and breakage procedure.  
Both must be readily available for reference.