

Purpose: To identify potential sources for foreign material issues within the facility (production, storage, maintenance and other areas where product and packaging may be at risk.)

Definition:

- Foreign material –any extraneous material which does not originally belong where found, which has been introduced from the outside or which does not naturally occur in the quantity found at the location examined i.e. paper, metal, rubber, plastic, glass, wood, hair, dirt, etc.

General Rule:

- All areas of operation are to be kept in accordance with Good Manufacturing Practices.
- Do not store anything in pockets above waist level.
- Overhead contamination of exposed food and packaging materials is prevented. This requires constant monitoring by management.
- Precautions are taken during maintenance activities particularly over food contact surface to prevent the potential for foreign material contamination.
- Overheads, i.e. pipes, conduits are routinely inspected for accumulation of debris.
- No items are to be stored above production lines, on ledges near product/packaging or anywhere that increases the risk of foreign material contamination.
- Any allowed metal items in the production area are fit for the purpose they are intended for, corrosion free and easy to clean.
- Equipment is maintained in good order so as not to increase the risk of metal contamination.
- Harp wire repair shall be completed away from product zones. All wire should be accounted for during breakage and at time of repair.
- Known potential metal foreign materials that are prohibited in the production and storage areas. (Jewelry, paper clips, push pins, staples, etc., uncontrolled maintenance equipment such as wrenches, screw drivers, uncontrolled implemented tools such as knives and scissors) Special

attention should be made with the blades for box cutters to ensure if breakage the pieces are accounted for and properly disposed.

I. Glass/Ceramics and Brittle Plastics

To prevent the contamination of exposed product with glass/ceramics or brittle plastic and to protect our customers from potential injury the use of glass/ceramics or brittle plastic items is limited and monitored in the process areas.

The following preventative measures are implemented where applicable to prevent glass/ceramics and brittle plastic contamination.

- I. All glass objects or similar material in food handling/contact zones, are listed in a glass register including details of their location.
- II. Containers, equipment and other utensils made of glass, porcelain, ceramics, laboratory glassware or other like material (except measurement instruments with glass dial covers, i.e. thermometers required under regulation) are not permitted in product contact zones.
- III. Regular inspections of food handling/contact zones are conducted to ensure they are free of glass or other like material and to establish no changes to the condition of the objects listed in the glass register; and
- IV. Glass instrument dial covers and thermometers on processing equipment are inspected at the start and finish of each shift to confirm they have not been damaged.

In circumstances where glass or similar material breakage occurs, the affected area is located, cleaned and thoroughly inspected (including cleaning equipment and foot wear) and cleared by management prior to the commencement of operations.

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Any exposed product or ingredients in the area of breakage is isolated and disposed. If a breakage occurs in close proximity of a product line or otherwise exposed product all operations shall cease in the immediate area so that proper inspection and cleanup can be done.

2. Metal Detection:

Metal detection is done on all finished product during the packaging process. End of line metal detection is performed whenever possible. Metal detectors are designed to isolate defective product and indicate when it is rejected. This is achieved by being set up so that the conveyor belt stops when metal is detected.

Metal detectors are routinely monitored and verified as outlined in the food safety plan. They are validated annually by a qualified service provider.

Specific work instructions that outline the frequency of monitoring, criteria used in monitoring and corrective actions to take when foreign materials are discovered, or issues are discovered with the effectiveness of the metal detector are documented on the Metal Detector Sheet.

Product that is contaminated or potentially contaminated with metal is isolated/stored and put on hold and stored on a pallet for larger quantities. Product is either disposed of or rerun through the metal detector until the metal is located and removed.

Note: If no metal detector is used, the facility must have a history of no metal contamination issue, minimal metal to metal contact points and employ a visual process to continually inspect product up to packaging.

3. Wood:

Where ever possible, limit wood from entering the packaging area (wood pallets are acceptable)

When the employee handles the wood pallet they must clean their hands before going back to handling the food.

Guidelines to manage wooden pallets:

- ✓ All pallets must be in good repair at time of delivery
- ✓ Pallets must not have loose, damaged or missing boards
- ✓ Pallets must not have protruding nails or protruding wooden splinters
- ✓ Pallets must not have any off odors or physical contamination
- ✓ Pallets must not have any infestation
- ✓ Pallets must be visually clean and dry

Internal Audit Inspections

Internal facility audits include inspections to ensure plant and equipment remains in good condition and potential contaminants have not detached or become damaged or deteriorated.

Loose metal objects on equipment, equipment covers and overhead structures are removed whenever possible. When nuts are used on equipment to secure covers/shields, only locknuts are used whenever possible to ensure they stay tightly fixed and not present a hazard.

Pre-operational inspections include inspection for loose metal objects on equipment including maintenance tools and glass or brittle plastic items, i.e., overhead lights, windows, equipment, thermometer dial covers, etc.

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References:

Glass/Ceramics/Brittle Plastic Register

Metal Detection Check Sheet

Internal Audit Form

END

Date	Action	Approved By
	New Document	