

	Section: Food Safety Fundamentals	Issue Date: April 20, 2015	Document Number: 11.7.5
	Subject: Control of Foreign Matter Contamination	Supersedes: New	Revision: New

Goal:

Describe the methods used to prevent the contamination of foreign matter from glass, brittle like plastics, ceramic like substances, wood or metal, etc.

Scope:

All products manufactured at Mascot, Inc.

Procedure:

Glass and brittle plastics policy:

- 1.0 No glass of any type is used or allowed in the Production areas.
- 2.0 All thermometers, scales and clock faces are either plastic or metal.
- 3.0 All light fixtures are covered with shields to prevent any debris from falling into production surfaces.
- 4.0 All Employees wearing either protective or corrective eyewear:
 - 4.1 In the event an employee loses his/her eyewear; Production will shut down immediately.
 - 4.2 The next 15 minutes worth of finished product will be restricted or put on HOLD.
 - 4.3 All debris or pieces of the eyewear will be accounted for and properly disposed of.
 - 4.4 An immediate sanitation cleanup is ordered for all equipment and/or surfaces that were contaminated.
 - 4.5 All equipment and/or surfaces must be inspected by a qualified individual before Production can start up.
- 5.0 An in-plant inspection is done monthly to make sure that all potential Glass, Brittle Plastics, White Porcelain and like materials are controlled and/or inspected.

Pallet control:

The delivery of pallets requires that all pallets are to be inspected.

- 2.0 This involves using a flashlight and inspecting the entire stack, from top to bottom and in between the upper and lower boards.
- 3.0 The inspection **MUST** be complete before the pallets are stored on site.
- 4.0 Pallets are to be rejected if any of the following conditions are identified:
 - 4.1 Bird/animal droppings.
 - 4.2 Insect infestation, i.e. spider webs, insect carcasses, etc.
 - 4.3 Odors or foul smells, i.e. petroleum based products, fish, cleaners, etc.
 - 4.4 Excessive stains, i.e. paints, oils, any petroleum products, etc.
 - 4.5 Pallets in poor condition, i.e. missing/loose boards, excessive exposed nails, pallet height, etc.
 - 4.6 Pallets that contain weeds, vegetation, dirt, gravel, etc.
- 5.0 All of the information is to be recorded on the Pallet Inspection Log and includes the following information:
 - 5.1 ***Date:*** Date of delivery
 - 5.2 ***Acceptable:*** Yes or No
 - 5.3 ***Comments:*** Includes any information regarding the condition of the pallets and any reason if pallets are rejected. The source of the pallets shall also be listed.
 - 5.4 ***Initials:*** The individual who completes the pallet inspection shall initial the log.
- 6.0 The completed Pallet Inspection Log sheet will be submitted to the SQF Department.

Metal Detector:

Each production line is fitted with a Metal Detector. This process was established to detect and all elements acquired through various areas of production.

Prior to each production day the sensitivity levels on all metal detectors will be preset, tested with samples, and logged in the Metal Detector Log as per CCP requirements.

Pre-operational inspection:

- 1.0 A pre-operational inspection will be performed at the startup of all production lines on a daily basis.

Foreign Matter Contamination Incidents:

1.0 In the event any product becomes contaminated from a glass breakage incident, metal presence, or any other foreign matter, the product will be handled according to Mascot, Inc. 2.4.6 Non-conforming Product or Equipment Procedure.

Responsibility:

SQF Practitioner or Food Safety Manager is responsible for conducting a monthly Glass Inspection.

QA Department is responsible for conducting hourly metal detector audits.

Line Supervisor is responsible for inspecting the line and completing a daily pre-operation inspection form.

Shipping/Receiving Department is responsible for conducting pallet inspections.

Reference: SQF Code 7.2

Records:

Daily Pre-Operation Cleaning Inspection Form

Metal Detector Audit

Glass Inspection Checklist

Pallet Inspection Log

<u>Document History of Changes / Amendments</u>	<u>Date</u>	<u>Name</u>
Procedure created to meet SQF Code, 7.2 Edition requirements	April 20, 2015	Amy Vizcarra