





SOP Reference #: **SF001 Broken Glass Policy**

Operation/Task:	Handling glass in production areas			Equipment:	All production
Owner:	Quality Manager	Date Created:	11/12/2021	Department:	Quality Systems
		Revision History:	See last page		

ALERTS (see below): Critical Step  Quality Check  Tip  Team Safety 

Purpose: This SOP/work instruction describes the process for handling glass breakage on shop floor

Step #	Alerts	Step Description - "What to Do"	"How to Do it"	"Why to Do it"
1.		Glass containers of any type are not allowed in production areas.	Constantly inspect and remove glass items from production floor	To remove the possibility of broken glass accidents in the production areas. Glass is a contaminant that must be kept out the production stream.
2.		<p>Light bulbs must be stored away from production processes and properly stored in original packaging (with identifying label intact) until used.</p> <p>Light bulbs are to be replaced only after product is removed from work area beneath the fixture where the bulb is being replaced.</p>	Light bulbs can only be stored in designated areas.	To prevent potential introduction of glass contaminants into production stream.

3		If glass breakage occurs, follow these steps:	<ol style="list-style-type: none"> 1. Stop all production in the infected area 2. Remove live product from infected area 3. Inspect live product for possible glass contamination. <ol style="list-style-type: none"> a. If contamination occurs, clean area of all visible contaminants b. Inspect product for additional contamination. c. Remove all potentially contaminated product from live work. Write a NC product report for any product removed from production stream. 4. Clean infected area of all contaminants after work is removed from area. 5. Call manager to inspect cleaned area. 6. If approved by manager, reintroduce remaining inspected product to production area and resume work. 7. Complete a glass breakage report record (SAF012) and return it to your supervisor 	Broken glass is a serious concern for customers in the health care and food industries. We must make every effort to keep our products free of all contaminants
	<input checked="" type="checkbox"/> <input type="checkbox"/>			

Notes: Glass is considered a contaminant in the medical device and food industries and must be recognized as such by production teams.

Definitions: None

Revision History	Description of Changes	Requested by	Date
Rev 0	First posting to intranet	Dean Milinkovich	11/12/2021

CI035

Rev. Date 4/20