



Glass Policy

Any kind of glass entry to the plant is strictly forbidden. Glass materials are only kept in the laboratory. All glass kept in the laboratory are coded and their weights are listed by a Quality Assurance Engineer and controlled on a weekly basis. It is forbidden for anybody to bring these materials in to the production area.

Any existing glass in the factory, like windows and doors must be coded and registered and a daily inspection must take place to ensure there is no breakage. Any lights in the production area must be covered with hard plastic to prevent any spillage in the event of a breakage.

Should, during daily inspections , a glass in any area of the factory is seen to have been broken, A CERTIFICATE OF BREAKAGE is prepared . This certificate indicates what happened, when it happened, who discovered the breakage , in which area is the broken glass, the effected material , who is responsible for cleaning, is the area cleaned and if so at what time, is the product affected and if so, whether the production is stopped or not.

When breakage happens, pieces of broken glass must be carefully removed with a special red brush and dustpan, weighed , a sample kept, and afterwards destroyed . Any affected product must be destroyed immediately.

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