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	Prepared by: Quality Systems Coordinator Sign:	Revision No: 00
	Reviewed by: QAE Manager Sign:	Status: Current
	Authorized by: Operations Director	Issue Date: 17/07/06

#### 1. PURPOSE

- To avoid product contamination by foreign materials during receiving, processing, storage and distribution of product.

#### 2. SCOPE

- This procedure covers foreign materials control during receiving, processing, storage and distribution of product.

#### 3. ABBREVIATIONS

- SZL - Schweppes Zimbabwe Limited
- GMP - Good Manufacturing Practices
- FO - Foreign Objects
- MB- Multi-barrier
- QAD - Quality Assurance Department

#### 4. RESPONSIBILITY

**Engineering Manager** is responsible for:

- Ensuring that repair debris is removed after equipment maintenance. Ensuring that contractors remove their contraction and repair debris
- The repair and maintenance of equipment used to control entry of FO e.g. positive ventilation system
- Ensuring that proper material is used during equipment repair e.g. avoiding use of wires or strings

**Stores Controller** is responsible for:

- Receiving raw materials from suppliers and informing QAD for incoming inspection tests
- Ensuring that housekeeping is done in all raw materials storage areas under his/her custodian and are kept free of FO.

**Lab Chemist** is responsible for:

- Conducting FO incoming inspection for raw materials.
- Approving and releasing raw materials before use

**All HODs** are responsible for:

- For ensuring that all raw materials, products and equipment in their areas are kept free of FO and good housekeeping standards.

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- Implementation of this programme in their respective departments.

## 5. PROGRAM

### 5.1 Raw Materials FO control

- Incoming raw materials are inspected for foreign materials which include stones, pest evidence, glass and dust. Incoming inspection is done according to procedures *SZ-QA-OP-01*, *SZ-QA-OP-02* and *SZ-QA-OP-08*
- Storage areas for raw materials are enclosed with controlled access.
- Area are kept free of FO also as per *Housekeeping procedure, SH-HCP-OP-01*
- Preforms and blown bottles have a primary and secondary packaging. Refer to *Storage and Handling of Packaging Materials, Preforms and Blown Bottles procedure, SZ-QA-OP-21*
- Half-used ingredients and additives are covered and sealed with a tamper evident seal and.

### 5.2 Water Treatment, Syrup Manufacture & Bottling FO control

- Water treatment, syrup mixing tanks and hoppers used have covers on top. Covers for equipment not use are kept closed.
- In-line strainers and filters are used for syrup and treated water filtration. Strainer and filters sizes is as shown below:

Section	Strainer/Filter size	References
Water treatment	- 10microns - polishing filter - MB system	- BO-RQ-210 - Water Treatment Procedure, SZ-MN-OP-10
Simple syrup	60mesh - simple syrups	Simple Syrup preparation, SZ-MN-OP-02
Final syrup	- 100mesh for syrups - 15mesh for pulp-containing products	- BO-RQ-200 - Final Syrup Preparation, SZ-MN-OP-03
Bottling	- air conveyors 0.5microns	- Manufacturer' manual - BO-RQ-200

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- Conveyor/equipment covers and light covers equipment is made of shatterproof materials and without loose ends.
- Rinsing is done to all bottles before filling as per *Container Rinsing procedure, SH-MN-OP-13*. In case of a breakdown, unfilled bottles after container rinsing are removed before restarting line. In case of a shutdown, all bottles are removed from line.

### 5.3 Production Shutdowns FO control

- All unused and half-used raw materials are covered or sealed after production shutdowns and returned to their designated storage areas
- Product-contact equipment used during the production run is cleaned and covered after use.

### 5.4 Personal Objects.

- Refer to *Personnel Hygiene PRP, SH-HCP-PR-07*

### 5.5 Plant Maintenance, Upgrades and Construction

#### A. Construction/Upgrades

Construction area are demarcated or enclosed to avoid product/equipment contamination. Contractor is responsible for removal of their construction and repair debris

Any product or raw materials are moved to a distance which will not contaminate the products/raw materials

After construction, the assigned operator, supervisor is responsible for inspection of equipment/raw materials for FO before use.

#### B. Plant Maintenance

Use of wires, strings and rubber bands for temporary equipment maintenance is not allowed.

Artisans are responsible for removal of all repairs and maintenance debris before machine use. Artisans are trained on clean-as-you-go.

## 6. TRAINING

- All personnel involved in implementation of this programme will be trained as per Training Program SH-CP-PR-03.
- Re-training and/or document review will be done to areas where implementation of this programme is not being followed.

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**7. CORRECTIVE ACTION**

The QAEM will take corrective action if this programme is found to be ineffective. The corrective action may include:

- Retraining of associates
- Revising the programme

Any corrective action is done as per Corrective Action programme SH-CP-PR-05.

**8. RECORDS**

In the course of implementing this programme, all records generated shall be maintained as detailed in the Record Keeping Program SH-CP-PR-06.

**9. REFERENCES**

This programme addresses requirements:

- i. BO-RQ-770
- ii. SABS 049 "Food Hygiene management"