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PURPOSE: The purpose of this procedure is to ensure appropriate risk assessments, preventative measures and controls are in place to prevent foreign body contaminants entering products. Specific control over glass and glass like material, metal and plastic is required and a suitable complaint investigation and trend monitoring system is in place.

RESPONSIBILITY: The Department Manager is responsible for ensuring this procedure is communicated and adhered to by all staff.

The following manuals must be followed when implementing Foreign Body Prevention manual:

- Glass Contamination Prevention
- Metal Contamination Prevention
- Plastic Contamination Prevention
- Customer Complaints Management

INSTRUCTIONS:

IDENTIFICATION OF POTENTIAL FOREIGN BODY HAZARDS

The Internal Auditing system will be used to identify potential foreign matter hazards as part of the site HACCP system. Necessary corrective action needs to be carried out quickly and effectively.

1. Appropriate measures are in place to remove any foreign body contamination from incoming raw materials.
2. Workforce practices will be monitored and action taken to eliminate potential for food contamination by unacceptable techniques or neglect.
3. Manufacturing and cleaning equipment will be monitored to ensure that its condition does not give rise to contamination hazards. Where it is appropriate, contamination hazards will be identified by dismantling and inspecting production and packing equipment.
4. The structure and fabric of the building are maintained to prevent any form of foreign body contamination.

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ELIMINATION OF POTENTIAL FOREIGN BODY HAZARDS

1. Once potential foreign body contaminants or points where contamination could occur have been identified, action will be taken to permanently eliminate the hazards, or to put into place appropriate control systems.

MONITORING SYSTEMS

1. Where it is impossible to permanently eliminate potential hazards, appropriate systems must be put into place to monitor, at an appropriate frequency, that HACCP controls remain effective. This will involve the following types of checks:
 - Pre-start line checks against an inventory of identified hazards
 - Audits of glass and hard plastic components
 - Conveyor belt checks for fraying/damage
 - Engineers checks on critical elements of equipment e.g. condition of bearings, points of likely abrasion due to metal on metal contact, oil seals utensils, product containers and small consumable items
2. All such checks will be fully documented together with details of any necessary corrective action taken.

MANAGEMENT RESPONSIBILITY

1. A nominated manager will be responsible for ensuring that foreign body prevention control systems are effective. Preventive actions will be taken within a reasonable and practical timeframe.
2. Customer complaint information, findings from internal audits and the results of pre-start line checks etc, will be used to challenge the effectiveness of the management system.

TRAINING

1. Prevention of foreign body contamination will be included in training programmes.

MONITORING:

Regular audits / inspections of manufacturing areas and controls must be in place to ensure that procedures are effective and working.

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VERIFICATION AND RECORD KEEPING:

Regular audits / inspections of manufacturing areas and controls must be in place to ensure that procedures are effective and working.

Internal audits records must be completed, which will include:

- non-conformances
- corrective action
- responsibility
- date of completion

RECORDS APPLIED TO THIS PROCEDURE:

- Internal Audit records
- Customer Complaints log
- Customer Complaints records

DOCUMENTATION RETENTION:

The records applied to this procedure are to be kept on file for a minimum of 3 years.