



Glass Policy Verification

Glass Policy Verification

Glass Policy Verification Audit	
Auditor Name	
Date	
Site Standards	Audit Findings
Are all employees including agency staff, visitors and contractors familiar with and follow the Glass & Perspex Policy?	
Is the use of glass on the manufacturing site minimised?	
Wherever possible are alternative materials to glass used?	
Are all personnel prevented from taking glass into production areas?	
Is there a comprehensive list of all glass (and glass-like materials) in each department for all factory production areas?	
Are these items checked every day by the Supervisor responsible for the department at the start of production and at the end of production to ensure they are not damaged?	
Are the results of the inspection recorded on a Glass Register and signed off?	
Is any breakage of glass occurring reported and dealt with immediately using the glass breakage procedure and record?	
Is glass used on food vessels such as 'sight glass' in viewing ports and vessel level indicators replaced where possible with suitable alternative materials which are capable of withstanding the production process?	
Where glass cannot be replaced due to process pressures and temperatures, is it 'toughened' and conform to international standards?	
Are glass components which are present in equipment such as temperature recorders and clocks replaced with suitable non-brittle alternatives?	
Are mirrors where permitted outside of production areas made of non-glass material or covered in a security film?	
Are internal or external glass windows present in production areas, raw materials, finished goods and packaging stores; engineering workshops replaced or made of toughened glass	

Document Reference **Glass Policy Verification**

Revision 1 11th May 2017

Owned by: Technical Manager

Authorised By: General Manager



Glass Policy Verification

Are all records signed and dated by the Manager of the department concerned and retained for a minimum of one year by the Technical department?	
Do all employees understand that they are required to report immediately to management any broken or damaged glass, resulting in the glass breakage procedure being followed and a glass breakage record being completed?	
Do the above requirements apply to any location on the factory site, and also include any damage to security film which has been applied to glass surfaces?	
Is any breakage of glass lenses in spectacles treated as a glass breakage incident?	
Do any broken glass components on processing equipment such as unavoidable 'sight glass' or another glass breakage incident which could in any way have affected any products result in production being stopped immediately?	
Are all products which may have been affected quarantined and clearly labelled?	
Where the exact timing of the breakage is not known, are systems followed to ensure the tracing, isolation and holding of all products manufactured since the last satisfactory glass check was recorded?	
In the case of a breakage is the area and all equipment involved in the breakage incident isolated immediately (cordoned off) and thoroughly searched for any glass fragments?	
Are all glass fragments removed immediately from the area for safe disposal?	
Is dedicated colour coded cleaning equipment provided for glass breakages?	
Is dedicated colour coded cleaning equipment provided for glass breakages used on a once and disposed of after use?	
Is production equipment which may have been affected dismantled for in-depth inspection and cleaning?	
Are broken or cracked windows removed from the outside, with heavy duty polythene sheeting taped to the internal wall surfaces to prevent glass splinters falling into factory areas?	
Is the glass replaced with a suitable alternative material?	
When the area has been declared free of glass, is the Glass Breakage Record completed and signed-off by relevant Senior Management to formally clear the area prior to recommencement of production?	
Is product from the incident area only dispatched if cleared by	

Document Reference **Glass Policy Verification**

Revision 1 11th May 2017

Owned by: Technical Manager

Authorised By: General Manager