

FOREIGN OBJECT POLICY

The following objects are prohibited in food handling areas

	Object	Caution
	Any glass incl lighting fixtures, insectocutors tubes	If the glass objects(eg lighting fixtures) can not be eliminated from open food handling areas, they should be guarded, sealed or protected with unbreakable enclosure
	Glass bottles	In cases where decanting from glass bottles is not possible, items packaged in glass should be stored on the lowest possible level of the storage shelves - in dry stores and refrigerators - but prohibited in food handling areas.
	Staples	Should be removed, when found, in the receiving areas. Food supplier should be contacted immediately to change the type of packaging. The staples are strictly prohibited in food handling areas,(eg to hold records together)
	Strings	Should be removed, where found, in the receiving areas. Supplier should be contacted immediately to change the type of packaging.
	Metal objects	The food items should be examined carefully during food handling. In case of contamination: determine the type for contamination (bolts, screws, nails, metal shavings from tin opener, etc.) trace the source of contamination immediately (maintenance works - according to maintenance schedule, not to be carried out during food handling; supplier to examine the source of contamination and eliminate problem)
	Twist ties	Should be removed when found in the receiving area. Supplier should be contacted immediately to change the type of packaging.
	Personal items- hair, nails, earrings, etc	The personal appearance policy should be strictly adhered to. Quality assurance staffs should monitor it on daily basis
	Pen covers	Are not allowed in any food handling areas

APPROVED BY: MANAGING DIRECTOR

SIGNATURE:

