

HEILONGJIANG HENGYUAN	<i>Foreign material control program</i>	No.	HY-CX-SC03-B0-2014
		Version No.	B.0
		Page	7
		Effective date	2014.07.01

1 Purpose

In order to better control the foreign body, to avoid contamination of the product caused by foreign objects, and then lead to the food consumption is not safe, specially set the control procedures.

2 scope of application

Applicable to the company's products storage, processing process may cause the foreign body control.

3 responsibilities

3.1 The production department and the relevant departments are responsible for the implementation of foreign body control.

3.2 supervision and guidance of quality supervision department.

4 terms and definitions

The definition of a foreign body: non derived from all of the food itself, including metal, glass, plastic, sand, thread, paper, wood, wood, hair, paper slag, baskets, gloves, debris, brush hair, insects, etc..

5 specific content

5.1 companies for different foreign bodies, especially the following provisions in order to control the foreign matter to the product safety pollution risk.

Foreign bodies type	The source is easy to produce	The measures should be taken	person liable
----------------------------	--------------------------------------	-------------------------------------	----------------------

HEILONGJIANG HENGYUAN	<i>Foreign material control program</i>	No.	HY-CX-SC03-B0-2014
		Version No.	B.0
		Page	7
		Effective date	2014.07.01

Plastic sheet, slag	Plastic film, woven bag	<p>1, check the use of plastic film / woven bags of the situation is in compliance with the requirements of health</p> <p>2, the process must be used in plastic film / woven bags of products, to pay attention to the inspection of residues;</p> <p>3, the production of residual, broken plastic film / woven bags, to have someone to recover, according to scrap processing, to avoid mixed products.</p> <p>4, the product shall not be cut through the way of cutting the tool to remove bags, to avoid damage to the product mix.</p>	Process monitor, quality inspection
	Plastic basket	<p>1, the new basket should be checked by hand, remove the burr, and then put into use plastic sheet.</p> <p>2, the use of plastic baskets of each brush once, check once, timely replacement of damaged baskets, repair with a burr of the basket.</p> <p>3, the plastic basket on the integrity of its inspection began to use, in the course of each hour for a complete check, after the use of its integrity check and confirm.</p>	Health class

Foreign bodies type	The source is easy to produce	The measures should be taken	person liable
Hair	human body	<p>Into the shop staff to wear a good hat, hair is not exposed. Into the shop before someone to paste the work clothes on the hair. The production of technical secondary school inspection and paste off the hair.</p>	Health class

HEILONGJIANG HENGYUAN	<i>Foreign material control program</i>	No.	HY-CX-SC03-B0-2014
		Version No.	B.0
		Page	7
		Effective date	2014.07.01

All kinds of fiber	Packaging materials, clothing, cotton rope	<p>1, packing materials need to be checked by hand, before entering the workshop to remove all the rope.</p> <p>2, into the shop staff should first clean up the clothes.</p> <p>3, the processing process, the sticky hair staff to check and paste all kinds of fiber.</p> <p>4, remove the bag and cotton rope should be collected in a timely manner and not in unpacking process will be short of cotton rope, or should all paragraphs to collect, before feeding.</p>	Process monitor, operation personnel
Rubber sheet	Latex gloves	<p>a) wearing latex gloves. Check every hour on the integrity of the latex gloves, gloves and timely replacement of damaged, and find the broken part.</p> <p>b) The packaging process does not wear thin or transparent latex gloves.</p>	Process monitor, operation personnel
Sand debris	Floor products	Floor products (raw materials, semi-finished products, finished products) fell to the ground contact or unclean, into the floor products recycling waste treatment.	Process monitor, operation personnel
Flies	Workshop, factory	<p>a) every day to check the pest control facilities. The daily cleaning, eliminate health corner, eliminate flies and insects breeding.</p> <p>b) Factory regular spraying pesticide spraying low toxic.</p>	Health monitor
Glass and hard plastic	1 lamps and lanterns, lamp shade, clock and watch, meter,	<p>1, set up shop in the shop all the glass and hard plastic products according to the provisions of inspection and record.</p> <p>2, if there are broken glass hard plastic products should be promptly reported to</p>	Health monitor and management personnel

HEILONGJIANG HENGYUAN	<i>Foreign material control program</i>	No.	HY-CX-SC03-B0-2014
		Version No.	B.0
		Page	7
		Effective date	2014.07.01

	thermometer 2 windows and door glass, mirror 3 laboratory sampling test tube, alcohol lamp, etc. 4 Employees' glasses or contact lenses 5 Forklift mirrors, headlights, etc	the workshop director, in a timely manner to take measures to deal with(Keep the integrity of the broken glass or hard plastic products, cannot be maintained intact , the involved products are set to non-conforming products). 3.If there are broken glasses , hard plastic products,or lost contact lenses should be promptly reported to the workshop director, in a timely manner to take measures to deal with .	
--	--	--	--

Foreign body type	Source of easy generation	Measures to be taken	person liable
metal wire	Frame, mould	1, the new framework, the mold should be worn edge after the use of. 2, in the production of the framework, the mold carefully check, do not meet the requirements in time for maintenance.	Process monitor, operator
Metal	Knife, scissors, sealing box, steel sheet, metal pen	A) workshop daily knife, scissors, metal pen appliances to issued a recovery record, and check their integrity, for missing or incomplete, to identify the reasons, problems with the processing of products stored separately, reported department to take timely measures to deal with. The use of X - 2, specification.	Process monitor, operator

5.5 plastic slag and sheet control

HEILONGJ IANG HENGYUA N	<i>Foreign material control program</i>	No.	HY-CX-SC03-B0-2014
		Version No.	B.0
		Page	7
		Effective date	2014.07.01

5.5.1 before the operation to check the integrity of the packing bag, whether there is a damaged condition, there is a damaged, you should check whether the integrity of the damaged, plastic slag, tablets may be mixed with the product.

5.5.2 may be mixed with plastic slag, pieces of products, should be segregated storage, artificial selection of foreign objects, to confirm the foreign body after the permit to enter the next process.

5.5.3 in the workshop shall not use the knife to remove the knife, to avoid metal foreign bodies and plastic slag, mixed with products, quality inspection department regularly inspect and remove the package.

5.6 control of glass and hard plastics

5.6.1 all the area adjacent to the production area and the workers wear work clothes may go through the area of the door and window of the glass must be affixed to the protective film, such as the discovery of glass cracks, notify the maintenance personnel immediately after the replacement.

5.6.2 according to the risk analysis results, the high risk of glass and hard plastic items must be film week by hygienists class before the inspection and record. Check if the damage is found, notify the maintenance personnel in time after class maintenance; if there is a defect, according to the provisions of the rectification.

5.6.3 according to the risk analysis results, not the film, weekly by the Department staff to check and record low risk of glass and hard plastic items.

5.6.4 emergency treatment: when the accident occurred when the glass products damaged (light tubes, clothing, etc.), the process monitor should first stop the process of personnel processing,

Designated by the scope of pollution and personnel and report to the workshop director, workshop director of the organization staff to clean up the scene, with a sealed bag or container will be broken

Piece collection is good, and the pollution of the area to clean up, disinfection, to ensure that no residue left. Contaminated products for the disposal of waste, as

To avoid misuse, not with the leftover waste together, shall be destroyed or buried away from the factory. Contaminated personnel out of the workshop to replace the work clothes, work

HEILONGJIANG HENGYUAN	<i>Foreign material control program</i>	No.	HY-CX-SC03-B0-2014
		Version No.	B.0
		Page	7
		Effective date	2014.07.01

Shoes, such as the pollution of the work clothes, work shoes and so on all the waste, if you enter the workshop must be strictly check the health situation, the party can be allowed to continue processing.

The supervisor of this process and the director of the workshop should fill in the report of corrective and preventive action and record the handling of the accident.

5.6.5 lamp replacement operation requirements:

It is strictly prohibited in the production line of the maintenance and replacement of the lamp, must be at the end of the production maintenance.

The lamp tube can only be repaired and replaced by the maintenance personnel, and the working personnel in the workshop may not participate in the process.

The new lamp, in the demolition of all the packaging before the shop can be brought into the shop for replacement.

The demolition of the old lamp, install a new lamp, and check the protective cover is reliable.

The use of cleaning tools, tools and items with a workshop.

The maintenance of cleaning and disinfection.

5.7 metal control

In order to reduce the possibility of metal incorporation, the production site must control all sharp metal tools, such as knives, blades, etc.. In addition to the production and processing of metal tools must be used, all other metal products are prohibited into the workshop.

5.7.1 all metal tools into the workshop must be in the "tool for the release of recycling records" on the registration, the class needs to count the number of tools, such as the emergence of metal tools and recovery of the number of inconsistencies, the need to immediately report to the director of the workshop to find lost metal tools.

5.7.2 metal tools in the course of the use of broken, broken and other phenomena, the need to complete the collection of damaged metal tools, and will be handed over to the workshop entrance of health workers.

5.7.3 all equipment and metal equipment into the workshop before the use of the maintenance personnel to inspect, the surface shall not have a weld beans, shall not open welding.

5.7.4 equipment and tools in the process of using tohandlegentlyand, not beat, especially Aluminum Alloy soft

HEILONGJ IANG HENGYUA N	<i>Foreign material control program</i>	No.	HY-CX-SC03-B0-2014
		Version No.	B.0
		Page	7
		Effective date	2014.07.01

metal.

5.7.5 the metal gauze and easy to shed parts of the equipment and equipment should be regularly inspected and found that the damage should be repaired and replaced in a timely manner.

5.7.6 all products must be approved by the X ray detection, see "X machine procedures".

5.8 other foreign body control see "PRP", "pest control program", "equipment, facilities maintenance procedures" and other documents.

5.9 corrective measures

Found tools lost or damaged, immediately to the scene to find, if you can not find lost items or defects, or to find the defect of the parts to be small, the need to report to the workshop director and QC department.

Quality inspection department according to the situation, will be affected by all products should be isolated and treated following delivery:

- Is by hand to the X light detection process supervision, out of foreign body removed from the products, and the original defect alignment tool.
- for the scene to find, inspection is not found, reported to the leadership of the company, the record, the necessary inform customers and stakeholders.6 related records

6 related records

"Collection and recycling of industrial equipment records"

"The distribution of glass hard plastic"

"Glass hard plastic inspection records"