

Foreign Material Control SOP

Foreign material is defined as anything not from a plant or animal source such as metal, glass, wood, plastic, rubber, and steel. Extraneous foreign material in food products is a physical hazard that must be addressed quickly and in the most detailed manner possible to prevent any other contamination.

Purpose

To ensure that proper policies and procedures are in place to address a foreign material incident and prevent further contamination if incident does occur.

Scope

This procedure applies to foodservice employees who prepare or serve food.

Key Words

Foreign Material, Cross-Contamination, Physical Hazard

Instructions

1. When foreign material is found in the product, the following necessary precautions are taken to include but not limited to:
 - a. Conducting a thorough investigation of the incident. Segregate all affected products, discard if determined unsafe and record on discarded product log.
 - b. Forming a clean break between possible affected products and any other product that may be produced during the same production period by performing a full clean-up to all areas possibly affected by the contamination.
 - c. The cause of the contamination is discovered and necessary precautions rendered to prevent re-contamination.

- d. Each foreign material incident will be documented on the foreign material report form. The form will have all pertinent information pertaining to the finding (Ex. Date, product code / description, time of finding, etc.) documented on it.
 - e. All of these records will be kept in the quality assurance office.
2. Additionally, all incoming raw materials will be evaluated at the time of arrival for any possible adulteration of the product. If any product is deemed unacceptable for any reason (improper temperature, torn boxes / bags, etc.) it will be returned to the vendor / supplier. Any returned product will be documented on the receiving log.

Monitoring

- 1.

Corrective Action

- 1.

Verification and Record Keeping

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Date Implemented _____ By _____

Date Reviewed _____ By _____

Date Revised _____ By _____