



# Control of Brittle Materials Verification

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Control of Brittle Materials Verification Audit	
Auditor Name	
Date	
Site Standards	Audit Findings
Are all employees including agency staff, visitors and contractors familiar with and follow the brittle material procedure?	
Is the use of brittle material on the manufacturing site minimised? Wherever possible, are alternative materials to brittle material used?	
Is brittle material prevented from being taken into production areas by staff?	
When it is impossible to replace a brittle material, is a comprehensive list of all brittle materials in the factory production areas, compiled on a departmental basis?	
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 brittle material register and signed off?	
Is any breakage of brittle material reported and dealt with immediately using the brittle material breakage procedure and record?	
Does any person who finds any breakage report it directly to a Manager?	
Is brittle material used on food packaging 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?	

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brittle material breakage record being completed?	
Does this apply to any location on the factory site, and also includes any damage to security film which has been applied to brittle material surfaces?	
Do any broken brittle material components on processing equipment such as unavoidable 'sight glass' or another 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, is there tracing, isolation and holding of all products manufactured since the last satisfactory check was recorded?	
Is the area and all equipment involved in the breakage incident isolated immediately (cordoned off) and thoroughly searched for any fragments? Are all fragments removed immediately from the area for safe disposal? Is dedicated colour coded cleaning equipment provided for breakages? Is this equipment used on a once only basis and disposed of after use?	
Is production equipment which may have been affected dismantled for in-depth inspection and cleaning?	
When the area has been declared free of fragments, is the brittle material breakage record completed and signed-off by relevant Senior Management to formally clear the area prior to recommencement of production?	
Is all product from the incident area only dispatched when cleared by Senior Management?	
Are all brittle material breakages in areas remote from storage and production areas such offices, canteens, where it is not possible that products could have been affected, cleared and a detailed inspection of the surrounding area conducted immediately?	