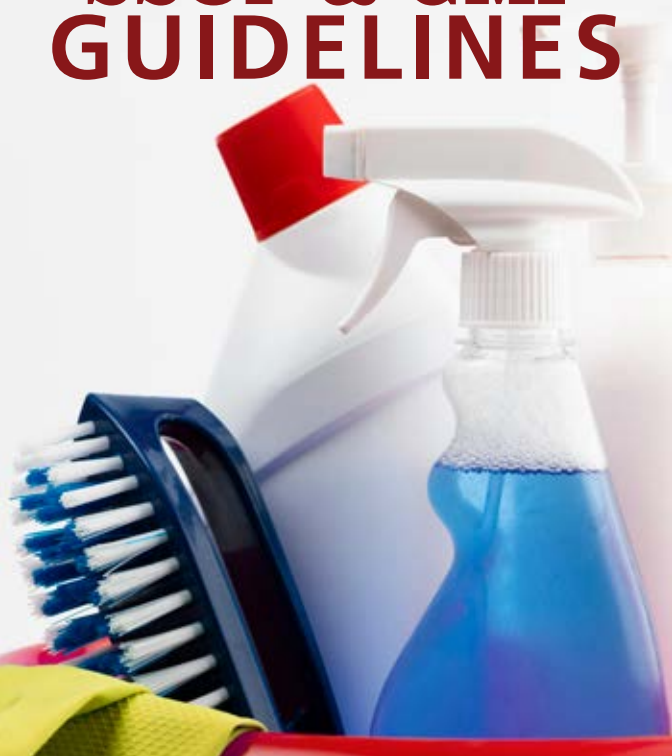




SSOP & GMP GUIDELINES



What is an SSOP?

Sanitation Standard Operating Procedures (SSOP) are the specific, written procedures necessary to ensure sanitary conditions for food processing. It is a step-by-step description of cleaning and sanitizing procedures that states who, what, when and how the cleaning and sanitizing is done.

The purpose of the SSOP is to provide detailed description so that employees can perform the task correctly, and take effective health measures.

CLEANING is the removing of physical contaminants such as soil, food, and dirt particles.

SANITATION is reducing the number of disease causing organisms to safe levels.

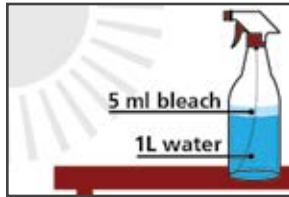
OBJECTIVES OF SSOP:

- 1 Describe the sanitation procedures to be used in the business
- 2 Create a schedule for sanitation procedures
- 3 Provide support in monitoring program
- 4 Encourage prior planning to ensure that corrective measures are taken when necessary
- 5 Identify trends that can prevent recurrent problems
- 6 Ensure that all employees understand sanitation
- 7 Provide a consistent training tool for employees
- 8 Demonstrate commitment to buyers and inspectors
- 9 Continuously improve sanitation practices and conditions in the business

Cleaning and sanitizing programs are main components of SSOPs and GMPs. Sanitation, monitoring and record keeping is mandatory for eight key areas of both SSOPs and GMPs.

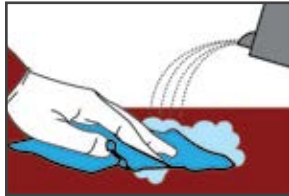
STEP 1

Mix fresh each day.



STEP 2

Clean dirty surfaces with detergent and water



STEP 3

After cleaning, spray thoroughly with bleach mixture.



STEP 4

Let air-dry for two minutes



8 KEY SANITATION CONDITIONS MUST BE COMPLIED WITH:

CONDITION 1

THE SAFETY OF THE WATER THAT COMES IN CONTACT WITH FOOD, FOOD CONTACT SURFACES, OR IS USED IN THE MANUFACTURE OF ICE

Always use potable water for cooking, drinking, to wash foods, to make ice, to clean utensils, containers and equipment.

CONDITION 2

THE CLEANLINESS OF FOOD CONTACT SURFACES

Surfaces that have contact with human food are tables, utensils, knives, cutting boards, hands, gloves, aprons etc.

If gloves are to be utilized, it should be designed for the purpose, intact and easily sanitized if necessary. The use of single-use disposable glove is preferred.

Ensure to always monitor:

- Condition of the food contact surfaces
- Cleanliness of food contact surfaces
- Type of sanitizers used
- Gloves and aprons which comes in contact with food are clean

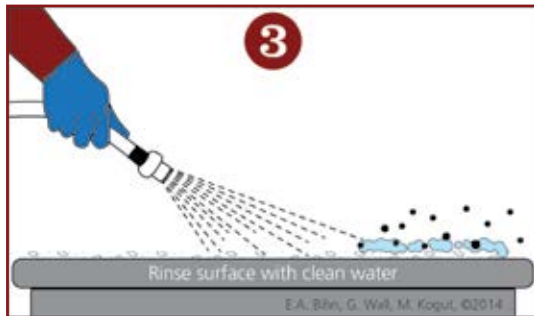
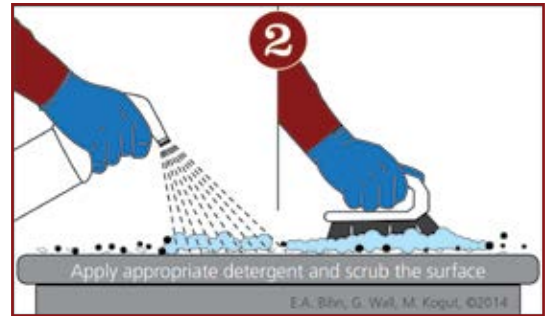
Requirements for good food contact surface:

Only use food contact surfaces such as:

- Resist leaching - no leaching of chemicals
- Non-absorbent - does not absorb water
- Resist corrosion - resists from rusting
- Can be cleaned and sanitized easily
- Smooth surfaces

Always avoid food contact surfaces such as:

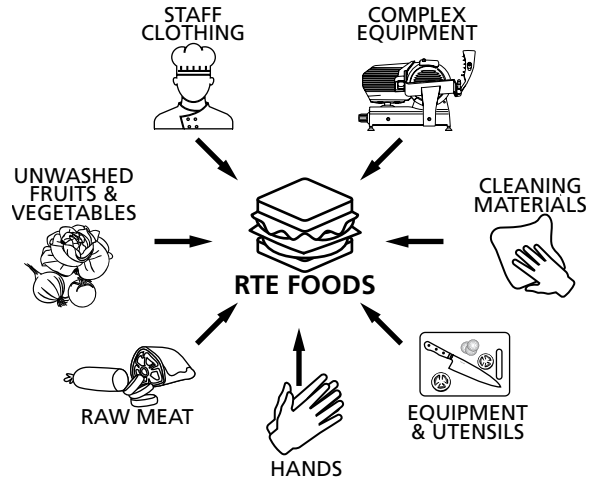
- Wood - can contain bacterium
- Metals - can contain iron and become rusty
- Brass - inconsistent rust resistance



CONDITION 3

PREVENTION OF CROSS-CONTAMINATION from unsanitary objects to food, food packaging materials, and other food contact surfaces (including utensils, gloves, other outer garments), and from raw to cooked product.

Cross-Contamination is the transfer of biological or chemical contaminants to food products from raw foods, food handlers, or the food-handling environment.



DAILY PREVENTION PRACTICES

Adequate separation of raw and cooked or ready-to eat product handling activities

Adequate separation of products in storage

Food handling or processing areas and equipment adequately cleaned and sanitized

Employee hygiene, dress and hand washing practices

Employee food handling practices and utensils

POOR EMPLOYEE PRACTICES

Handling raw product, then handling cooked product

Working near or on the floor, then handling product

Scratching face, then handling product

Returning from the restroom and not washing hands

Touching door handle, then handling product

CONDITION 4

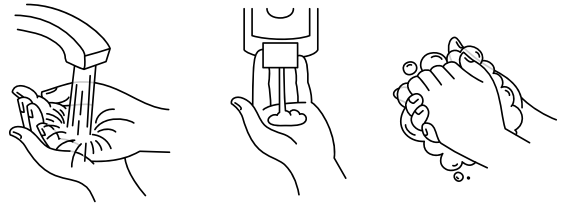
THE MAINTENANCE OF HAND WASHING, SANITIZING, AND TOILET FACILITIES

Ensure that hand washing, sanitizing, and toilet facilities are properly sanitized. The goal of this condition is to support an essential hand washing program to prevent the spread of filth and potential pathogenic organisms in the processing area or to foods. Ensure hand washing stations and toilet facilities are properly cleaned, sanitized and properly supplied.

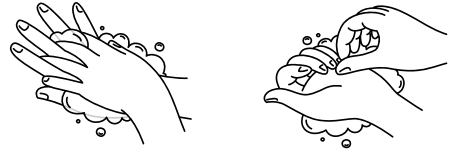
Corrections that can be made:

- Fix or refill supplies in toilets and hand wash stations (toilet paper, hand sanitizer, soap, hand drying tissue)
- Discard or make new hand sanitizer solutions if concentration is ineffective
- Repair nonfunctional toilets and hand washing tops
- Record observations of corrections based on unsanitary conditions

Recommendations for Hand Washing Facility: hand washing facilities must be clean at all times, and should be strategically located near bathrooms and entrances. They must be dedicated to hand washing only, and should contain: a liquid soap dispenser, nail brushes, water, disposable paper towels, waste receptacle, non-hand operating tops or approved air blowers, and hand sanitizing facilities.



Wash with soap and water for 10 seconds



Clean properly between fingers and under nails.



Rinse well. Dry hands with single-use towel.
Use towel to turn off water.

CONDITION 5

PROTECTION OF FOOD, PACKAGING MATERIALS, AND FOOD CONTACT SURFACES FROM CORRUPTION WITH LUBRICANTS, FUEL, PESTICIDES, CLEANING COMPOUNDS, SANITATION AGENTS, CONDENSATE, AND OTHER CHEMICAL, PHYSICAL AND BIOLOGICAL CONTAMINANTS.

- The goal is to ensure that food, food packaging materials, and food contact surfaces are protected from various chemicals and contaminants.

What to monitor/ when to monitor: any possible condition that could contaminate food or food contact surfaces for example: toxic compounds and unsanitary water. This should be monitored frequently to ensure compliance.

CONDITION 6

PROPER LABELING, STORAGE, AND USE OF TOXIC COMPOUNDS

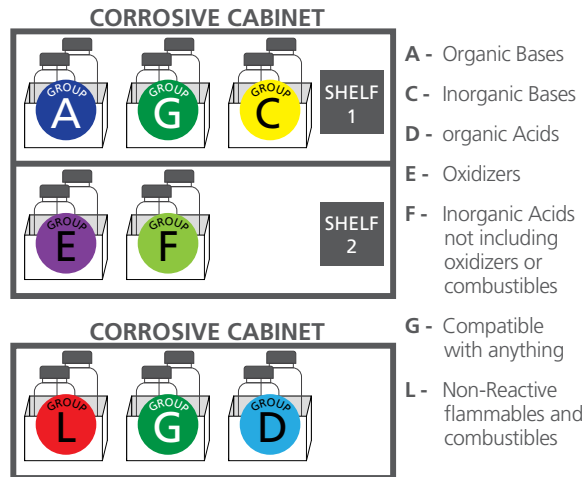
- **Ensure that toxic compounds have proper labeling, storage, and usage-** to ensure that the labelling, storage, and use of toxic compounds are adequate to protect food from contamination.
- Toxic compounds should be properly labelled, stored in a secure location, and used properly

Toxic compound labels:

- Name of compound or solution in container
- Name and address of manufacturers (manufacturing, packaging, and distributing information)
- Instructions for proper use

Proper storage of Toxic compounds:

- Room with limited access
- Keep away from food equipment, utensils and other food contact items.
- Separate food grade from non-food grade



CONDITION 7

CONTROL OF EMPLOYEE HEALTH CONDITIONS THAT COULD RESULT IN THE MICROBIOLOGICAL CONTAMINATION OF FOOD, FOOD PACKAGING MATERIALS AND FOOD CONTACT SURFACES-

Be proactive with controlling employee health conditions that could result in the microbiological contamination of food, food packing materials, and food contact surfaces-

Symptoms and conditions to be aware of in the workplace:

- Diarrhea
- Boils
- Fever
- Dark urine
- Jaundice
- Sore throat with fever
- Vomiting
- Open skin sores/wounds

Management responsibilities concerning employee health

Compliance with company policy for sick leave

Demonstrate an exemplary example

Monitor employees

Provide training

Personnel Responsibilities

Maintain good health

Report illness




Wash hands properly (after sneezing, or coughing)

Be cautious of conditions that might cause contamination

CONDITION 8

EXCLUSION OF PEST FROM THE FOOD PLANT-

Monitor for the exclusion of pests from the food plant- due to many food-borne illnesses being transmitted through pests, the goal of this condition is to ensure that pests are excluded from relevant areas to the workplace. Must ensure that facility is properly sealed.

RODENT	COCKROACH	FLY
		
<ul style="list-style-type: none">• More than 36 diseases• Hantavirus Pulmonary Syndrome• Leptospirosis• lymphocytic choriomeningitis (LCMV)• Plague• Rat-bite Fever• Salmonellosis	<ul style="list-style-type: none">• More than 30 kinds of bacteria• Salmonella• E. coli• Diarrhea• Food poisoning• Pneumonia• Trigger allergies and asthma	<ul style="list-style-type: none">• More than 100 pathogens• Cholera• Dysentery• E. coli• Shigella• Staphylococcus• Typhoid• Tuberculosis

For effective monitoring and exclusion of pests, the team must visually inspect for presence of pests starting from outside the facility. Establish a perimeter working its way into the plant. The goal is to prevent them from getting in inside the facility.

Sanitation Standard Operating Procedures (SSOP)	
3.1. Does the establishment know the SSOP?	<input type="checkbox"/> Yes (Go to 3.2) <input type="checkbox"/> No (Go to Section 4)
3.2. Does the establishment adopt the SSOP?	<input type="checkbox"/> Fully <input type="checkbox"/> Partially
3.3. Check the SSOP adopted in the establishment.	<input type="checkbox"/> Sanitation of facilities, equipment, furniture and utensils <input type="checkbox"/> Pest control <input type="checkbox"/> Tank cleaning <input type="checkbox"/> Health and Hygiene of staff
3.4. Does the establishment use posters or other visual method to guide the execution of the SSOP?	<input type="checkbox"/> of all the SSOP <input type="checkbox"/> most of the SSOP <input type="checkbox"/> of one of the SSOP <input type="checkbox"/> of none of the SSOP
3.5. Are the instructions displayed at a visible spot?	<input type="checkbox"/> Yes <input type="checkbox"/> No
The GMP are not implemented. Check the items which apply to the establishment.	
3.6. The establishment does not know the GMP	<input type="checkbox"/> Yes <input type="checkbox"/> No
3.7. The establishment knows the GMP, but is not aware of how to implement them	<input type="checkbox"/> Yes <input type="checkbox"/> No
3.8. The staff has been trained to the execution of the GMP, but the results have not been satisfactory.	<input type="checkbox"/> Yes <input type="checkbox"/> No

3.9. There is lack of specialized staff to perform the GMP	<input type="checkbox"/> Yes <input type="checkbox"/> No
3.10. Finance resources for this purpose are limited	<input type="checkbox"/> Yes <input type="checkbox"/> No
3.11. Other reasons. Specify	
3.12. Does the establishment adopt another tool to guarantee food quality and safety	<input type="checkbox"/> Yes (Go to 3.13) <input type="checkbox"/> No (Go to Section 4)
3.13. Number the items in the box to the right from 1 to 3, indicating the priority of each item to guarantee safety of the food ordered to the consumer. 1 - low priority 2 - medium priority 3 - high priority	
	() Sanitation of facilities, equipment, furniture and utensils
	() Pest control
	() Buildings, facilities, equipment, furniture and utensils
	() Water supply
	() Waste management
	() Staff
	() Raw materials, ingredients, and packaging
	() Food preparation
	() Storage and transportation of products
	() Display of finished products for consumption
	() Documentation and registration

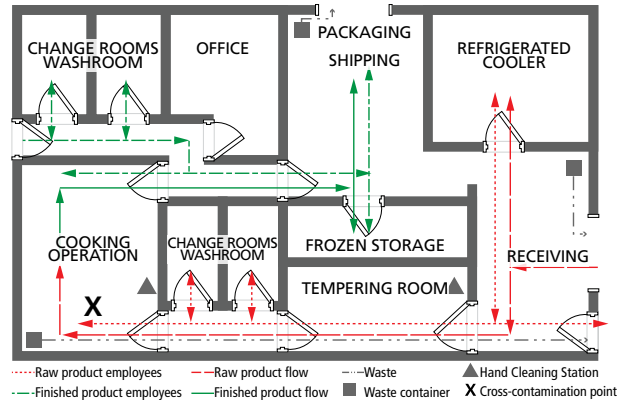
WHAT IS GMP?

Good Manufacturing Practice is a system for ensuring that products are consistently produced according to safety and quality standards. They contain requirements and guidelines for the manufacturing of food products in a sanitary environment.

Purpose: To minimize risks involved in any production that cannot be eliminated through testing products.

There are nine Good Manufacturing Principles:

1. Factory structure and fabrication
2. Storage facilities
3. Process equipment/machinery
4. Personnel standards
5. Food handling practices
6. Quality assurance
7. Pest prevention
8. Cleaning systems
9. Management control



1. FACTORY STRUCTURE AND FABRICATION-

The flow of raw materials, work in progress, finished product, personnel and equipment through the factory should be linear (straight flow). Note: example of a process flow.

- » Key process like bottling, packaging, mixing, cooking should be kept in separate rooms, separating the early dirty part of the process from the later clean stages.
- » Storage of raw materials and packaging must be separated to avoid cross contamination, and must be separated from the product.

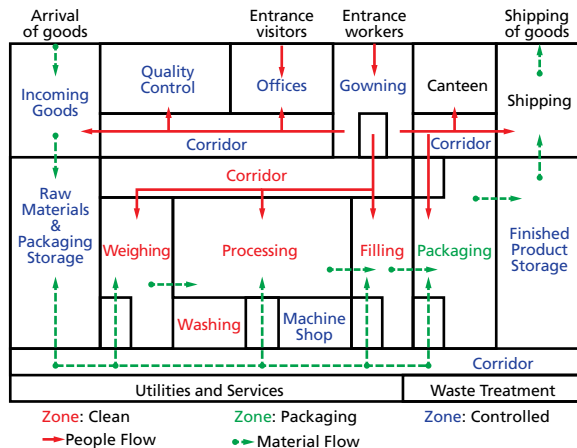
- **Separation of clean & dirty process**
 - » For small, open plan factories, good process flow layout is critically important.
 - » Small facilities can use barriers, color coded equipment, etc.
- **Drainage - good repair, dirty and clean separation**
 - » The capacity of the drains must be sufficient to cope with the maximum process requirements placed on them.
 - » Drains should flow from clean to dirty
 - » There should be no standing pools of liquid. The floors must be adequately drained with the gradient of the floors carefully designed to ensure that all liquids flow towards proper drainage channels.
- **Personnel movement, wash hand basin facilities on entry**
 - » All operatives must enter the factory by a specific entrance, to a dedicated changing area where showering, hand washing and toilet facilities are available.

2. STORAGE FACILITIES-

All materials should be stored off the floor on clean pallets, at least 20 cm away from the wall in order to facilitate adequate cleaning, pest control, and ventilation.

- **Sealed/ proofed loading areas.** All loading areas are required to be sealed and proofed against pests and birds to prevent contamination.

- **Separation of returned or damaged goods**



- **Separation/ separate finished goods facilities**
- **No tainting risks- incompatible goods.** Separate products so that they do not pose risk of contamination to food or food contact surfaces e.g. Packaging and lubricants
- **Capacity of chill storage must be known-** sufficient chill storage must be available for products that require temperature control.

- **Adequate distribution facilities including vehicles-** only clean vehicles are to be used to distribute chill or frozen goods and should only be utilized for this purpose. The vehicles should be capable of maintaining designated temperature ranges.

3. PROCESS EQUIPMENT/MACHINERY

- The design and layout of the factory and equipment must ensure efficient production of safe products, and will allow access for adequate cleaning and pest control.
- A Glass Handling Protocol is required. Glass can be use as partition or doors or as primary packaging medium.
- All process equipment and machinery must be maintained cleaned at all times with the use of approved cleaning and sanitization agents
- All equipment surfaces in contact with food must not have an impact on food being handled. Stainless steel is preferred for food equipment surfaces.

4. PERSONNEL STANDARDS

- All personnel should be adequately trained in food hygiene disciplines and in their particular area of work. Personnel should not be a source of contamination to food or food contact surfaces
- All personnel in food areas are required to wear hair nets, and no exposed jewellery, except a plan wedding band that cannot be removed. Strong perfumes, hand lotions and nail

polish are also to be avoided due to the possibility of taint.

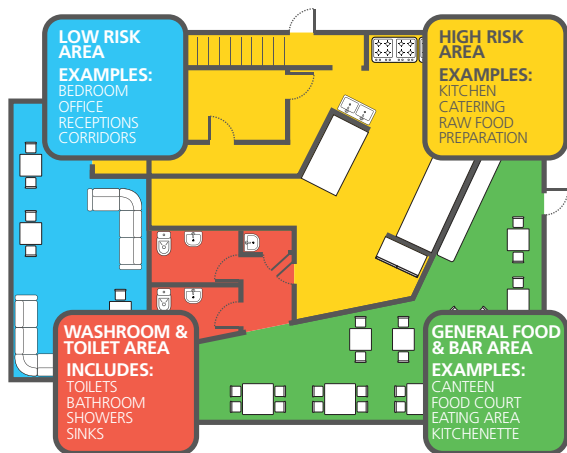
- All personnel who enter production areas must wear clean and protective clothing at all times that is properly washed in-house following proper procedures
- Personnel must ensure that hands and nails are frequently washed, sanitized and kept clean.

5. FOOD HANDLING PRACTICES

- Equipment used in different areas of a factory should be colour coded to prevent risk of contamination. Colour coding your cleaning equipment ensures that there is no cross contamination during the cleaning process, preventing harmful bacteria being transferred around your workplace or premises and to help eliminate the risk of infections.
- All food contact surfaces must be cleaned and kept in good condition:
 - » The colour coding of all equipment forms an important contribution to the prevention of cross contamination.



- » Prevent cross contamination by storing each cleaning areas sanitary products and equipment carefully so that damp mops, buckets, cloth and other cleaning materials do not touch each other. This will prevent the spread of bacteria between cleaning equipment used for colour coded areas.



6. QUALITY ASSURANCE

- The food business operator must have a system of quality assurance to ensure the production of safe, legal and consistent products. This means that the food business operator should maintain a desired level of quality in a service or product, in regards to close attention to every stage of the process of delivery or production.

7. PEST PREVENTION

- The food business operator can either contract the services of an approved pest control organization or must have trained on site personnel for regular inspection and treatment of any infestation of insects, birds or animals.
- It is highly recommended that pest control companies provide a minimum of six visits per year.

8. CLEANING SYSTEMS

- Written, formalized cleaning procedures must be available for every department within the factory.
- Procedures must be Clear, detailed and easy to follow.
- Cleaning must be supervised whether it be carried out by a separate team on a different shift, or by the operators themselves.

9. MANAGEMENT CONTROL

- Management at all levels must demonstrate their moral commitment to producing safe and legal products of the specified quality.
- The food business operator should have a food safety and hygiene policy statement which can be positioned at strategic points throughout the factory.

BELTRAIDE

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