**Baxter Brewing:**

**How to Write a SOP**

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| Author: Merritt Waldron |
| Version: 1.0 |
| Approved By: |
| Effective Date: 06.26.2019 |

**SOP ID: Baxter brewing 001**

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| **Revision summary** | |
| Current - Version 1.0 | Past - Version (last version number) |
| * Document created | |

**Training Documentation**

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| Employee | Trainer | Completion Date | I understand the fundamental principles associated with this task and can perform it effectively as it relates to the condition and safety of myself, others and the product. (employee signature) | Approval (Dept. Manager or DBO) |
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| Author: Merritt Waldron |
| Version: 1.0 |
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| Effective Date: 12.27.2019 |

**SOP ID: Baxter brewing 001**

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| **PURPOSE AND SCOPE** |
| This SOP is written to aid in the development and creation of SOPs. Using this procedure is intended to create uniformity of SOPs between departments, increase value of the resource and aid in readability a reference. |

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| **SAFETY (PPE)** | **EQUIPMENT** | **CHEMICAL** |
| * **PPE is listed here if required** | * Supporting tools and parts should be listed here. Note; the number of tri-clamps and BF valves or things that are inherent to the task that could be covered in training does not belong here. | * List of chemicals needed and specific concentrations |

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| **SAFETY CONCERNS** |
| * Before implementing SOP a hazard analysis should be completed and findings listed here. Learn hazard assessment principles here <https://www.brewersassociation.org/educational-publications/hazard-assessment-principles/> |

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| **REFERENCED DOCUMENTS** | **TIMING** |
| * Reference any other SOPs or tracking documentation associated to complete the task * Hazard-assessment-form | * How long should this task take |

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| **RESPONSIBILITIES** |
| * What are the responsibilities associated with this task and SOP |

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| **PROCEDURE** |

### **Who writes and updates SOP?**

* SOPs can be written and updated by department heads or appointed expert approved by ownership
* All staff is encouraged to suggest SOP improvements to department head or ownership. Suggestion will be evaluated with regards to safety, food safety (CCPs), and quality (QCPs) in that order.

### **Prepare to write the SOP**

1. Map out the higher-level tasks that must be done to complete the task. These high-level tasks will be the bold face type for each part of the task

*Example [Map out how to make a sandwich]*

*Prep work surface*

*Gather ingredients*

*Assemble the sandwich*

*Plate the sandwich*

*Eat the sandwich*

**Write the first draft of SOP**

1. For each High-level task write the steps required for completion.
   1. Use concise language
   2. 🖐USE BOLD TEXT PROCEDED BY THE 🖐 ICON TO DRAW ATTENTION TO CRITICAL CONTROL POINTS (CCP) OR QUALITY CONTROL POINTS(QCP)
   3. 🖉 Use 🖉 icon to point out when and where information should be documented
   4. Refrain from adding anecdotal information that can be conveyed during training

*Example continued. [Map out how to make a sandwich]*

***Prep work surface***

1. *Clean cutting board and knife*
2. 🖐SANITIZE CUTTING BOARD AND KNIFE
3. 🖉record that equipment was cleaned and sanitized

**Gather ingredients etc.**

**Audit SOP draft**

1. With draft of SOP in hand walk through that task step by step
   1. Does the SOP as written accurately represent the order of operations?
   2. Will the task be executed safely and completely as written?
2. Review hazard assessment principles document. <https://www.brewersassociation.org/educational-publications/hazard-assessment-principles/>
3. With draft of SOP in hand print out perform hazard assessment using [Hazzard-Assessment-Form](https://www.dropbox.com/s/72vvv16p3bchwxn/Hazard-Assessment-Form.docx?dl=0). File located in drop box SOP folder.

**Write final draft of SOP**

1. With edits and hazard assessment complete, finish the final draft of the SOP
2. Place it into template. Access template in [dropbox SOP folder](https://www.dropbox.com/s/ar8rr1dj5smgthk/SOP%20template.docx?dl=0)
3. 🖐FILL IN TITLE PAGE OF WITH SAFETY INFORMATION, PUROPSE AND SCOPE, ETC.
4. With SOP in hand perform a final audit to ensure it works safely and completely
5. 🖐GET APPROVAL SIGNED OFF BY DEPARTMENT HEAD OR OWNER

**Train appropriate staff on SOP**

1. With SOP in hand trainer will train staff step by step as written.
   1. Explain not only how but why this SOP and its steps are important
2. 🖐WITH SOP IN HAND SHADOW TRAINEE UNTILL THEY DISPLAY COMPLETE AND TOTAL UNDERSTAING OF THE TASK AND CONCEPTS SURROUNDING IT
   1. This can be accomplished with a train the trainer walkthrough of the SOP
3. 🖉Once training is complete trainer and trainee can sign off on training documentation.
   1. Until training is complete and signed off on staff is not allowed to perform SOP without supervision.
   2. All staff is responsible for ensuring they are trained on the most up to date SOP for all tasks. This is transparently displayed on the affixed training documentation sheet.
   3. SOP updates will be communicated via an email and in department meeting
   4. Management is responsible for prompt training on SOPs and SOPs updates.

**Document control**

* When SOP is created it gets an ID number i.e SOP ID: Baxter brewing Brewing 001
* When an SOP is updated version number is changed
  + Old version gets archived digitally by department in archive folder
  + New SOP gets updated version number and bulleted synopsis of update is displayed in revision summary
  + Old version is replaced with new version in SOP binder

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| **GLOSSARY OF TERMS** |
| SOPs are step by step instructions of any repeatable procedure of any complex but routine duty.  CRITICAL CONTROL POINTS (CCP)- important points the production processes that can prevent the ingress of potential food safety hazards.  QUALITY CONTROL POINTS(QCP)- important points the production processes that can the overall quality of the product. |