



- 3.2.6. Monitor and document non-conformance observation, also known as discrepancy, using the Corrective Action Preventive Action-CAPA Report.
- 3.2.7. Document control, records, and archive.
- 3.3. Sanitation Personnel
 - 3.3.1. Perform SSOPs and quality validations to comply with food safety standards and avoid product contamination within the area.

4. Corrective Actions

- 4.1. Train all personnel on this policy and reference SSOPs
- 4.2. In case of personnel non-compliance with this policy and reference SSOPs,
 - 4.2.1. Conduct investigation and root cause analysis
 - 4.2.2. Take corrective actions, including the re-training of the personnel.
 - 4.2.3. Implementation of the corrective action
 - 4.2.4. Monitoring and validation of the effectiveness of the corrective actions made.

5. Review - Quality

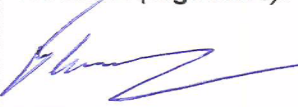
- 5.1. Annual review of compliance to Inspection/Quality Control Area requirements by observing the following:
 - 5.1.1. Online inspection is required.
 - 5.1.2. There is a suitable designated inspection control area.
 - 5.1.3. The inspection area is equipped with hand-washing facilities.
 - 5.1.4. The equipment used in the inspection station does not pose a product safety threat.
 - 5.1.5. Inspected material is suitably disposed of.
 - 5.1.6. Inspected material is not returned to production.
 - 5.1.7. The inspection station is kept clean.

6. History

Revision No.:	Revision Date:	Description of Change:	Originator / Author Name:	Title / Department:
0	20220223	Original	Arnel Ryan	PCQI / Compliance
1	20230921	1. Aligned with the updated program. 2. Updated the Policy, Procedure, Corrective Action, Responsibility, Review-Quality, and Comprehension Quiz	Arnel Ryan	PCQI / Compliance

Requirements:

- (1) The trainee (employee/visitor) has read or received a verbal translation of all or part of the policy, procedure, method, and/or SOP for which they are being trained.
- (2) The trainee has observed a demonstration of the task they are to perform or the procedure for which they are being trained as required.
- (3) The trainee has demonstrated the ability to perform the task with acceptable proficiency and minimal supervision.

TRAINEE (Print Name): DOUGLAS GOMEZ	TRAINEE (Signature): 	Date: 1/26/24	Department: #60
Trainer / Supervisor (Print Name):	Trainer (Signature):	Date:	Department:



- 3.3. Supervisors or department heads and team leaders are responsible to;
 - 3.3.1. Ensure (inspect) and verify this policy and procedure is adhered to and;
 - 3.3.2. Take corrective action to ensure compliance with this policy.
 - 3.4. Quality Department
 - 3.4.1. Validate training and adherence to policy and procedure.
 - 3.4.2. Monitor and document non-compliances or discrepancies using the *Corrective Action Preventive Action-CAPA Report*.
 - 3.4.3. Document control, records, and archive.
 - 3.5. Maintenance
 - 3.5.1. Ensures compliance with the required standards when installing light fixtures.
4. Corrective Action
 - 4.1. Train all personnel in this policy and reference SSOPs.
 - 4.2. In case of personnel non-compliance with this policy and reference SSOPs,
 - 4.2.1. Conduct investigation and root cause analysis.
 - 4.2.2. Take corrective actions, including the re-training of the personnel.
 - 4.2.3. Implementation of the corrective action
 - 4.2.4. Monitoring and validation of the effectiveness of the corrective actions made.
 5. Review – Quality
 - 5.1. Annual review of compliance through observation of the following:
 - 5.1.1. Lighting intensity is sufficient in food processing areas.
 - 5.1.2. Lighting intensity is sufficient at inspection stations.
 - 5.1.3. Lighting intensity is sufficient in warehousing and storage areas.
 - 5.1.4. Light fixtures are shatterproof or protected and pose no threat to product safety.
 - 5.1.5. Light fittings are intact – there is no sign of breakage.
 - 5.1.6. Light fittings are clean and part of a regular cleaning regime.

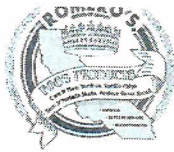
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TRAINEE (Print Name): DANIELAS GARCIA	TRAINEE (Signature): 	Date: 1-26-24	Department: #60
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NAME (Print):

DONALD OAMEZ

Date:

1-26-24

Comprehension Quiz

Direction: Choose the best answer and encircle the letter.

1. When light fittings are suspended from cables, the top of the fitting is sloped at an angle that permits easy cleaning.
☒ A. True
B. False
2. Light fittings in food processing and handling areas are fitted with _____ installed.
A. protective covers
B. shatterproof lights
☒ C. Both A and B
3. All glass lighting is enclosed in shatterproof materials to prevent glass contamination of the product. This includes _____ and shipping areas.
A. operating and warehouse areas
B. packaging areas
C. receiving areas
☒ D. All the above
4. For the safety and comfort of employees, all general light is maintained at 30-foot candles. Inspection areas will be held at _____.
☒ A. 50-foot candles
B. 40-foot candles
C. 30-foot candles
5. Who ensures compliance with the required standards when installing light fixtures?
A. Quality Department
☒ B. Maintenance Department
C. HR Department

UPON COMPLETION – EMAIL TO rfp@interlinkiq.com