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Prepared By

Approved By

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**MARY GRACE A. SUMULONG**  
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### ***Food Safety and Quality Policy***

**KRYOS COLD STORAGE AND LOGISTICS CORP. commits to provide its partners with fully integrated network of quality service and solutions thru:**

- ***Clean, quality well maintained and food safe storage facilities which are 100 percent compliant to government and client requirements.***
- ***Competent, well trained, responsible, reliable, and service oriented team.***
- ***Continuous improvement program based on latest industry trends, latest mandates and operational performance index.***

Signed




**JERRY SUN**  
President/CEO

Prepared By

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## 1. COMPANY PROFILE

### COMPANY OVERVIEW

*Kryos Cold Storage and Logistics Corp. – registered January 25, 2021under Security Exchanged Commission (SEC) with registration number 202110005745-09.*

### VISION

*Our mission is to efficiently manage and optimize warehousing operations, providing innovative solutions tailored to our clients need while ensuring the highest standards of safety, reliability, and sustainability. Through continuous improvement and cutting-edge technology, we aim to be the preferred partner for companies seeking excellence in warehousing and logistics.*

### OUR MISSION

*We envision a future where our warehousing solutions redefine industry standards, setting new benchmarks for efficiency, flexibility, and customers satisfaction. By leveraging advanced technologies and strategic partnerships, we aspire to lead the way in revolutionizing the logistics landscape, empowering business to thrive in a rapidly evolving global market.*


## 2. ABOUT THIS MANUAL

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## 2.1. INTRODUCTION

We believe everyone deserves a healthy lifestyle. This begins with the freshest food guaranteed by the expert handling of raw food materials in facilities that ensure a safe working environment, all while employing a process that ensures the fast retrieval of goods. **“Kryos Cold Storage and Logistics Corp.”** partners with like-minded people and businesses - from big companies to entrepreneurs - who share the same sense of responsibility of providing “fresh” food to others. **“Kryos Cold Storage and Logistics Corp.”** operation must ensure that our activities do not cause the introduction of any food safety hazards in all products stored inside the facility that we handle.

Food-borne illness and food-borne injury can be fatal if not properly prevented. Outbursts of food-borne illness can affect our client trade, consumer confidence and could lead to loss in earnings, unemployment and even litigation. This manual place the firm groundwork for safeguarding **“Kryos Cold Storage and Logistics Corp.”** hygiene and sanitation organization. The controls stated in this manual mainly adopted those that were laid out by the internationally recognized general principles for food hygiene issued by the Codex. Alimentarius Commission, applicable local regulatory requirements as set forth by all regulatory as well as from our valued-customers internal food safety requirements.

## 2.2. THIS GOP MANUAL COVERS THE FOLLOWING:

**2.2.1.** Describe hygiene and sanitation structure and controls that are designed to:

- Avoid food safety hazards that may potentially originate from our activities and other potential sources within the operation.
- Remove potential food safety hazards when detected within operational processes and,
- Minimize the adverse effects of potential food safety hazards if this cannot be eliminated or prevented.

**2.2.2.** Communicate established hygiene and sanitation controls throughout the organization,


**2.2.3.** Exemplify how our management system for hygiene and sanitation function effectively and efficiently.

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**2.2.4.** Demonstrate the adaption of the process approach, identifying the linkages of hygiene and sanitation practices to ensure that:

- Understanding and satisfying our customer requirements, including relevant regulatory requirements related to food safety.
- Processes are well-thought-out in terms of food safety and traceability,
- Process performance, effectiveness, continues improvement are monitored.

**2.2.5.** Define the use of Personal Protective Equipment

- Cold Room Jacket
- Cold Room Trousers
- Bonnet or hairnet
- Face mask
- Thermal boots / Safety Shoes

## **2.3. APPLICATION**

This GOOD OPERATING PRACTICES Manual shall be applicable for all products stored in this facility.

## **3. GENERAL GOP PROGRAM**

### **3.1. GOP ORGANIZATION**

**3.1.1.** The Food Safety Compliance Officer and our Safety Officer shall ensure that an acceptable number of personnel and resources for the effective and efficient implementation of this GOP manual shall be identified, provided, and maintained.

**3.1.2.** Defined responsibility, authority, and accountability with regards to hygiene and sanitation shall be defined in this manual.

**3.1.3.** Organization shall be such that the warehousing processes and the quality assurance / quality control functions are accomplished by different personnel neither of whom shall be reporting to the other. Each shall be given full authority and the responsibility to execute his/her duties effectively and efficiently.


**3.1.4.** All personnel shall be sufficiently trained and be competent with regards to hygiene and sanitation practices.

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### 3.2. Responsibility and Authority

**Responsibility and Approving authority of this GOP Manual are as follows:**

- Reviewer
  - **Kryos Cold Storage and Logistics Corp.** Compliance Officer shall be responsible for the periodic review and update of this document.
- Approver
  - **Kryos Cold Storage and Logistics Corp.** General Manager shall be responsible for the approval of this document.

#### 3.2.1. General Manager:

- Shall be accountable in ensuring the adequacy of resources to effectively implement the management system on GOP.
- Shall be generally accountable for the effective implementation of the GOP Manual.

#### 3.2.2. Food Safety Compliance Officer:


- Shall be responsible in ensuring periodic review of the GOP Manual.
- Shall be responsible in ensuring that periodic assessments are done to determine the effectiveness of the current GOP Manual.
- Shall ensure that all team members are sufficiently trained and are competent in the effective implementation of the management system on GOP. This is in accordance with their functions.
- Shall share responsibility with the Food Safety Manager with regards to deciding and/or making resolutions on issues related to hygiene and sanitation.
- Shall be responsible in ensuring that periodic meetings are done to review hygiene and sanitation performance.
- Shall help the Safety Officer in the periodic review of the GOP Manual.

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- Shall help the Safety Officer conduct periodic assessments of the effectiveness of the current GOP Manual

### 3.3. Education and Training

- 3.3.1. All employees involved in the handling of all products and those responsible for maintenance and cleaning activities in the cold storage areas (including subcontracted personnel, project-employee, casual employee, etc.) shall be trained in hygiene and sanitation practices to the operations they perform.
- 3.3.2. Training shall be conducted by qualified entities.
- 3.3.3. Training in GOP shall be on a continuing basis and with adequate frequency to assure that employees remain familiar with Good Operating 4.2.4. Practices requirements relevant to their functions.
- 3.3.4. Records of personnel training on Good Operating Practices shall be maintained,
- 3.3.5. Employee performance shall be periodically appraised to determine their training needs in relation to Good Operating Practices.
- 3.3.6. Once an employee becomes a regular worker, he/she is provided with a copy of the Company Rules and Regulations (CR&R) manual which serves as their guide on proper conduct to avoid the disciplinary actions corresponding to the various offenses. In cases where the manual is lost, any employee can ask for a new copy of the said manual from the personnel department.
- 3.3.7. Newly hired employees are briefed by the human resource manager on the CR&R before they can start to work at the cold storage and repacking area or even in the office. The cold storage supervisor conducts on-the-job training for the newly hired workers regarding the process specifications on the various sections on which they may be assigned to work.

### 3.4. Plant Design

- 3.4.1. The surroundings of the plant are regularly cleaned, and the drainage system is properly maintained to avoid stagnant water and so as not to attract rodents, insects, or other pests.
- 3.4.2. The janitor or utility person is assigned to do this job. Wastes are segregated into three (3) kinds – biodegradable (red trashcan), non-biodegradable (yellow trashcan), and recyclable (green trashcan). Trashcans are designated for each kind of waste. The janitor disposes the wastes inside the trashcans to the garbage truck (for biodegradable wastes) that collects the garbage every night. Non-biodegradable and recyclable wastes are kept in a designated area until


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they are sold to the scrap collectors every Saturday of the week or as the need arises. The condition of the plant is inspected and recorded in the “*Daily Sanitation Checklist Report Plant Surroundings & Individual Room Areas*” (See Attachment -003).

- 3.4.3.** Delivery trucks, vehicles and refrigerated vans are parked appropriately in their designated areas.
- 3.4.4.** The receiving area is made of concrete materials with high ceilings and with sufficient lighting system. It is elevated from the ground by about one (1) meter to create easy access for transfer of products from the delivery trucks to the landing or receiving area.
- 3.4.5.** The repacking area is also made of concrete materials for the floor and walls, hardiflex ceilings with sufficient space, air conditioning, lighting system and water supply.
- 3.4.6.** Location of the building shall be such that:
  - It is free of unpleasant odors, free from ash and dust.
  - It is not prone to flooding under normal conditions.
- 3.4.7.** Premises, equipment, and facilities shall be designed with the suitable lay-out to ensure that:
  - Potential external sources of contamination are minimized.
  - Internal design and lay-out continually permit good hygiene practices, including protection against cross-contamination,
  - Design and lay-out permit appropriate maintenance, cleaning, and whenever applicable sterilizations to minimize airborne contamination,
  - Surfaces and materials, particularly those in contact with stored products are non-toxic, durable, easy to clean and maintain,
  - Relevant measuring controls (i.e. temperature) remain suitable,
  - There is an effective shield against pest access and harbor-age,
  - Protections in the event of flooding and other potential environmental concerns that may contaminate stored products are occasionally evaluated as to their relevance and significance.
- 3.4.8.** There shall be definite areas for:
  - Storage of cleaning equipment
  - Washing of equipment and other supplementary materials used in the warehousing processes (e.g. crates, forklift, other lifting devices, etc.)
  - Change rooms for internal clothing to maintain their cleanliness and sanitized conditions,
  - Chemical storage,


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- Damaged materials or products
- Canteen or pantry area

### 3.5. Personal Hygiene

The plant management shall take all reasonable precautionary measures to ensure the following:

#### 3.5.1. Hygienic Practices


- All cold storage workers are required to wear head caps to prevent hairs from falling into the products.
- All repacking workers are required to wear mask and apron.
- All cold storage workers are required to wear gloves.
- All workers must wear rubber boots when working anywhere on the plant's premises.
- All workers must pass through the "**Chlorinated Boots Dip Tub**" located at the entrance of the repacking area and cold storage that must have a chlorine concentration of 100ppm minimum, to disinfect boots and to remove solid dirt that might adhere to the bottom and sides of the boots. Replacement frequency of chlorine solution: every 7:30 AM, and 3:30 PM of the day. Responsible: assigned worker.
- Hand-washing facilities are provided at the entrance of the repacking area. Workers must first wash their hands well with water and soap, and then wear them before entering the repacking area. The hand sanitizing procedure is done each time a worker enters the processing area. (*See attachment – 001*)
- Workers are not allowed to wear any jewelry or other accessories that might fall into the food products, and which may cause physical harm or microbial contamination.
- Male workers are required to have a regular haircut, properly trimmed mustache, and no beard. Monthly inspection is done to every personnel. Those who are found to have long hair are advised to have a proper haircut, otherwise they will not be allowed to work in the area on the following day.
- Daily inspection is done by the storage supervisor, to ensure that the workers' nails are well-trimmed, cleaned and not polished. Monitoring reports are recorded in "*Daily Personal Hygiene Checklist*" (*See attachment -002*)
- Lockers are provided for each cold storage worker for their personal belongings.

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- Eating, drinking beverages and other activities that might contaminate food products and food-contact surfaces are prohibited inside the repacking area.
- Eating, drinking, smoking, and expectorating within the receiving, repacking, and cold storage area are strictly prohibited to avoid contamination of food and food-contact surfaces.

#### **3.5.2. Disease control**

- All products stored inside this facility shall be protected from possible contamination during transport.
- All products stored inside this facility handler known to be suffering from, or a carrier of a disease or illness likely to contaminate products handled shall report to the clinic and QA for suitable actions.
- An annual medical examination shall be carried out for all all products stored inside this facility handlers.
- Secure Sanitation clearance from LGU (Health Certificate)

#### **3.5.3. Visitors**

- All visitors entering the cold storage area shall comply with the requirements on disease control and hygienic practices.

### **3.6. Sanitary Operations**

#### **3.6.1. General Maintenance**


- Buildings, facilities, and equipment shall be maintained in a suitable state of repair and condition to:
  - Facilitate all sanitation procedures,
  - Prevent contamination and,
  - Serve its intended purpose.
- Where there is a risk of food contact, food grade materials for maintenance must be used.
- Cleaning should remove scum and dirt that may be a source of contamination and whenever appropriate, application of cleansing procedures.
- Buildings, fixtures, and other physical facilities shall be kept in good condition and shall be regularly maintained and cleaned.
- Cleaners, sanitizers, and other supplies employed in cleaning shall be safe and effective as per their intended use.

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- Cleaning chemicals, sanitizers, cleansers, and other cleaning tools shall be handled in accordance with manufacturer's instructions or Safety Data Sheet (SDS) and stored in a separate location so as not to pose as a potential source of contamination. Acceptable labeling shall be in place.

### 3.6.2. Substances used in Cleaning and Sanitizing

Powder soaps are used in cleaning the equipment in the repacking area.

### 3.6.3. Pests Control

- Storage personnel will inspect the whole facility for the presence of pests. Potential breeding grounds for pests are cleaned. Daily inspection of the plant for the presence of possible pests and insects is also done and recorded in the *"Daily Pest Control Checklist"* (See Attachment-004). MAPECON Company is also contracted to conduct a general pest abatement maintenance program every quarter.
- Pests pose danger to the safety of food products. Pests are normally attracted to locations where there are potential breeding sites and a supply of food. Good sanitation practices shall be in place to prevent the formation of an environment conducive to pests.
- Pest control:
  - Pests (not limited to birds, stray cats and dogs, rodents and flying and crawling insects) presence shall not be allowed in any area of the facility.
  - Suitable control measures for harbor-age, infestation and eradication shall be in place.
  - Monitoring and detection shall be in place.

### 3.6.4. Sanitation of food-contact surfaces

- Processing tables, baskets, weighing scales and other utensils are sanitized with about 50ppm chlorine solutions before and after use. After sanitizing, rinsing of potable water is done to ensure that there is no high residual chlorine left on the food contact surfaces.

### 3.6.5. Sanitation of non-food contact surfaces.


- Non-food contact surfaces such as repacking walls and ceilings are cleaned once a week. Cobwebs and other dirt that adhere to the walls and ceilings and could be a potential source of contamination are removed. Cleaning

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is done after the repacking has been finished. This includes the walls of the sides of the cold storage. This is done by the assigned workers and checked by the storage supervisor or other section supervisors and recorded on *“Cleaning and or Sanitizing Activity Report”*. (See Attachment-005) Cleanliness in the repacking area is monitored daily and recorded in *“Daily Sanitation Checklist Report”* (See Attachment-006).

### 3.7. Sanitary Facilities And Control

#### 3.7.1. Chemical Control

- Control of chemicals shall be in place to prevent these as potential sources of contaminants. Controls shall focus on chemical handling, storage, use and chemical disposal.
- Only approved chemicals shall be maintained for use by the organization.
- Documents such as Safety Data Sheets (SDS) relevant to chemical management shall be secured.

#### 3.7.2. Water Supply

- Bocaue Water District supplies us water and have passed the requirements set by the Philippine National Standard for Drinking Water for microbiological test and physical/chemical analysis qualities.

#### 3.7.3. Plumbing

- Galvanized iron and plastic pipes are installed to carry sufficient water supply throughout the various locations of the plant including the offices toilet facilities. The maintenance personnel perform regular inspection for damage and leakages of the piping system. Damage or leaking portion of the piping system is immediately fixed to prevent contamination of the water supply.

#### 3.7.4. Locker Area

- The locker area is equipped with sufficient lighting system and lockers. The locker area is cleaned every afternoon by the assigned personnel. This cleaning includes removing cobwebs and dirt on the locker to ensure thorough cleanliness.


#### 3.7.5. Toilet Facilities

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- The toilet facility is equipped with self-closing doors, sufficient water supply and lighting system. It is also provided with a hand washing facility.
- The toilet is separated into two, one for the male workers and the other for the female workers. Toilet must be cleaned twice a day by assigned personnel. A sufficient supply of soap is also monitored daily.

#### **3.7.6. Hand Washing Facilities**

- Water faucets and liquid soap dispensers are installed at the toilets, and at the entrance of the repacking area for cleaning purposes. These are well maintained by the maintenance personnel so that they are readily available for use by the workers.

#### **3.7.7. Transportation**

- All products stored inside this facility shall be protected from possible contamination during transport.
- The type of carriages or containers for transport shall be suitable. It should promote the right setting for which it effectively controls the growth of pathogenic or spoilage micro-organisms and the production of toxins in food.
- Carriages and containers provide protection against dust and fumes.
- Vehicles are cleaned and sanitized with water and soap. Please see attached form” *Cleaning and Sanitizing of truck vehicle.*”

#### **3.7.8. Equipment**

- Cold storage doors and sides are cleaned weekly (every Saturday) with water and soap to remove dirt or oil adhering to it. The operator records the temperature readings every hour.
- The cold storage facility is provided with a digital thermometer to monitor the temperature of the facility. Its temperature reading is checked and verified by a temperature data logger installed inside the cold storage. The operator will record the temperature readings in the “*Operation Record of Cold Storage Machineries*” (See Attachment-007)

#### **3.7.9. Quality Control**


- A quality control system shall be established to ensure the prevention of food products contamination. The system shall cover at the least:

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- Conduct of a complete hazard analysis
- Periodic conduct of Internal audits

#### **3.7.10. Recall**

- A system shall be in place to be used when initiating product recall due to food safety concerns.
- Product recall shall be applied in cases wherein the source of contamination was from any MANILA HJR MARKETING CORPORATION process.
- When product recall is initiated, this will be coordinated with the appropriate product owner for the final decision and appropriate actions to take.

#### **3.7.11. Documented Information**

- Appropriate records of relevant activities from the receipt of products to dispatch shall be maintained.
- Retention shall be defined for each record determined to be necessary as evidence of the effective implementation of the GOP management system.

## **4. WAREHOUSING PROCESS AND DISTRIBUTION CONTROLS**


- 4.1.1.** Products are piled and stored on a pallet at the cold storage. The temperature of the cold storage is set to negative twenty (–20) degrees Celsius. The storage temperature is hourly monitored and recorded in the “*Operation Record of Cold Storage Temperature*” (See Attachment-007). The frozen products are maintained in a frozen state.
- 4.1.2.** Refrigerated vans are first checked for cleanliness and sanitation. Monitoring is recorded on “*Refer Van / Delivery Temperature Monitoring Report*” (See Attachment -008). The floor is mopped with fifty (50) parts per million chlorine solution before the finished products are loaded inside it. The refrigerated van delivers to intended customers.
- 4.1.3.** All operations (receiving, inspection, transportation, preparation, packaging, storage, and preparation for dispatch) shall be conducted in accordance with relevant GOP requirements.
- 4.1.4.** Appropriate quality control shall be in place.
- 4.1.5.** All rational protections shall be taken to ensure that all related activities do not contribute to contamination from any source.

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- 4.1.6.** All products stored inside this facility found to be contaminated shall be rejected and reported to the customer.
- 4.1.7.** A hazards analysis shall be applied to identify potential food safety hazards.
- 4.1.8.** All necessary protections shall be executed to ensure that product information and labeling from customers are maintained from receipt to dispatch.
- 4.1.9.** A strong traceability system shall be in place to aid in the effective management of all products stored inside this facility.

## **5. PROPER CONTROL MEASURES IN CASE OF DEVIATION**

### **5.1. No Current Supply**

- The operator will turn on the Generator to provide the electricity needed in Plant Operation. The generator can supply electricity for a long period of time as long as needed.

### **5.2. Food Contamination**

- All contaminated products will be separated into good products the time it is detected.
- All contaminated products will be put in a carton and will be disposed of immediately to a land fill far from residence area. It will be buried six feet below the ground to avoid reuse, recycle and consumption of man and animals.

### **5.3. Failure Of Cold Storage Machineries**

- If the failure of cold storage machineries is for short term (1 to 3 hours) the storage will be kept close to control the increase of temperature. If it is for long term (Major machine defect) the stocks in cold storage will be transferred to adjacent cold storage. In the worst case, if the two cold storage machineries are found to be defective and need a major repair, all the stocks in cold storage will be transferred to twenty – footer refer van immediately and placed there as long as needed. However, preventive maintenance is done to avoid worst case scenarios.

## **6. SYSTEM OF RECORD KEEPING**

- 6.1.** Each form and checklist will be filed up by the assigned personnel in each area.


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- 6.2. Each form and checklist will be collected by the supervisor at the end of the day.
- 6.3. Each checklist and monitoring forms will be filed in each designated folder according to their time and date.
- 6.4. When the forms and checklists are put in their designated folder then it will be filed on their designated shelves according to their code number.
- 6.5. Code numbers are placed in every folder and shelves to easily identify and find each form and check lists.
- 6.6. Each form and checklists are kept on shelves monthly, quarterly, and yearly.
- 6.7. After its monthly, quarterly, and yearly monitoring, it is kept in a cabinet to protect it from water or any insect that can lead to its damage.
- 6.8. The retention date of the files is two years, after that it is properly disposed of by means of burning.

## 7. CORRECTIVE ACTION REPORTS AND RECORDS

- Any defective facilities and equipment, improper practices that are related to good operating procedure (GOP) within the Plant vicinity (Plant surroundings and individual room area) and in Production area (receiving and packing area) are recorded in *corrective action reports* (See Attachment-008). When the necessary corrective action is done it will be recorded in corrective action records. Monitoring, checking, and recording are done by the personnel in-charge every three days or as needed.

## 8. REVISION HISTORY

ECN No.	Effective Date	Rev #	Page # Affected	Details of Change	Originator
000-000	Unknown	00	All	Initial Issuance	Quality Assurance
2024-001	01-March-2025	01	All	Update applicability	FSCO


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