

Housekeeping Standard at the Factory

Our processing, plate freezing and bait storage facilities are one of our most important assets, and thus need to be respected accordingly. Everybody is accountable and responsible for housekeeping at the factory.

ACCEPTABLE HOUSEKEEPING STANDARDS

General

- Everything has its place and everything is in its place
- First Aid Kits are accessible and clearly marked
- Fire exits are accessible and kept clear of clutter
- No pets / animals (other than fish for processing) are permitted to enter the premises at any time.
- Nothing is lying around

Amenities

- All food and related kitchen products are put away in their appropriate places
- Food must not be taken into the bait, plate freezing or processing areas
- All kitchen utensils are washed, cleaned and put away
- Old food is immediately thrown away
- Lavatory and ablution areas kept clean and hygienic at all times
- Lockers and locker area is neat and tidy at all times

Processing, Plate Freezing & Bait Storage Areas

- All tools are returned to their storage area
- All boots, shoes, protective clothing are cleaned after use and stored in appropriate storage facility
- All rubbish is put in the rubbish bin, over flowing rubbish bins are unacceptable
- All waste is removed from the site in a timely fashion and is disposed of appropriately
- All wet waste is removed and placed in steel bins and disposed of daily
- All dry waste is collected, removed and placed into steel skiffs
- All vehicles, driveways and equipment cleaned and washed down
- All walkways, storage and access areas are kept clean and clear
- All drain traps and grates are cleaned and emptied regularly during the day

PREVENTATIVE HOUSEKEEPING MAINTENANCE

We need to keep our factory maintained in an appropriate manner. Our objective is to be proactive and fix and repair before it breaks down.

ACCEPTING ACCOUNTABILITY AND RESPONSIBILITY

The Operations Manager is accountable and responsible for the overall standard of the factory, and needs to lead the team to accept the housekeeping standards of the company. Each worker is responsible for ensuring that his / her personal gear and boots, shoes, protective clothing is cleaned and stored appropriately and for ensuring the overall cleanliness of the area. The Operations Manager is also to make sure that when finishing a day's work, the factory is left compliant with the housekeeping standards of the company.

AD HOC HOUSEKEEPING INSPECTION

The daily Cleaning and Sanitisation Checklist is completed when processing SBT. The Daily Factory Checklist is completed every day for the bait store and plate freezing area.

The Directors, on an ad hoc basis, will inspect the factory, while the General Manager of Tony's Tuna will review the housekeeping on a regular and random basis.

Keep it clean - “look *clean*, feel *clean* and smells *clean*”

Authorising Officer:


General Manager

Date: 27/02/2015