1. **SCOPE**
2. The plant and its immediate environment.
3. **PURPOSE**
4. Ensures that the operations associated with the pre-processing, processing, manufacturing and storage is done under suitable hygienic conditions.
5. **DEFINITIONS**
6. *Sanitation Master Sheet*: A form that is specific to all Cleaning that ensures against the possibility of contamination of production equipment through cleaning and sanitizing.
7. *Sanitation Audit Form*: A form created that supports documentation that all cleaning has been performed, the frequency of the cleaning and the persons responsible for cleaning per the Sanitation Master Sheet.
8. *Verification Database: D*atabase used to capture all verification activities done for cleaning and sanitation.
9. **PROCEDURE**

**Responsibility**

**Food Safety Team Leader/ Quality Officer/ Functional Responsibility.**

Ensures all cleaning activities are done based on frequencies outlined on the sanitation master-sheet and this procedure.

1. Water Quality
2. We ensure that water that comes into direct contact with food or food contact surfaces is derived from a safe and sanitary source or is treated to make it safe.
3. Tijule Co. Ltd. will use the municipal piped supply throughout processing. In addition, the quality officer will take random samples of plant supplies and test chlorination levels as outlined below;
4. *Rinse and fill chlorine cell of test kit to mark with water to be tested.*
5. *Add 5 drops R-0600. Cap and invert to mix*
6. *Match color standard. Record on Sanitation Audit Form as parts per million total chlorine*
7. When water needs to be trucked, a sample will be taken to ensure that the water is potable and contains the correct chlorination levels. These results will be recorded on the sanitation audit form. The water should contain 0.33- 0.5 ppm residual chlorine.
8. Water storage tanks will be cleaned once per quarter with the use of soap, water and power wash. The tank will then be thoroughly rinsed with clean potable water then sanitized before being refilled. This information will be captured on the weekly sanitation form. For weeks where no cleaning is done, N/A (not applicable) will be inserted in the allotted slot.
   1. Pre- operational sanitation
9. All equipment and material handling tools will be cleaned and sanitized prior to starting production.
10. Established Sanitary Procedures for Cleaning and Sanitizing Equipment
11. Where possible the equipment is disassembled. Parts are placed in designated tubs.
12. Product debris is removed.
13. Equipment parts are rinsed with water to remove remaining debris.
14. An approved cleaner (detergent) is applied to parts then cleaned according to manufacturer’s directions.
15. Equipment parts are rinsed with potable water.
16. Equipment is sanitized with approved sanitizer.
17. Where the equipment is not constructed to allow disassembly it is cleaned and sanitized in place in a similar manner as 4.2.2.2-6 above.
18. Cleaning of Cooling Tank
19. Cooling tank is emptied of all water
20. Soap is added to the sides and base of tank
21. A bass broom is used to apply the soap to all surfaces
22. The surfaces are then scrubbed
23. Soap is rinsed from the tank using running water
24. The tank is filled with tap water
25. Add ¾-1½ oz of chlorine to the tank water
26. Water sample is tested by the laboratory to ascertain chlorine level.
27. Adjustments are made if the results are outside of 3- 3.5 ppm chlorine
28. Operational sanitation
    1. Adherence to the operational sanitation includes actions that identify and correct instances or circumstances of direct product contamination which occur from environmental sources (facilities, equipment, pests) or employee practices (personal hygiene, product handling). All establishment records of pre-operational and operational sanitation monitoring, including corrective actions to prevent direct product contamination or adulteration, must be maintained by the establishment for 3 years. If it is noticed during sanitation activities that a bait trap needs to be replaced inform the Food Safety Coordinator or a Quality Personnel. During cleaning and inspection of restroom if there is a unit which is not functional report it to the maintenance department.
29. Equipment and Utensil Cleaning
    * 1. All utensils and surfaces of equipment that come into contact with food during processing are cleaned and sanitized with effective cleaning and sanitizing preparations in the following frequencies:
30. Cleaned and sanitized before the day’s operation begins.
31. Cleaned at midday if necessary.
32. Cleaned at the end of the day’s operations.
33. Jerk seasoning conveyor belt to be cleaned at the end of each week and pulled down and power washed on a monthly basis.

*Note: The process follows the pre-ops steps in 4.2*

* + 1. All areas of processing will be cleaned on a regular basis:

1. Containers are emptied when full. This will consist of removing any build-up of hulls, leaves, culled fruit and other materials. Tubs for collecting the organic debris will be inspected by the Quality Control Supervisor / Production Supervisor / Senior Production Staff prior to start-up.
2. The cutting rooms are cleaned regularly. This consists of removing any build-up of hulls, leaves, culled fruits or segments, seeds, membranes, culled segments and other materials. The tables used for collecting the cut pre-processed material, and the knives used by the workers are inspected by the Supervisor prior to start up. The results are recorded on the Daily Sanitation Audit Form.
3. Process lines for washing, filling, and canning will be thoroughly cleaned and sanitized prior to start up, and after every retorting batch. Food grade alkaline detergent will be used for cleaning, followed by a food grade sanitizer. The equipment will be inspected before start-up by the senior personnel. The concentration of the food grade sanitizer will be checked by the quality control supervisor before it is used. The results will be recorded on a daily sanitation audit form.
4. At the end of the production day, all equipment will be cleaned and sanitized for the next production day. A food-grade detergent will be used for cleaning, followed by a food grade sanitizer. Steam cleaning will be done once weekly for preprocessing and processing contact surfaces. The equipment will be inspected before start-up by the supervisor or his/her nominee.
5. The supervisor will maintain separate wash stations and dips for utensils used in the process.
6. Utensils, equipment and food contact surfaces that have come into contact with the floor, waste or other unsanitary objects, must be washed and sanitized before being used in contact with product.
7. Drums and crates used for storing and transporting ingredients are thoroughly washed and sanitized at the end of the production day, once used.
8. Trucks used to transport raw material, ingredients and packaging should be thoroughly swept, washed, rinsed and sanitized.
9. Trucks used to receive agricultural raw material, must be swept after each delivery and washed weekly or as necessary.
10. Waste trucks should be emptied on a daily basis then thoroughly washed to prevent the growth of bacteria.
11. Daily and Weekly Sanitation Audit Forms are reviewed weekly by the Food Safety Coordinator/ Functional Responsibility.
12. Post operational cleaning (after processing Jerk BBQ Dip)
13. The line staff will wash and rinse utensils and equipment thoroughly using approved detergent.
14. Quality personnel or functional responsibility validates post operational cleaning by swabbing processing equipment and surfaces.
15. If the swab results fail, steps 4.4.1 and 4.4.3 are repeated respectively.
16. The Factory Manager verifies that this swabbing is carried out.
17. Results and any corrective actions are recorded on Allergen Sanitation Verification Form
18. **RECORDS**

Sanitation checklists

[..\..\..\FORMS\PRP FORMSSS\Sanitation](file:///\\Dc2\j\FoodSafety\FSSC%2022000%20Management%20System\FORMS\PRP%20FORMSSS\Sanitation)

Bathroom Cleaning Checklist

[..\..\..\FORMS\PRP FORMSSS\Sanitation\BathroomCleaning.docx](file:///\\Dc2\j\FoodSafety\FSSC%2022000%20Management%20System\FORMS\PRP%20FORMSSS\Sanitation\BathroomCleaning.docx)

Chemical List

[..\..\..\Chemical List](file:///\\Dc2\j\FoodSafety\FSSC%2022000%20Management%20System\Chemical%20List)

Approved Cleaning Chemical Procedure

[..\..\ManagementSystemProcedures\ApprovedCleaning ChemicalsForProductionFloor](file:///\\Dc2\j\FoodSafety\FSSC%2022000%20Management%20System\PROCEDURES\ManagementSystemProcedures\ApprovedCleaning%20ChemicalsForProductionFloor)

Allergen Sanitation Verification Form

[..\..\..\FORMS\PRP FORMSSS\Sanitation\Allergen Sanitation Verification Form.docx](file:///\\Dc2\j\FoodSafety\FSSC%2022000%20Management%20System\FORMS\PRP%20FORMSSS\Sanitation\Allergen%20Sanitation%20Verification%20Form.docx)

1. **REFERENCES**

In-Plant Sanitation

[..\..\..\FORMS\PRP FORMSSS\Sanitation\In Plant Sanitation Master Sheet.docx](file:///\\Dc2\j\FoodSafety\FSSC%2022000%20Management%20System\FORMS\PRP%20FORMSSS\Sanitation\In%20Plant%20Sanitation%20Master%20Sheet.docx)

Approved Chemicals

[..\..\..\Chemical List\Chemicals list.docx](file:///\\Dc2\j\FoodSafety\FSSC%2022000%20Management%20System\Chemical%20List\Chemicals%20list.docx)

Material Safety Data Sheet

[..\..\..\Tool\MSDS](file:///\\Dc2\j\FoodSafety\FSSC%2022000%20Management%20System\Tool\MSDS)

1. **DOCUMENT CONTROL INFORMATION**

7.1 APPROVAL AUTHORITY

|  |  |  |
| --- | --- | --- |
| REVISED BY | APPROVAL BY | DATE |
| Food Safety Team | Food Safety Team | 31/3/2015 |