1. **SCOPE**

All areas where physical, chemical and biological contamination might be introduced into foods during processing.

1. **PURPOSE**

To prevent food from becoming contaminated by physical, chemical and biological hazards throughout each stage of the process flow.

1. **DEFINITIONS**

N/A

1. **PROCEDURE**
2. **Responsibility**

Food Safety Team Leader/Food Safety Coordinator/ Production Manager/Factory Manager/ Functional Personnel

1. **Personal Hygiene**
   * 1. Employees must wash hands thoroughly, before the start of work, after completing a task and before the start of another task, after using the restroom, and at any other time the hands may have become soiled or contaminated.
     2. Employees must wear clean clothes each day along with aprons to protect products from any form of contamination that might be present on clothing.
     3. Employees are restricted from wearing jewelries. Jewelries are likely to fall into products resulting in physical contamination.
     4. The use of cell phone is prohibited on the production floor. Cell phones carry high volume of bacteria which can be easily transmitted to the hand if touched.
     5. After sneezing and coughing employees will wash their hands and dry using provided paper towel or air drier.
   1. **GLASS BRITTLE AND CERAMIC**
      1. The risk of glass contamination will be minimized by:
         1. Vigilant sorting of incoming fruits and vegetables
         2. Strict control of glass entering the processing area
         3. Any piece of glass seen by sorting operators must be removed and handed to the Food Safety Team Leader.
         4. Bottles of drink must be consumed in the lunch room and NEVER taken into the processing areas.
         5. Eye glasses should be secured with a lace.
         6. Laboratory test equipments, should be taken into the processing area only by laboratory staff when absolutely necessary and never stored in the factory.
         7. Only plastic laboratory beakers shall be taken into the factory for sample collection
         8. Signs will be posted to remind all employees not to take glass items into the processing areas.
   2. **CLEANING AND SANITATION**
      1. Water samples are tested on a daily basis to ensure that chlorine levels are within range prior to cleaning and production.
      2. Cleaning and sanitation is done with the use of approved cleaning chemicals only.
      3. Cleaning and sanitation are done prior to production in order to rid contact surfaces and equipment from contaminants.
      4. All tools, equipment and surfaces are to be washed, rinsed and sanitized before use.
      5. Jerk seasoning and sauce line belts are removed from machines at the end of each week to facilitate a complete wash down of the line to prevent build up of food particles.
   3. **ALLERGEN MANAGEMENT**
      1. When a product containing an allergen is scheduled for production, no other product is schedule to be produced on that line under proper cleaning, sanitizing and swabbing has taken place.
      2. After producing a product containing an allergen, all equipment used is cleaned and sanitized.
      3. Food Safety Team Leader or Assistant or functional responsibility validates post operational cleaning by swabbing processing equipment and contact surfaces.
      4. The Factory manager verifies that this swabbing is carried out.
   4. **EQUIPMENT MAINTENACE**
      1. Machines and equipment are inspected and examined on a daily basis for signs of oil leaks, loose parts or any other physical contaminant that might enter the product.
      2. An equipment hand over form is signed by the maintenance manager, technician, operator, line leaders or functional personnel.
   5. **HYGENIC ZONING**
      1. Employees are provided with color coded T-shirt to be worn in designated zones.
      2. Employees working on certain lines/areas are restricted from working in/walking through other areas of production as this might lead one product being contaminated by another.
2. **RECORDS**

Glass Audit Checklist

[Z:\FSSC 22000 Management System\FORMS\PRP FORMSSS\Glass Audit Checklist\Glass Audit Checklist.docx](file:///Z:\FSSC%2022000%20Management%20System\FORMS\PRP%20FORMSSS\Glass%20Audit%20Checklist\Glass%20Audit%20Checklist.docx)

Allergen Sanitation Verification Form

[Z:\FSSC 22000 Management System\FORMS\PRP FORMSSS\Sanitation\Allergen Sanitation Verification Form.docx](file:///Z:\FSSC%2022000%20Management%20System\FORMS\PRP%20FORMSSS\Sanitation\Allergen%20Sanitation%20Verification%20Form.docx)

1. **REFERNCE**

Glass Brittle and Ceramic [Z:\FSSC22000ManagementSystem\PROCEDURES\PreRequisiteProcedures\GlassCeramicAndBrittlePlastic](file:///Z:\FSSC%2022000%20Management%20System\PROCEDURES\PreRequisiteProcedures\GlassCeramicAndBrittlePlastic)

Cleaning and Sanitation Operating Procedure

[Z:\FSSC 22000 Management System\PreRequisite Program Processes\Cleaning](file:///Z:\FSSC%2022000%20Management%20System\PreRequisite%20Program%20Processes\Cleaning)

GMP Policy

[Z:\FSSC 22000 Management System\PROCEDURES\PreRequisiteProcedures\GMP\GMP.docx](file:///Z:\FSSC%2022000%20Management%20System\PROCEDURES\PreRequisiteProcedures\GMP\GMP.docx)

Waste Collection and Disposal:

[Z:\FSSC 22000 Management System\PROCEDURES\PreRequisiteProcedures\Waste\Waste Collection and Disposal September 19, 2018.docx](file:///Z:\FSSC%2022000%20Management%20System\PROCEDURES\PreRequisiteProcedures\Waste\Waste%20Collection%20and%20Disposal%20September%2019,%202018.docx)

Prevention of Cross Contamination:

[Z:\FSSC 22000 Management System\PreRequisite Program Processes\Cross Contamination](file:///Z:\FSSC%2022000%20Management%20System\PreRequisite%20Program%20Processes\Cross%20Contamination)

Sanitation Controls- Jerk BBQ Dip (Wings & Tings):

[Z:\FSSC 22000 Management System\PROCEDURES\PreRequisiteProcedures\Sanitation Procedure\Sanitation Control -Jerk BBQ Dip\Sanitation control- Jerk BBQ Dip.docx](file:///Z:\FSSC%2022000%20Management%20System\PROCEDURES\PreRequisiteProcedures\Sanitation%20Procedure\Sanitation%20Control%20-Jerk%20BBQ%20Dip\Sanitation%20control-%20Jerk%20BBQ%20Dip.docx)

Equipment Maintenance:

[Z:\FSSC 22000 Management System\PreRequisite Program Processes\Equipment\Equipment list 21.05.15.docx](file:///Z:\FSSC%2022000%20Management%20System\PreRequisite%20Program%20Processes\Equipment\Equipment%20list%2021.05.15.docx)

[Z:\FSSC 22000 Management System\PROCEDURES\PreRequisiteProcedures\Machine Maintenance Process](file:///Z:\FSSC%2022000%20Management%20System\PROCEDURES\PreRequisiteProcedures\Machine%20Maintenance%20Process)

Preventative and Corrective Maintenance:

[Z:\FSSC 22000 Management System\PROCEDURES\PreRequisiteProcedures\Preventive & Corrective Maintenance\Preventative& Corrective Maintenance March 9, 2018.docx](file:///Z:\FSSC%2022000%20Management%20System\PROCEDURES\PreRequisiteProcedures\Preventive%20&%20Corrective%20Maintenance\Preventative&%20Corrective%20Maintenance%20March%209,%202018.docx)

Allergen Policy:

[Z:\FSSC 22000 Management System\Policy\Allergen Policy (February 2018).doc](file:///Z:\FSSC%2022000%20Management%20System\Policy\Allergen%20Policy%20(February%202018).doc)