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| C:\Users\rwilliams.JULIANA\Desktop\Tijule LOGO_FINAL (1).png | MS | | **Title:**  **Design and Layout of Premises and Workspace** | | | |
| Version: | Version Date: | | Revision | | Revision Date: |
| Ownership; | | Authorized by; | | | Document Number:  DLPW-001 | |

1. **SCOPE**
   1. The surroundings and environs of Tijule Company Limited.
2. **PURPOSE**
   1. To ensure that buildings are designed, constructed and maintained in a manner that promotes food safety and employee safety.
3. **Definitions**
   1. **Zoning-** (food safety) demarcation of an area within an establishment where specific operating, hygiene or other practices may be applied to minimize the potential for microbiological cross-contamination.
   2. **Establishment-** (food safety) any building or area in which food is handled and the surroundings under the control of the same management
   3. **Traffic Pattern-** the flow of finished goods, semi-processed ingredients and personnel within the general production area.
4. **PROCEDURE**
   1. **Responsibility**

**4.1.1 Managing Director**

**4.1.2. Design and Layout of Building**

* + - 1. Ensures that buildings are appropriately designed to facilitate ventilation.
      2. Design buildings to facilitate good hygiene (ease of cleaning in corners and crevices) and manufacturing practices.
      3. It is recommended that wall floor junctions be rounded in processing areas.
      4. Install drains that are free flowing and do not allow the settlement and leakage of water.
      5. The site boundaries shall be clearly identified.
      6. Process area walls and floors shall be washable or cleanable, as appropriate for the process or product hazard. Materials of construction shall be resistant to the cleaning system applied.
    1. **Internal Design, Layout and Traffic Patterns**
       1. Provide adequate space, with a logical flow of materials, products and personnel

and physical separation of raw from processed areas.

* + - 1. Openings intended for transfer of materials shall be designed to minimize entry of foreign matter and pests.
    1. **Internal Structures and Fittings**

4.1.4.1 Wall floor junctions and corners in processing areas shall be rounded to facilitate

cleaning.

* + - 1. Floors are to be built to avoid standing water.
      2. Ensure that wet process areas are sealed and drained. Drains are designed to trap water and are kept covered.
      3. Ceilings and overhead fixtures are designed to minimize build-up of dirt and condensation.
      4. External opening windows, roof vents or fan, where present are screened to prevent entry of insects.
      5. External opening doors are designed to swing close after entrance and exit.
      6. Equipment are designed and located so as to facilitate good hygiene practices and monitoring.
    1. **Warehouses**
       1. Facilities used to store ingredients, packaging and products are protected from dust, condensation, drains, waste and other sources of contamination.
       2. Ventilation, monitoring and control of temperature and humidity are applied where applicable.
       3. Storage areas are designed to allow segregation of raw materials, work in progress and finished products.
       4. Storage areas and shelves are built off the floor and with sufficient space between the material and the walls to allow inspection and pest control activities to be carried out.
       5. Storage areas are designed to adequately allow maintenance and cleaning, prevent contamination and minimize deterioration.
       6. A separate, secured (locked or otherwise access controlled) storage area is provided for cleaning materials, chemicals and other hazardous substances.
  1. **Maintenance Manager/Functional Personnel**

3.2.1 Oversee changes being made to infrastructure/buildings so as to ensure that

guidelines are being followed to promote safe food.

3.2.2 Ensure that fittings are being installed to facilitate ease of cleaning.

Records

References