1. SCOPE
2. This procedure deals with the mechanism to properly collect waste generated during pre-processing and processing.

The collection and disposal of waste generated during pre-processing and processing

1. PURPOSE
2. To allow for proper handling of waste generated during pre-processing and processing in order to create a hygienic environment.
3. DEFINITIONS

N/A

1. PROCEDURE
2. RESPONSIBILITY
3. Inventory/Receiving Employees
   1. Gathers solid waste generated from raw materials not meeting specifications and placed in designated skips.
4. Empty contents of the warehouse bins in the designated bins on the outside when full or at the end of each day.
5. Production Employee
6. Place all waste generated from Cooking, Dough Mixing, Colborne, Vegetable Processing and Packaging in the designated waste bins.
7. Sanitation Supervisor/Sanitation Employees
8. Empty all the waste bins in the designated inside waste skip at least 3 times for the day or when they are full.
9. Dumped the contents of the inside waste skip in outside skips.
10. Wash the inside waste skip before returning the skip into the factory.
11. Wash the outside skips after the truck has removed the waste.
12. Remove damaged pallets from the Production Floor.
13. Abattoir Employees
14. Place all waste generated from Flaking, Grinding and deboning in the designated waste bins.
15. Skeleton and rejected meat or body parts are placed in the cold room to be dumped at the end of the week.
16. Remove damaged pallets from the Abattoir Processing floor.
17. Remove waste from the Abattoir Processing floor when full or at least two times daily.
18. Remove hand wash sink waste at the end of the day and place in the skip on the outside.
19. Warehouse Supervisor/Warehouse Staff/Functional Responsibility
20. Place all waste generated in the designated bins in the warehouse.
21. Empty contents of the warehouse bins in the designated bins on the outside when full or at the end of each day.
22. Remove damaged pallets from the warehouse.
23. Maintenance Staff/Functional Responsibility
24. Place all waste generated in the designated bins in the workshop.
25. Empty the contents of the workshop bin in the designated outside skip when full or at the end of each day.
26. Food Safety Manager/Production Manager
    1. Ensure that employees execute the duties above
    2. Review the Daily Sanitation Record
27. RECORDS
    1. Daily Pre-Operational Sanitation Inspection Checklist – Abattoir & Meat Processing Plant
    2. Daily Sanitation Monitoring Form – Abattoir & Meat Processing
    3. Daily Sanitation Monitoring Form – Manufacturing Plant
    4. Weekly Sanitation Monitoring Form – Manufacturing Plant
    5. Security Logbook
28. REFERENCES

Daily Sanitation Procedure

Garbage Contractor agreement

1. DOCUMENT CONTROL INFORMATION
2. APPROVAL AUTHORITY

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| --- | --- | --- | --- |
| Authored by; | REVISED BY | APPROVAL BY | DATE |
| Food Safety Team Leader |  |  | 21/10/2020 |