1. SCOPE

This procedure applies to the Abattoir, Manufacturing plant and the external premises

1. PURPOSE

The purpose of this procedure is to ensure that a hygienic environment for food manufacturing before, during and after processing and pre-processing.

Sanitation Standard Operating Procedure (SSOP) is generally documented steps that must be followed to ensure adequate cleaning of product contact and non-product surfaces

1. DEFINITIONS

N/A

1. PROCEDURE
2. **Food Safety Manager/Production Manager**
3. Ensures all cleaning activities are done based on frequencies outlined on the sanitation master-sheet and this procedure.
4. **Water Quality**
   1. Ensure that water that is used for sanitation procedures is safe, clean, sanitary and treated
   2. Check the chlorine levels on a daily to ensure that it meets the required residual range
   3. Record the daily chlorine reading in the spreadsheet and the daily sanitation form.
   4. Water samples are sent to the lab for microbial testing monthly.
5. **Maintenance Manager/Maintenance Team**
6. Disassemble machines for sanitation procedures to be done.
7. Assemble machines after sanitation procedures are completed
8. Ensure to remove all tools taken into the factory
9. **Production Manager/Sanitation Supervisor/Pan Wash Team/Inside Sanitation Team**
10. Organize sanitation for the manufacturing plant
11. During operation, the inside sanitation personnel empty the garbage bins at least 3 times for the shift or when full
12. Cleaned production areas before break and at the end of each shift
13. Clean any spills
14. Retrieve the disassembled parts from the maintenance team
15. Prepare Washing and sanitation solution
16. Wash and sanitize all tools, utensils and equipment (disassembled and CIP) used during preprocessing and processing
17. Conduct weekly sanitation procedures of the Manufacturing Plant, Spiral and Flour storage area.
18. **Food Safety Team Leader/Food Safety and Quality Assurance Officer**
19. Review the sanitation Forms
20. Conduct Post Sanitation Audit
21. Conduct allergen swab test for the kettles and utensils
22. **Abattoir Supervisor/Production Team**
    1. Sanitize equipment, tools and utensils before operation starts
    2. Cleaned production areas before break and at the end of each shift
    3. Retrieve the disassembled parts from the maintenance team
    4. Prepare Washing and sanitation solution
    5. Wash and sanitize all tools, utensils and equipment (disassembled and CIP) after processing
23. **Chicken Pre-Processing Team**
    1. Sanitize equipment, tools and utensils before operation starts
    2. Cleaned production areas before break and at the end of each shift
    3. Retrieve the disassembled parts from the maintenance team
    4. Prepare Washing and sanitation solution
    5. Wash and sanitize all tools, utensils and equipment (disassembled and CIP) after processing
24. **Facilities Manager/Outdoor Sanitation Team**
25. Ensure that no accumulation of machines or parts occurs
26. Ensure that the vegetation is well kept
27. **Sweet Pastry Supervisor/Sweet Pastry Team**
28. Conduct daily sanitation duties for tools and equipment used in sweet pastry production and packaging
29. RECORDS

Daily Sanitation Forms

Weekly sanitation forms

Monthly Sanitation forms

Allergen Swab form

1. REFERENCES

Sanitation Master Sheet

Approved Cleaning Chemicals

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 |