

Standard Operating Procedure (SOP): Food Preparation and Packaging Standards

1. Purpose

This SOP establishes **food preparation and packaging standards** to ensure consistent quality, safety, and hygiene throughout the food processing cycle. It includes guidelines for ingredient handling, sanitation protocols, preparation techniques, packaging materials selection, labeling requirements, and storage conditions. The goal is to comply with regulatory requirements and maintain product integrity from preparation to delivery.

2. Scope

This SOP applies to all staff involved in the preparation, packaging, and distribution of food products at [Company Name/Facility].

3. Responsibilities

- **Food Handlers:** Follow all preparation and hygiene procedures.
- **Packaging Staff:** Ensure correct materials and labeling are used.
- **Supervisors:** Monitor adherence and conduct regular audits.

4. Procedures

4.1 Ingredient Handling

- Verify source and quality of all ingredients upon delivery.
- Store ingredients at recommended temperatures.
- Maintain FIFO (First-In-First-Out) usage.
- Inspect for spoilage or contamination before use.

4.2 Sanitation Protocols

- Wash hands thoroughly and frequently using approved methods.
- Sanitize all surfaces, equipment, and utensils before and after use.
- Wear proper PPE (hairnets, gloves, aprons, masks as appropriate).
- Follow cleaning schedules for facilities and waste disposal.

4.3 Preparation Techniques

- Follow standardized recipes and cooking times.
- Cook foods to minimum internal temperatures as per regulations.
- Prevent cross-contamination between raw and finished products.

4.4 Packaging Materials Selection

- Use only food-grade, approved packaging materials.
- Ensure packaging is appropriate for the product (airtight, tamper-evident, etc.).
- Check packaging for defects before use.

4.5 Labeling Requirements

- Clearly label all packaged food items with:
 - Product name
 - Ingredients/allergens
 - Net weight/volume
 - Preparation date and expiry date
 - Batch or lot number
 - Storage instructions
- Ensure labels meet all regulatory and customer requirements.

4.6 Storage Conditions

- Store packaged foods at correct temperatures and humidity levels.
- Segregate raw, cooked, and allergen-containing products.
- Monitor and record storage unit temperatures daily.
- Rotate inventory using FIFO method.

5. Documentation & Records

- Maintain logs of ingredient deliveries and inspections.
- Record cleaning schedules and sanitation checks.
- Document batch numbers, packaging dates, and staff responsible.

6. References

- Local and national food safety regulations (e.g., FDA, USDA, FSMA, HACCP)
- Company food safety policy

7. Revision History

Version	Date	Description	Approved By
1.0	[Date]	Initial release	[Name/Title]