

Standard Operating Procedure (SOP): Food Preparation and Quality Control Checks

This SOP details the **food preparation and quality control checks** processes, covering standardized preparation methods, ingredient verification, hygiene practices, temperature monitoring, contamination prevention, and final product inspection. The objective is to ensure consistent food quality, safety, and compliance with health regulations throughout the preparation cycle.

1. Purpose

To outline the standardized procedures for food preparation and quality assurance to maintain consistent food quality and comply with safety regulations.

2. Scope

This SOP applies to all kitchen staff, supervisors, and quality assurance personnel involved in food preparation and handling.

3. Responsibilities

- Kitchen Staff: Follow preparation and hygiene protocols.
- Supervisors: Monitor compliance and perform spot-checks.
- Quality Assurance: Document and review checks and corrective actions.

4. Standardized Preparation Methods

- Follow recipes and portion sizes as per the standardized menu manual.
- Use calibrated utensils and equipment to ensure accuracy.
- Document any deviations and corrective actions taken.

5. Ingredient Verification

- Receive and inspect all ingredients upon delivery; check expiration dates and packaging integrity.
- Store perishable items at recommended temperatures immediately after delivery.
- Record supplier details and batch numbers for traceability.

6. Hygiene Practices

- Wash hands before and after handling food; wear gloves and hairnets.
- Sanitize work surfaces and equipment before, during, and after preparation.
- Follow designated cleaning schedules for all kitchen areas.

7. Temperature Monitoring

Food Item / Area	Required Temperature (°C/°F)	Frequency	Action if Non-compliant
Refrigerators	0-4°C / 32-39°F	Twice daily	Log deviation and adjust thermostat or move items
Hot-hold Foods	>60°C / >140°F	Every 2 hours	Reheat or discard as per policy
Cooked Meats	As per recipe/species	Every batch	Continue cooking or discard

8. Contamination Prevention

- Keep raw and cooked foods separate at all times.
- Use color-coded cutting boards and utensils to avoid cross-contamination.
- Dispose of damaged or expired items immediately.

9. Final Product Inspection

- Visually inspect food for appearance, consistency, and doneness before serving.
- Check sample portions for temperature and taste according to standards.
- Log final inspection results and release product if compliant.

10. Documentation and Record Keeping

- Complete and sign all preparation, temperature, and inspection logs daily.
- Store records securely for a minimum period as required by local regulations.
- Report and document any incidents or deviations.

11. Review and Continuous Improvement

- Review SOP annually or after any incident.
- Conduct staff training sessions biannually or as needed.
- Implement feedback and update procedures for continuous improvement.