

SOP Template: Cross-contamination Prevention Measures

This SOP details **cross-contamination prevention measures** to minimize the risk of contaminating food products, surfaces, and equipment in food handling and processing environments. It covers hygiene practices, proper cleaning and sanitization protocols, segregation of raw and cooked foods, use of protective clothing, employee training, and monitoring procedures to uphold food safety standards and protect consumer health.

1. Purpose

To outline procedures for preventing cross-contamination of food, equipment, and surfaces to ensure food safety and legal compliance.

2. Scope

This SOP applies to all food handling, preparation, and processing areas, and is mandatory for all employees and contractors on site.

3. Responsibilities

- **Food Handlers:** Adhere to all procedures outlined in this SOP.
- **Supervisors:** Monitor compliance and provide corrective actions and training as needed.
- **Quality Assurance:** Conduct regular audits and ensure up-to-date documentation.

4. Hygiene Practices

- Wash hands thoroughly with soap and water before handling food, after handling raw materials, after breaks, and after restroom use.
- Use hand sanitizers as directed.
- Do not eat, drink, or smoke in food handling areas.
- Report any symptoms of illness or infections to supervisors immediately.

5. Cleaning and Sanitization Protocols

- Follow scheduled cleaning and sanitization of all surfaces, equipment, tools, and utensils using approved agents.
- Document cleaning activities using cleaning logs (see section 10).
- Sanitize food contact surfaces after any contamination event.

6. Segregation of Raw and Cooked Foods

- Store raw and cooked foods separately with proper labeling.
- Use separate equipment and utensils for raw and ready-to-eat foods.
- Prevent drip and airflow cross-contact in storage areas (raw products below cooked/ready-to-eat items).

7. Protective Clothing

- Wear clean uniforms, hairnets, and gloves in all food processing areas.
- Change gloves between handling raw and cooked foods.
- Remove protective clothing before leaving processing areas.

8. Employee Training

- All employees must complete initial and annual cross-contamination prevention training.
- Training records must be maintained for review.
- Refresher training is required after incidents of cross-contamination.

9. Monitoring and Verification

- Supervisors to conduct routine inspections of hygiene, cleaning, and segregation practices.
- Quality Assurance to verify compliance using checklists and food safety audits.
- Document and investigate all non-conformance incidents.

10. Documentation and Records

Record	Responsible	Retention Period
Cleaning Logs	Cleaning Staff, Supervisors	1 Year
Training Records	HR, Supervisors	2 Years
Audit Checklists	Quality Assurance	2 Years
Incident Reports	Supervisors, QA	2 Years

11. Revision History

Date	Revision	Description	Approved By
2024-06-01	01	Initial release	QA Manager