

SOP: Contamination Prevention and Food Safety Standards

This SOP details **contamination prevention and food safety standards**, covering hygiene protocols, cross-contamination controls, proper food handling procedures, cleaning and sanitization requirements, temperature control measures, pest management, employee training, and monitoring and documentation processes. The objective is to maintain high food quality and safety, ensuring compliance with regulatory standards and protecting consumer health by preventing contamination throughout the food production and handling chain.

1. Scope

This procedure applies to all personnel, areas, and processes involved in food production, handling, storage, and distribution.

2. Responsibilities

- All employees must adhere to hygiene and safety procedures.
- Supervisors monitor compliance and provide training.
- Quality assurance tracks and documents standards implementation.

3. Procedures

Procedure Area	Specific Actions
Personal Hygiene	<ul style="list-style-type: none">• Wash hands with soap and water before and after handling food.• Wear clean uniforms, hairnets, and disposable gloves.• Restrict access for sick or symptomatic employees.
Cross-contamination Prevention	<ul style="list-style-type: none">• Use separate equipment for raw and ready-to-eat foods.• Regularly sanitize tools, surfaces, and utensils.• Store raw foods below cooked/ready-to-eat items.
Food Handling & Processing	<ul style="list-style-type: none">• Follow FIFO (First In, First Out) for inventory rotation.• Minimize direct hand contact with foods.• Label and date all prepped items.
Cleaning & Sanitization	<ul style="list-style-type: none">• Clean and sanitize food-contact surfaces before and after use.• Use approved sanitizing solutions and follow instructions.• Maintain cleaning logs for all areas.
Temperature Control	<ul style="list-style-type: none">• Monitor refrigeration and freezer temperatures (<4°C/40°F and <−18°C/0°F respectively).• Cook foods to recommended internal temperatures.• Record temperatures at scheduled intervals.
Pest Management	<ul style="list-style-type: none">• Inspect premises for signs of infestation regularly.• Seal entry points and maintain cleanliness to deter pests.• Work with certified pest control services according to a set schedule.
Employee Training	<ul style="list-style-type: none">• Provide orientation and ongoing training in food safety and hygiene.• Update staff on regulatory and protocol changes.
Monitoring & Documentation	<ul style="list-style-type: none">• Maintain logs for cleaning, temperature checks, and pest control.• Conduct regular audits and review incidents for corrective actions.

4. Record Keeping

- Keep all monitoring and corrective action records for at least 12 months or as required.
- Ensure records are accessible for review and regulatory inspection.

5. Review and Revision

- This SOP will be reviewed annually or after changes in regulations/operations.
- All updates must be documented and communicated to all staff.