

SOP Template: Segregation and Prevention of Cross-Contact in Food Preparation Areas

This SOP details **segregation and prevention of cross-contact** in food preparation areas to ensure food safety and prevent allergen contamination. It includes guidelines for proper separation of allergenic ingredients, dedicated equipment and utensils, thorough cleaning protocols, staff training on allergen awareness, and monitoring procedures to maintain strict control over cross-contact risks during food handling and preparation.

1. Purpose

To establish standardized procedures for segregating food and preventing cross-contact with allergens in all food preparation areas.

2. Scope

This SOP applies to all employees involved in the receiving, storage, preparation, cooking, and serving of food products in the facility.

3. Responsibilities

- **Management:** Ensure all staff are trained, and procedures are implemented and monitored.
- **Supervisors:** Enforce SOP adherence and conduct regular checks.
- **All Staff:** Follow procedures and report any concerns or incidents.

4. Procedure

4.1 Segregation of Allergenic Ingredients

- Store allergens in clearly labelled containers and designated storage areas, separate from non-allergenic items.
- Use color-coded containers and shelves for different allergens.
- Transport allergenic ingredients in closed containers to avoid spills or airborne contamination.

4.2 Dedicated Equipment and Utensils

- Assign dedicated, clearly labelled equipment and utensils for allergen-containing foods.
- Color-code or physically separate allergen tools from non-allergen tools.
- Ensure smallwares, cutting boards, knives, and mixers are not shared between allergen and non-allergen food prep without thorough cleaning.

4.3 Cleaning and Sanitation

- Clean and sanitize all surfaces, utensils, and equipment between uses-especially after preparing allergen-containing foods.
- Document cleaning procedures and maintain cleaning checklists for verification.
- Use single-use gloves and change them between tasks.

4.4 Staff Training

- Provide all food handlers with approved allergen awareness and cross-contact prevention training.
- Conduct regular refresher sessions and maintain training records.
- Display allergen information charts in key preparation areas.

4.5 Monitoring and Verification

- Supervisors to perform daily checks of allergen segregation and cleaning logs.
- Document and address any deviations or cross-contact incidents immediately.
- Maintain records for audits and continual improvement.

5. Documentation

Record Type	Responsible Person	Retention Period
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Cleaning checklists	Staff/Supervisor	1 year
Training records	HR/Manager	3 years
Incident/procedure deviation reports	Supervisor	3 years

6. Review and Revision

- Review this SOP annually or following any cross-contact incident, process change, or update in regulatory requirements.
- Revise and retrain staff as necessary.

7. Contact Information

For questions or further information regarding this SOP, contact the Food Safety Manager at foodsafety@example.com.