

SOP: Food Safety, Hygiene, and Sanitation Protocols

This SOP details **food safety, hygiene, and sanitation protocols**, encompassing personal hygiene standards for food handlers, cleaning and sanitizing procedures for equipment and surfaces, cross-contamination prevention measures, proper food storage and temperature control, pest control guidelines, waste management practices, and routine inspections to maintain a safe and hygienic food production environment. The objective is to ensure the highest quality and safety of food products while protecting consumer health.

1. Personal Hygiene Standards

- All food handlers must wash hands before and after handling food, after restroom use, and at any contamination risk.
- Wear clean uniforms, hairnets/caps, and gloves where appropriate.
- No jewelry, watches, or loose items allowed during food handling.
- Report illnesses or wounds to supervisors immediately.
- Regular hand hygiene training for all staff.

2. Cleaning and Sanitizing Procedures

1. Clean and sanitize all food contact surfaces and equipment:
 - Before starting work and at pre-determined intervals during operations.
 - After every usage, spill, or contamination.
2. Use approved cleaning agents and sanitizers as per manufacturer's instructions.
3. Record cleaning activities in a cleaning log.

3. Cross-Contamination Prevention

- Use color-coded utensils and cutting boards for raw and cooked products.
- Store raw foods separately from ready-to-eat products.
- Disinfect equipment between uses with different food groups.

4. Food Storage and Temperature Control

Storage Type	Temperature Range	Protocol
Cold Storage (Refrigerator)	1Â°C â€“ 5Â°C (34Â°F â€“ 41Â°F)	Monitor temperature twice daily; log in records.
Frozen Storage	-18Â°C (0Â°F) or below	Do not overload freezers; ensure air circulation.
Hot Holding	60Â°C (140Â°F) or above	Regularly check with thermometer.

- Store food off the floor and away from walls.
- Label and date all stored foods; practice FIFO (First-In, First-Out).

5. Pest Control Guidelines

- Implement routine inspections for pest activity.
- Seal all potential entry points (doors, windows, piping).
- Partner with certified pest control agencies for periodic servicing.
- Maintain records of pest control treatments and findings.

6. Waste Management Practices

- Dispose of waste in covered containers and empty regularly.
- Segregate food waste from recyclables and hazardous materials.
- Clean and sanitize waste storage areas routinely.

7. Routine Inspections

- Conduct weekly/monthly audits of facility hygiene and food safety procedures.

- Rectify any non-conformance immediately.
- Document all inspection findings and corrective actions.

8. Documentation and Records

- Maintain logs for:
 - Cleaning and sanitizing
 - Temperature monitoring
 - Pest control
 - Waste disposal
 - Inspection reports
- Review and update SOPs annually or when necessary.

9. Training

- Provide initial and refresher training for all staff on food safety protocol.
- Keep training records and assess competency regularly.

10. References

- Food Safety Standards and Regulations (local and international)
- Manufacturer's instructions for cleaning chemicals and equipment