

SOP: Quality Control and Food Safety Checks

This SOP details the procedures for **quality control and food safety checks**, covering inspection protocols, sampling methods, contamination prevention, compliance with food safety standards, documentation requirements, corrective actions, and continuous monitoring. The objective is to ensure that all food products meet the highest standards of quality and safety to protect consumer health and maintain regulatory compliance.

1. Purpose

To establish standardized procedures for ensuring food quality and safety through thorough inspections, effective sampling, and continuous monitoring.

2. Scope

This SOP applies to all employees involved in the production, handling, inspection, and storage of food products within the facility.

3. Responsibilities

- **Quality Control Team:** Conducts inspections, sampling, and documentation.
- **Production Staff:** Assists with required checks and follows contamination prevention protocols.
- **Supervisors:** Ensure compliance with SOP and facilitate corrective actions.
- **Food Safety Manager:** Oversees adherence to food safety standards and regulatory requirements.

4. Procedure

4.1 Inspection Protocol

1. Visually inspect raw materials and finished products for signs of spoilage, contamination, or damage.
2. Verify temperature and humidity controls in storage and processing areas.
3. Check equipment cleanliness and sanitation status per cleaning schedules.

4.2 Sampling Methods

1. Use random and systematic sampling techniques based on batch size and risk assessment.
2. Collect samples using sterile tools and containers to avoid cross-contamination.
3. Label samples with date, time, batch, and inspector name.

4.3 Contamination Prevention

- Enforce strict hygiene practices: hand washing, use of gloves, and protective garments.
- Segregate allergen-containing ingredients and finished goods.
- Restrict access to production zones to authorized personnel only.

4.4 Compliance with Food Safety Standards

1. Adhere to national and international food safety regulations (e.g. HACCP, ISO 22000, FDA).
2. Maintain up-to-date knowledge of standards and implement new requirements as necessary.

4.5 Documentation Requirements

- Record all inspections, sampling, and test results in designated logbooks or electronic systems.
- Maintain traceability and retention of records for at least 3 years.

4.6 Corrective Actions

1. Immediately isolate non-conforming products or batches.
2. Investigate and document cause of non-conformance.
3. Implement corrective measures and monitor for recurrence.
4. Report food safety incidents to relevant authorities as required.

4.7 Continuous Monitoring

- Use periodic audits to review implementation of SOP and effectiveness of quality controls.
- Update this SOP annually or when process changes occur.

5. Reference Documents

- HACCP Guidelines
- ISO 22000 Food Safety Management Standard
- FDA Food Code
- Company Food Safety Policy

6. Revision History

Version	Date	Description	Approved By
1.0	2024-06-01	Initial release	Food Safety Manager