

# SOP Template: Food and Equipment Safety Checks

This SOP details the procedures for **food and equipment safety checks**, covering regular inspections, cleaning protocols, maintenance schedules, and compliance with food safety standards. It ensures the prevention of contamination, proper functioning of all equipment, and adherence to health regulations to maintain a safe and hygienic environment for food preparation and handling.

## 1. Purpose

To establish clear procedures for conducting food and equipment safety checks, ensuring compliance with food safety standards and maintaining a safe food preparation environment.

## 2. Scope

This SOP applies to all staff involved in food preparation, handling, and maintenance of equipment within the facility.

## 3. Responsibilities

- Food Safety Manager:** Oversees implementation and compliance of this SOP.
- Kitchen and Maintenance Staff:** Conduct required inspections and record safety checks.
- All Employees:** Report issues related to food or equipment safety.

## 4. Procedures

- Food Safety Checks**
  - Verify storage temperatures for all perishable foods (refrigerators:  $\pm 4^{\circ}\text{C}$ , freezers:  $\pm 18^{\circ}\text{C}$ ).
  - Inspect stored food for signs of spoilage, pest contamination, or improper labeling.
  - Confirm all food containers are sealed and labeled with dates.
  - Check use-by dates and discard expired items.
- Equipment Safety Checks**
  - Inspect equipment daily for cleanliness, damage, or malfunction.
  - Check safety features (e.g., emergency stops, guards on slicers) are in working order.
  - Ensure calibration of temperature probes and thermometers.
  - Log maintenance needs and report faults immediately.
- Cleaning Protocols**
  - Clean and sanitize food contact surfaces and equipment as per daily schedule.
  - Follow correct concentrations for cleaning and sanitizing agents.
  - Document completed cleaning tasks using checklists.
- Maintenance Schedules**
  - Perform preventive maintenance as per the manufacturer's guidelines.
  - Schedule and record all maintenance activities.
  - Keep maintenance log accessible and updated.
- Compliance and Documentation**
  - Complete and retain inspection and cleaning checklists daily.
  - File maintenance and calibration records for official review.
  - Conduct periodic internal audits for continual improvement.

## 5. Records & Documentation

Record	Frequency	Responsible	Retention Period
Food Storage Log	Daily	Kitchen Staff	6 months
Equipment Inspection Checklist	Daily/Weekly	Maintenance Staff	1 year
Cleaning Records	Daily	Kitchen Staff	6 months
Maintenance & Calibration Logs	As performed	Maintenance Staff	2 years
Audit Reports	Biannually	Food Safety Manager	3 years

## 6. References

- Local Food Safety Regulations
- Manufacturer Equipment Manuals
- Facility's Food Safety Policy

## **7. Review and Update**

This SOP will be reviewed annually or when changes in standards, regulations, or equipment occur.