

Standard Operating Procedure (SOP): Food Safety and Hygiene Practices

This SOP details **food safety and hygiene practices**, covering essential protocols for maintaining cleanliness, proper food handling, personal hygiene, cross-contamination prevention, temperature control, sanitation procedures, pest control measures, and compliance with food safety regulations. The objective is to ensure the production and delivery of safe, high-quality food products while protecting consumer health and minimizing foodborne illness risks through systematic hygiene management.

1. Purpose

To establish effective food safety and hygiene practices that ensure safe food handling, minimize contamination risks, and guarantee compliance with food safety regulations.

2. Scope

This SOP applies to all staff, contractors, and visitors involved in food handling, preparation, storage, or delivery within the facility.

3. Responsibilities

- **Food Handlers:** Adhere strictly to hygiene and safety procedures.
- **Supervisors/Managers:** Ensure compliance, training, and monitoring of food safety practices.
- **Cleaning/Pest Control Staff:** Carry out scheduled sanitation and pest management activities.

4. Definitions

Term	Definition
Cross-contamination	Transfer of harmful microorganisms or substances between food products, surfaces, or equipment.
Critical Control Point (CCP)	Step at which control can be applied to prevent, eliminate, or reduce a food safety hazard.
PPE	Personal Protective Equipment (e.g., gloves, masks, hairnets).

5. Procedures

5.1 Personal Hygiene

- Wash hands thoroughly before and after handling food, after using the restroom, and after handling waste.
- Wear appropriate PPE including clean uniforms, hairnets, and gloves when necessary.
- Report any illness, open wounds, or infections to supervisors immediately.
- No eating, drinking, smoking, or chewing gum in food preparation areas.

5.2 Food Handling and Storage

- Separate raw and cooked foods at all stages to avoid cross-contamination.
- Label and date all food items; use FIFO (First In, First Out) stock rotation.
- Store food items at appropriate temperatures (see section 5.4).

5.3 Cross-Contamination Prevention

- Use color-coded cutting boards and utensils for different food types (e.g., raw meat, vegetables).
- Sanitize surfaces and equipment after contact with raw foods.
- Keep food covered and protected from contaminants at all times.

5.4 Temperature Control

- Maintain refrigerator (â%°± 5°C) and freezer (â%°± -18°C) temperatures.
- Cook food to safe internal temperatures (e.g., poultry: â%°± 74°C).
- Monitor and log temperatures regularly; report deviations immediately.

5.5 Cleaning and Sanitation

- Follow a scheduled cleaning plan for all areas, equipment, and utensils.
- Use only approved cleaning and sanitizing agents.
- Store cleaning chemicals away from food and food contact surfaces.
- Document all cleaning activities.

5.6 Pest Control

- Inspect premises regularly for signs of pests.
- Seal entry points; keep doors and windows closed or screened.
- Arrange professional pest control services as required.
- Report and record all pest sightings or incidents.

5.7 Training and Compliance

- All staff must complete mandatory food safety training on induction and at scheduled intervals.
- Manager to conduct monthly audits on food safety and hygiene practices.
- Maintain records of all training and audits.

6. Documentation

- Hand hygiene log
- Temperature records
- Cleaning and sanitation checklist
- Pest control log
- Staff training records

7. Review and Updates

- This SOP must be reviewed annually or whenever processes change, with revisions communicated to all staff.

8. References

- Food safety regulations and standards (local, national, international as applicable)
- Hazard Analysis and Critical Control Points (HACCP) guidelines
- Company policy documents