

# Standard Operating Procedure (SOP)

## Prevention of Cross-Contamination Procedures

|            |                    |                |                     |
|------------|--------------------|----------------|---------------------|
| SOP Number | [Enter SOP Number] | Effective Date | [Enter Date]        |
| Version    | [Enter Version]    | Review Date    | [Enter Review Date] |
| Author     | [Name/Role]        | Approver       | [Name/Role]         |

### 1. Purpose

This SOP details **prevention of cross-contamination procedures** designed to minimize the risk of contaminating products, surfaces, and environments. It includes hygiene protocols, cleaning and sanitization processes, proper handling and storage of materials, staff training, and use of protective equipment. The objective is to ensure product safety, maintain quality standards, and protect consumer health by preventing the transfer of harmful microorganisms and allergens throughout the facility.

### 2. Scope

This procedure applies to all employees, contractors, and visitors who enter production, storage, and related areas within the facility.

### 3. Responsibilities

- **Management:** Ensure implementation, compliance, and provision of training and resources.
- **Supervisors:** Monitor adherence, report incidents, and conduct regular inspections.
- **Employees:** Follow all procedures; report potential contamination events and near-misses.

### 4. Definitions

- **Cross-contamination:** The unintentional transfer of harmful microorganisms, allergens, or other contaminants from one product or surface to another.
- **PPE:** Personal protective equipment.

### 5. Procedures

#### 1. Hygiene Protocols

- All personnel must wash and sanitize hands before entering production areas and after any activity that could cause contamination.
- Fingernails must be kept clean and trimmed; no hand or wrist jewelry is permitted.
- Eating, drinking, smoking, and chewing gum are prohibited in all processing areas.

#### 2. Protective Equipment

- Wear required PPE (e.g., hairnets, lab coats, gloves, masks) at all times in designated areas.
- PPE must be clean, intact, and changed when contaminated or damaged.

#### 3. Cleaning and Sanitization

- Schedule regular cleaning and sanitization of equipment, tools, and surfaces as per the cleaning SOP.
- Document all cleaning activities, including agents used and time of cleaning.

#### 4. Material Handling

- Segregate raw, semi-finished, and finished products using physical barriers or dedicated equipment.
- Label all materials clearly; store allergens separately and securely.
- Use color-coded tools/containers for different product categories to avoid mix-ups.

#### 5. Staff Training

- Conduct mandatory initial and ongoing training on cross-contamination prevention for all employees.
- Maintain records of attendance and subjects covered.

## 6. Visitor Control

- All visitors must comply with hygiene and PPE requirements.
- Visitor logs must be kept and reviewed regularly.

## 7. Incident Reporting

- Report suspected or actual cross-contamination events immediately to a supervisor.
- Initiate investigation and corrective action as per company policy.

# 6. Records

- Cleaning logs
- Training records
- PPE issuance and usage records
- Incident and corrective action reports

# 7. References

- [Relevant regulatory guidelines, e.g., FDA, WHO, GMP]
- Company policies and other related SOPs

# 8. Revision History

| Date   | Version   | Description of Change | Author/Approver |
|--------|-----------|-----------------------|-----------------|
| [Date] | [Version] | [Summary of changes]  | [Name/Role]     |