

# Standard Operating Procedure (SOP)

## Production Line Hygiene and Sanitation Guidelines

This SOP establishes **production line hygiene and sanitation guidelines** to ensure a clean and safe manufacturing environment. It covers cleaning schedules, proper sanitation techniques, equipment and surface disinfection, employee hygiene protocols, contamination prevention, waste disposal procedures, and compliance with health and safety regulations. The goal is to maintain product quality, prevent contamination, and protect both workers and consumers throughout the production process.

### 1. Purpose

To outline procedures and responsibilities for maintaining hygiene and sanitation standards along the production line to prevent contamination and ensure product safety.

### 2. Scope

This procedure applies to all production areas, equipment, surfaces, and personnel working within the production facility.

### 3. Responsibilities

- **Production Staff:** Adhere to all hygiene and sanitation protocols.
- **Supervisors:** Monitor compliance and recordkeeping.
- **Sanitation Team:** Execute cleaning and sanitation tasks as scheduled.
- **Quality Assurance (QA):** Conduct inspections and verify compliance.

### 4. Cleaning and Sanitation Schedule

Area/Equipment	Frequency	Responsible
Production Line Surfaces	Before, during, and after each shift	Sanitation Team
Tools & Utensils	After each use	Production Staff
Floors and Drains	Daily	Sanitation Team
Equipment (e.g., conveyors, mixers)	End of each shift; Weekly deep clean	Sanitation Team
Restrooms & Handwashing Stations	Every 2 hours	Sanitation Team
Waste Disposal Bins	As needed, minimum once per shift	Sanitation Team

### 5. Sanitation and Disinfection Procedures

1. Use only approved cleaning agents and disinfectants suitable for food contact surfaces.
2. Follow manufacturer instructions for dilution rates and contact times.
3. Remove visible debris prior to sanitizing.
4. Rinse surfaces with potable water before applying disinfectant.
5. Apply sanitizer uniformly; allow proper dwell time as per label instructions.
6. Document all cleaning activities in the sanitation logbook.

### 6. Employee Hygiene Protocols

- Wash hands thoroughly before entering production, after breaks, and after restroom use.
- Wear clean uniforms, hairnets, gloves, and PPE as required.
- Do not wear jewelry or watches while on the production floor.

- Report any illness or open wounds to supervisors immediately.
- Do not eat, drink, or chew gum in production areas.

### 7. Contamination Prevention

- Implement color-coded cleaning tools to avoid cross-contamination.
- Segregate raw and finished product areas.
- Store chemicals away from production areas and label them clearly.
- Use physical barriers and signage for restricted zones.

### 8. Waste Disposal Procedures

1. Empty waste bins frequently and never allow overflow.
2. Seal and remove refuse to designated external areas at least once per shift.
3. Clean and sanitize waste bins after emptying.
4. Dispose of hazardous waste following regulatory guidelines.

### 9. Compliance and Documentation

- Follow all applicable local, state, and federal health and safety regulations.
- Maintain records of cleaning, sanitization, and waste management activities.
- Participate in regular hygiene and sanitation training sessions.
- Undergo routine internal and external audits.

### 10. References

- Food Safety Modernization Act (FSMA)
- Good Manufacturing Practices (GMP)
- Company Health and Safety Manual

### 11. Revision History

Version	Date	Description	Approved By
1.0	2024-06-01	Initial Release	QA Manager