

# SOP Template: Food Safety and Hygiene Protocols

This SOP details **food safety and hygiene protocols** essential for maintaining high standards of cleanliness and preventing contamination in food handling environments. It covers personal hygiene requirements for staff, proper cleaning and sanitization of equipment and surfaces, safe food storage and temperature control, cross-contamination prevention, waste management, and regular monitoring and documentation processes. The objective is to ensure the safety and quality of all food products served or processed, protecting consumers' health and complying with regulatory standards.

## 1. Purpose

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To outline standard protocols for food safety and hygiene in order to minimize risks of contamination and ensure compliance with food safety regulations.

## 2. Scope

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This SOP applies to all staff involved in handling, preparing, processing, serving, and storing food within the facility.

## 3. Responsibilities

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- All staff must follow the procedures outlined in this SOP.
- Supervisors and managers are responsible for enforcement, training, and regular monitoring of these protocols.

## 4. Procedures

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### 4.1 Personal Hygiene

- Wash hands thoroughly with soap and water before commencing work, after handling raw food, after breaks, and after using the restroom.
- Wear clean, appropriate uniforms, aprons, and hair coverings.
- Restrict jewelry to plain bands; avoid wearing watches or dangling accessories.
- Report illnesses or injuries that may affect food safety to a supervisor immediately.

### 4.2 Cleaning and Sanitization

- Clean and sanitize all equipment, utensils, and surfaces before and after use, and at regular intervals during operation.
- Use approved sanitizers at proper concentrations, following manufacturer instructions.
- Keep cleaning logs for all equipment and areas.

### 4.3 Food Storage and Temperature Control

- Store perishable and raw foods in designated refrigerators/freezers at appropriate temperatures (refrigerator:  $\pm 4^{\circ}\text{C}/40^{\circ}\text{F}$ , freezer:  $\pm 18^{\circ}\text{C}/0^{\circ}\text{F}$ ).
- Label food items with dates and rotate stock using FIFO (First-In, First-Out) method.
- Do not leave perishable foods at room temperature for more than 2 hours.

### 4.4 Cross-Contamination Prevention

- Keep raw and cooked foods separate at all stages of handling and storage.
- Use color-coded cutting boards and utensils for raw and cooked foods.
- Sanitize hands, surfaces, and tools between handling different food types.

### 4.5 Waste Management

- Dispose of food waste and refuse in designated, covered bins.
- Empty and clean waste bins regularly to avoid pest attraction and odors.
- Follow local regulations for disposal and recycling of food waste and packaging.

### 4.6 Monitoring and Documentation

- Conduct regular inspections of storage, preparation, and service areas.
- Monitor and record temperatures of refrigerators, freezers, and cooked food.

- Keep up-to-date logs for cleaning, maintenance, and training activities.
- Report and investigate incidents of non-compliance or contamination.

## 5. References

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- Local and national food safety regulations and guidelines
- Manufacturer instructions for cleaning agents and sanitizers
- Relevant company policies on food safety

## 6. Revision History

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Date	Revision	Description	Author
2024-06-01	1.0	Initial SOP Release	[Author Name]