

SOP Template: Food Safety, Handling, and Storage Procedures

This SOP details **food safety, handling, and storage procedures**, including proper hygiene practices, safe food handling techniques, temperature control requirements, cross-contamination prevention, storage guidelines for different food types, cleaning and sanitation protocols, and monitoring and documentation practices. The purpose is to ensure food quality and safety, prevent foodborne illnesses, and comply with regulatory standards throughout the food supply chain.

1. Purpose

To outline procedures that ensure the safe handling, storage, and preparation of food to maintain quality and safety, complying with regulatory standards and minimizing foodborne illness risks.

2. Scope

This SOP applies to all staff involved in the receiving, handling, preparation, storage, and distribution of food products.

3. Responsibilities

- Food Handlers:** Adhere to hygiene and handling protocols at all times.
- Supervisors:** Ensure staff compliance and maintain proper records.
- Management:** Provide necessary resources, training, and oversight.

4. Procedures

4.1 Personal Hygiene

- Wash hands thoroughly before and after handling food, after breaks, restroom use, or handling waste.
- Wear clean uniforms, hair restraints, and remove jewelry.
- Report illnesses or symptoms promptly and avoid food contact when ill.

4.2 Safe Food Handling

- Use separate equipment and utensils for raw and ready-to-eat foods.
- Follow approved thawing, cooking, cooling, and reheating methods.
- Avoid direct hand contact with ready-to-eat foods; use gloves or utensils.

4.3 Temperature Control

Process	Temperature Requirement
Cold Storage	≤ 4°C (40°F)
Hot Holding	≥ 60°C (140°F)
Frozen Storage	≤ -18°C (0°F)
Cooking (general guideline)	≥ 74°C (165°F) or per food type standard

4.4 Cross-Contamination Prevention

- Store raw foods below cooked/ready-to-eat foods.
- Sanitize surfaces and equipment between uses.
- Use color-coded cutting boards and utensils.

4.5 Storage Guidelines

- Label and date all food upon receipt and after opening.
- Practise FIFO (First-In, First-Out) inventory use.
- Store food at least 15 cm (6 inches) off the floor.
- Keep dry goods in cool, dry, and well-ventilated areas.
- Check for signs of spoilage and pest activity routinely.

4.6 Cleaning and Sanitation

- Follow daily, weekly, and monthly cleaning schedules.
- Use approved cleaning agents and sanitizers as per manufacturer instructions.
- Document cleaning completion and corrective actions for deficiencies.

4.7 Monitoring and Documentation

- Record temperatures of storage units at least twice daily.
- Maintain cleaning, maintenance, and pest control logs.
- Document any incidents and corrective actions taken.

5. References

- Local and national food safety regulations
- FDA Food Code or local equivalent
- Company food safety policy

6. Revision History

Date	Revision	Description
2024-06-XX	01	Initial SOP template issued