

	<h2 style="margin: 0;">Halal Products Sanitation SOP</h2>	NYHalalSSOP
		Revision: 01
		Effective Date: 11/01/2024

# Halal Products Sanitation Standard Operating Procedure (SSOP)

## 1. Introduction:

This document provides a comprehensive guide to sanitation practices at DCW Casing LLC to maintain the halal integrity of our products.

## 2. Objective:

To ensure that every aspect of our production - from personnel and equipment to the products themselves - adheres to strict hygiene and sanitation standards, thus upholding our commitment to halal standards.

## 3. Scope:

This procedure encompasses sanitation protocols for personnel, equipment, and products within the Halal Product Facility (HPF).

## 4. Personnel (The Halal Product Handler, or HPH):

**4.1. Training:** All HPHs undergo regular training to understand the importance of personal hygiene and its role in maintaining the halal integrity of our products.

**4.2. Hand Hygiene:** HPHs are required to wash hands using soap for at least 20 seconds before starting work, after breaks, after handling non-halal items, and after using the restroom. Hand sanitizers are placed strategically throughout the HPF for easy access.

**4.3. Protective Clothing:** HPHs must wear clean uniforms, head and beard coverings, and gloves when handling HPs. Clothing should be changed daily or when visibly soiled.

**4.4. Health:** Any HPH showing signs of illness is not permitted to handle HPs until cleared by a medical professional.

**4.5. Audits:** The Halal Enforcement Director performs monthly GMP audits, and the employees are checked every day on Pre-Operation SSOP by the supervisor at the start of the shift.

## 5. Equipment (The Halal Product Equipment, or HPE):

**5.1. Daily Cleaning:** All HPEs are cleaned and sanitized at the end of each shift. A mid-day sanitation break may be instituted during prolonged operation hours. All halal products will have a distinct label indicating their halal status.

**5.2. Separation:** The same equipment is used for halal and non halal products. The cleaning is performed at the end of the shift and in the next morning before starting the production/packing with halal orders the ATP swab test is performed in the areas listed on the attachment A. Only after approved results the order is started.

**5.3. Sanitation:** All cleaning material used are proper for food environment. There isn't any chemical product in contact with the halal products.

**5.4. Audits:** The Halal Enforcement Director performs monthly audits, and the employees are checked every day on Pre-Operation SSOP by the supervisor at the start of the shift.

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## 6. Products (The Halal Product, or HP):

### 6.1. Incoming Products:

- All incoming HPs barrels are inspected for any signs of external contamination.
- Packaging is cleaned, as appropriate, before barrels being stored or processed.
- Inspection on contamination and seal packaging are done prior to start using the product in halal orders.

### 6.2. Storage:

- All HPs are stored in clean, sanitized, and proper storage rack areas. The storage areas are not segregated because there is no risk of cross contamination, sealed and closed barrels. HPs are able to be identified visually by label and sticker.
- Daily SSOP Pre-Operational checks are made to ensure storage areas maintain their cleanliness and it is verified monthly by Halal Enforcement Director.

### 6.3. Processing:

- During processing, HPs are handled with utmost care, using sanitized tools and by trained HPHs to prevent contamination.
- Periodic cleaning is done during processing, especially during long production hours.

### 6.4. Packaging:

- All packaging materials are stored in clean, dry areas.
- HPs are packed in sanitized environments to prevent contamination during transit or storage.

## 7. Review and Updates:

This SSOP will be reviewed semi-annually or when any significant changes occur in the facility. Training sessions will be updated to reflect any changes, ensuring all HPHs are informed and equipped to maintain our halal standards.

## 8. Approval:

This SSOP has been approved by Carolina Becker-Berlitz, Quality & EHS Manager on November 1<sup>st</sup>, 2024.

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## **Attachment A**

### **1. ATP Swabbing Equipment:**

The ATP swabbing is performed prior to every Halal order. The open product area is cleaned and sanitized at the end of the shift and the Halal Product orders are produced at the beginning of the next shift. This allows for proper sanitizer evaporation and effectiveness. ATP results will be evaluated and approved according to manufacturer technical limits. Every surface in contact with HPs is tested prior to every order and the results are recorded in the binder.

#### **1.1. Production Area:**

- Production Tables.
- White Plastic Soaking Containers.
- Yellow Draining Bins.
- Knives.
- Aprons.
- Transparent Salt Scoops.
- White Pails.

#### **1.2. Packing Area:**

- Knives and scrappers.
- Aprons.
- Gloves.
- Transparent Salt Scoops.
- White Pails.