

## ***SANITATION STANDARD OPERATING PROCEDURE (SSOP)***

Al Noor Halal Meat Abattoir is a red meat processing establishment. This plant receives Beef, Lamb, and Goat for further processing. This plant cuts and grinds product and also packages it.

### **MANAGEMENT STRUCTURE**

Owner/Operating Manager – Liaquat Ali

Plant Manager – Noor Ahmad

Team Captains – Nazia Ali

Signature: [Liaquat Ali](#)      Date: 03/24/2024

The Team Captains or their designees are responsible for implementing and daily monitoring of Sanitation SOPs and recording the findings and any corrective actions. The Team Captains are responsible for training and assigning specific duties to other employees and monitoring the employees' performance within the Sanitation SOPs. All records, data, checklists, and other information pertaining to the Sanitation SOPs are maintained on file and made available to inspection personnel.

### **Pre-operational Sanitation – Equipment and Facility Cleaning Objective**

**All equipment is disassembled, cleaned, and sanitized before starting production**

#### **Establishment sanitary procedures for cleaning and sanitizing equipment**

- a. Product debris is removed from all equipment.
- b. Equipment is rinsed with water to remove remaining debris.
- c. An approved cleaner is applied to equipment and properly cleaned.
- d. The equipment is reassembled.
- e. Equipment is sanitized with approved sanitizer and rinsed with potable water if appropriate.

#### **Implementing, Monitoring and Recordkeeping**

Team Captains perform daily organoleptic sanitation examinations after pre-operational equipment cleaning and just before sanitizing and before operations

begin. The results are recorded on the establishment's Pre-operational Sanitation Form. If found to be acceptable, the appropriate line is checked on the form. If found unacceptable, actions taken to restore sanitary conditions is documented on the Pre-operational Sanitation Form.

### **Corrective Actions**

When the Team Captains determine that the equipment does not pass organoleptic examination, the cleaning procedure and inspections are repeated. The Team Captains monitor the cleaning of the equipment and retrain employees if necessary. Corrective actions are recorded on the establishment's Corrective Action Log.

## **Cleaning of Facilities including floors, walls, and ceilings**

### **Cleaning procedures**

1. Debris is swept up and discarded.
2. Facilities are rinsed with potable water.
3. Facilities are cleaned with approved cleaner.
4. Facilities are rinsed with potable water.

Cleaning of floors, ceilings, and walls is done at the end of each production day and when needed to maintain sanitary conditions.

### **Establishment monitoring**

The Team Captain performs daily organoleptic examination before operations begin. Results are recorded on the establishment's Pre-operational Sanitation Form.

### **Corrective action**

When the Team Captain finds that the facilities do not pass organoleptic examination, the cleaning procedures and inspections are repeated. The Team Captain examines the cleaning of the facilities and retrain employees as needed. Corrective actions to prevent direct product contamination or adulteration are recorded on a Corrective Action Log.

## **Operational Sanitation—Equipment and Facility Cleaning Objective**

### **Processing is performed under sanitary conditions to prevent direct and cross-contamination of the product**

#### **Sanitary procedures for processing**

1. Employees clean and sanitize hands, gloves, knives, other hand tools, cutting boards, etc., as necessary during processing to prevent the creation of insanitary conditions and the contamination of products.
2. All equipment tables and other product contact surfaces are cleaned and sanitized throughout the day as needed to maintain sanitary conditions and protect the product.

3. Outer garments such as aprons, boots, and gloves are hung in designated areas when employees leave processing areas. Outer garments are maintained in a clean and sanitary manner and are changed at least daily and more often if necessary.
4. At the end of the shift: major solids are physically removed from floors, equipment, and food contact surfaces. Equipment is disassembled as required for adequate cleaning. All surfaces are rinsed with cold water.
5. Administrative personnel wear smocks and waterproof boots when in processing areas. Maintenance workers wear smocks and waterproof boots. Smocks are laundered in-house as needed.
6. Prevention of cross-contamination: clothing and personal belongings are not stored in production areas. Workers do not eat food, chew gum, drink beverages, or use tobacco in production areas. Workers sanitize their boots in boot baths. Waste is removed from processing areas every four hours during production. Coolers are cleaned weekly or more often if needed. Cooler evaporators are cleaned every six months or more often if needed.
7. Allergen control: allergen free products are processed first, followed by products containing allergens.
8. Condensation: drip or condensate does not contaminate food or packaging materials. The finished product cooler is monitored twice a day. Condensation is removed in a sanitary manner.
9. Packaging materials are protected from contamination during storage and use.
10. Cleaning compounds, sanitizers and lubricants used in processing and packaging areas are food-grade. Non-food-grade chemicals and lubricants are stored separately outside processing and packaging areas.
11. Product reconditioning: an employee removes product from the floor in a timely manner, trim contaminants from the product surface area, wash the product at a product wash station, and examines it before returning it to production. This procedure is used for occasional instances of product contamination.
12. Employee health: employees are instructed to report to their supervisor any health condition that might result in food contamination.

### **Monitoring and Recordkeeping**

The Team Captains are responsible for ensuring that employees' hygiene practices, sanitary handling procedures, and cleaning procedures are maintained. The Team Captains monitor the sanitation procedures during the day. Results are recorded on the establishment's Operational Sanitation Form daily.

## **Corrective Action**

The Team Captains identify sanitation problems, stop production if necessary, and notify processing employees to take appropriate action to correct sanitation problems. If necessary, processing employees are retrained, and corrective actions are recorded on a Corrective Action Log.

## **Establishment Grounds and Facilities**

### **Grounds and Pest Control**

Each day, after operations have ended, the Team Captain directs an employee to examine:

1. The area around the building for trash, debris, and garbage. All items found are disposed of in an appropriate waste container;
2. The area around the building for evidence of rodents, flies, and birds (nesting/feeding);
3. The rodent glue traps to ensure they are free of captured rodents and are properly placed and maintained; and,
4. The use and storage of pest control substances to ensure they are used according to manufacturer's instructions and stored securely and away food production and storage areas.

### **Facilities**

Once a week , during operations, the Team Captain examines:

5. The structure, rooms, and compartments to verify they are of sound construction and in good repair;
6. The walls, floors, and ceilings to verify they are impervious to moisture and can be cleaned and sanitized;
7. The walls, floors, ceilings, doors, windows, and other outside openings to verify they prevent the entrance of vermin (flies, birds, rats, and mice);
8. The room where edible product is processed, handled, or stored to verify the room and edible product is separate from inedible product storage;
9. The lighting in the product handling and storage rooms, equipment and utensil cleaning area, the hand washing area, the locker room, and the toilet to ensure there is sufficient lighting;
10. The ventilation to verify it controls odors, vapors, and condensation;
11. The plumbing system to verify sufficient city supplied water is available where needed in the building, and all floor and sink drains, and the toilet and shower basin remove waste from the building as intended (no backflow or standing water).
12. The supply of running water to verify there is sufficient pressure and temperature in

the processing room, the cleaning room, hand washing sinks, toilet, and shower.

13. The locker room, toilet and sinks to verify they are maintained in a sanitary condition and in good repair

**Pre-operational Sanitation Form**

Area and Equipment Results	Accept	Reject
Equipment disassembled, cleaned, and sanitized before starting production		
Cleaning of facilities including floors, walls, and ceilings		

Notes

Date: \_\_\_/\_\_\_/\_\_\_ Initials \_\_\_\_\_ (passes examination)

		Accept	Reject	Accept	Reject
Employees clean and sanitize equipment					
Food contact areas cleaned and sanitized as necessary					
Outer garments handled appropriately					
Food contact and equipment cleanup					
Administrative personnel in food processing departments					
Prevention of cross-contamination					
Allergen Control					
Condensation					
Packaging materials					
Cleaning compounds					
Employee health					
Product reconditioning					
Notes					
<p><b>Date:</b> ___/___/___ <b>Initials</b> _____</p>					

Corrective Action Log			
<b>Sanitary Procedures Found Unacceptable (Recorded on the Operational Sanitation Form)</b>	✓		✓
Employees clean and sanitize equipment		Allergen Control	
Food contact areas cleaned and sanitized as necessary		Condensation	
Outer garments handled appropriately		Packaging materials	
Food contact and equipment cleanup		Cleaning compounds	
Administrative personnel in food processing departments		Employee health	
Prevention of cross-contamination		Product reconditioning	
Measures taken to ensure the appropriate disposition of any contaminated product			
Measures taken to restore sanitary conditions			
Measures taken to prevent recurrence, including appropriate re-evaluation and modification of the Sanitation SOP			
Notes			
Date: ____/____/____ Initials _____			

	M A/R	T A/R	W A/R	T A/R	F A/R
Trash, Debris, and Garbage					
Evidence of Rodents, Flies, and Birds					
Rodent Glue Traps					
Use and Storage of Pest Control Substances					
Initials					
<b>Notes</b>					
<p><b>Date:</b> ___/___/___ <b>Initials</b> _____ (passes examination)</p>					

<b>Establishment Facilities</b>	
<b>Results</b>	<b>Accept or Reject</b>
Construction and Repair	
Walls, Floors and Ceilings	
Openings to the Outside	
Edible and Inedible Product	
Lighting	
Ventilation	
Plumbing	
Water Supply	
Locker Room and Toilet	
<b>Notes</b>	
<p><b>Date:</b> ___/___/___ <b>Initials</b> _____ (passes examination)</p>	

**Code of Federal Regulations**

**TITLE 9--ANIMALS AND ANIMAL PRODUCTS CHAPTER III--FOOD SAFETY AND INSPECTION SERVICE, DEPARTMENT OF AGRICULTURE**

**PART 416--SANITATION<sup>1</sup>**

**Sec. 416.11 General rules.**

Each official establishment shall develop, implement, and maintain written standard operating procedures for sanitation (Sanitation SOPs) in accordance with the requirements of this part of the regulation.

**Sec. 416.12 Development of Sanitation SOPs.**

- The Sanitation SOPs shall describe all procedures an official establishment will conduct daily, before and during operations, sufficient to prevent direct contamination or adulteration of product(s).
- The Sanitation SOPs shall be signed and dated by the individual with overall authority on-site or a higher level official of the establishment. This signature shall signify that the establishment will implement the Sanitation SOPs as specified and will maintain the Sanitation SOPs in accordance with the requirements of this part. The Sanitation SOPs shall be signed and dated upon initially implementing the Sanitation SOPs and upon any modification to the Sanitation SOPs.
- Procedures in the Sanitation SOPs that are to be conducted prior to operations shall be identified as such, and shall address, at a minimum, the cleaning of food contact surfaces of facilities, equipment, and utensils.
- The Sanitation SOPs shall specify the frequency with which each procedure in the Sanitation SOPs is to be conducted and identify the establishment employee(s) responsible for the implementation and maintenance of such procedure(s).

**Sec. 416.13 Implementation of SOPs.**

- (a) Each official establishment shall conduct the pre-operational procedures in the Sanitation SOPs before the start of operations.
- (b) Each official establishment shall conduct all other procedures in the Sanitation SOPs at the frequencies specified.
- (c) Each official establishment shall monitor daily the implementation of the procedures in the Sanitation SOPs.

**Sec. 416.14 Maintenance of Sanitation SOPs.**

Each official establishment shall routinely evaluate the effectiveness of the Sanitation SOPs and the

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<sup>1</sup> This is an external link which directs the user to the govinfo.gov site.

procedures therein in preventing direct contamination or adulteration of product(s) and shall revise both as necessary to keep them effective and current with respect to changes in facilities, equipment, utensils, operations, or personnel.

**Sec. 416.15 Corrective Actions.**

- (a) Each official establishment shall take appropriate corrective action(s) when either the establishment or FSIS determines that the establishment's Sanitation SOPs or the procedures specified therein, or the implementation or maintenance of the Sanitation SOPs, may have failed to prevent direct contamination or adulteration of product(s).
- (b) Corrective actions include procedures to ensure appropriate disposition of product(s) that may be contaminated, restore sanitary conditions, and prevent the recurrence of direct contamination or adulteration of product(s), including appropriate reevaluation and modification of the Sanitation SOPs and the procedures specified therein or appropriate improvements in the execution of the Sanitation SOPs or the procedures specified therein.

**Sec. 416.16 Recordkeeping requirements.**

- (a) Each official establishment shall maintain daily records sufficient to document the implementation and monitoring of the Sanitation SOPs and any corrective actions taken. The establishment employee(s) specified in the Sanitation SOPs as being responsible for the implementation and monitoring of the procedure(s) specified in the Sanitation SOPs shall authenticate these records with his or her initials and the date.
- (b) Records required by this part may be maintained on computers provided the establishment implements appropriate controls to ensure the integrity of the electronic data.
- (c) Records required by this part shall be maintained for at least 6 months and made available to FSIS. All such records shall be maintained at the official establishment for 48 hours following completion, after which they may be maintained off-site provided such records can be made available to FSIS within 24 hours of request.

**Sec. 416.17 Agency verification.**

FSIS shall verify the adequacy and effectiveness of the Sanitation SOPs and the procedures specified therein by determining that they meet the requirements of this part. Such verification may include:

- (a) Reviewing the Sanitation SOPs;
- (b) Reviewing the daily records documenting the implementation of the Sanitation SOPs and the procedures specified therein and any corrective actions taken or required to be taken;
- (c) Direct observation of the implementation of the Sanitation SOPs and the procedures specified therein and any corrective actions taken or required to be taken; and
- (d) Direct observation or testing to assess the sanitary conditions in the establishment.