

INTEGRATED MANAGEMENT SYSTEM

MANAGEMENT SYSTEM PROCEDURE

METHODOLOGICAL INSTRUCTION
SANITATION
COMPLIANCE WITH SANITARY AND HYGIENIC STANDARDS AT WORK

PRO-27

DOCUMENT STATUS

| | |
|--------------------|---|
| Control | C |
| Taken into account | |

DATE OF INTRODUCTION: 09/01/2023

EDITORIAL NUMBER: 01 _____

IS ENTERED IN PLACE OF: _____

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1 PURPOSE AND SCOPE OF APPLICATION

This methodological instruction is designed to ensure compliance with the rules and regulations of sanitation at the enterprise.

The instruction establishes the procedure for compliance with sanitary and hygienic norms and rules and is intended for the personnel *as well as* visitors and representatives of third-party organizations.

Failure to comply with this instruction will result in administrative liability.

2 TERMS, DEFINITIONS AND ABBREVIATIONS

SM - supplementary materials;

SI - sanitation engineer;

MI - methodological instruction;

FO - Food outlet ;

PD - Production department;

PL - Production laboratory;

WS - Warehouse service;

HS - housekeeping service;

PPE - personal protective equipment;

S - sanitization;

F - form of the document.

3 DESCRIPTION AND STAGES OF IMPLEMENTATION

3.1 General requirements for personal hygiene of production personnel

Only persons who have a health book, have been examined in a medical institution and have been authorized to work are allowed to work.

Production personnel are obliged to :

➤ daily at the beginning of the work shift, undergo examination of open surfaces of the body for the presence of pustular and cold-related diseases by the site foreman, deputy production manager, with a note in the log (**Appendix A**).

Notify the production management of the:

- signs of a cold;
- intestinal dysfunction;
- infections and skin diseases in the family;
- suppuration, cuts, burns, wounds, etc.

In the presence of these diseases, the staff is suspended from work and sent to a medical institution for examination.

Provided that if an employee feels unwell during work, he or she must immediately notify his or her immediate supervisor to seek medical attention at a medical facility.

Observe personal hygiene:

➤ keep your body and hands clean, cut your nails short, and do not wear nail polish;

➤ wash hands thoroughly with soap and water, dry and disinfect them at the beginning, end and throughout the work shift.

Maintain cleanliness and order in the workplace, in sanitary facilities, and in individual lockers in the locker room. Keep overalls, footwear and PPE clean and in good condition.

Eating and smoking in production and sanitary facilities is strictly prohibited.

3.2 Sanitary and hygienic requirements before starting work.

Production personnel, coming to work, are obliged to: _

- change clothes in a domestic room - a locker room ;
- place outerwear on a hanger, remove shoes and place them on the shelves;
- change shoes for the non-sanitary area;
- place personal belongings in an individual locker;
- remove jewelry, watches, and jewelry;
- wash hands thoroughly with soap and water, dry and disinfect;
- go to the sanitary area of the locker room;
- change into shoes for the sanitary zone (take them from the rack for the sanitary zone, shoes for sanitary facilities (non-sanitary zone) put them on the rack "for non-sanitary zone").
- wash your hands thoroughly with soap and water, dry them;
- put on a clean set of overalls (overalls are stored on a hanger, according to numbering);
- put on a mask and cap, and if necessary, a beard;
- thoroughly disinfect hands (do not dry);
- at the entrance to the production area ("Sanitary Zone"), disinfect shoes on a disinfectant mat (wipe the soles of the shoes thoroughly on the mat).

It is forbidden to keep money, cigarettes, cell phones in the pockets of overalls, as well as fasten overalls with pins and studs, and it is forbidden to wear watches and jewelry, eyelash extensions, and nails at work.

3.3 Sanitary and hygienic requirements during work.

The production staff is obliged:

- stay in the working areas of their sites;
- At the workplace, before starting work, wash, dry and disinfect your hands and put on gloves, and if necessary, aprons and armbands;
- use colored aprons when working with non-heat-treated raw materials;
- use white aprons when working with finished products;
- when changing a technological operation, moving to another production area, wash your hands with soap and water, dry them, disinfect them and put on gloves before performing each type of work;
- The armbands and apron should be replaced as they become soiled; and the apron should be replaced as it becomes worn (broken);
- Before performing any type of work where there is contact with empty clean or filled containers, wash, dry, disinfect hands and wear gloves.
- Gloves should be replaced as soon as they become dirty;
- the frequency of glove change for each area is set by the TI for the relevant process.

*It is **FORBIDDEN** to transfer personnel to other production sites without the knowledge of the immediate supervisor, foreman of the production site.*

3.4 Rules for visiting household and sanitary facilities.

3.4.1 At the point of eating, production personnel are REQUIRED:

- attend the PPP strictly in accordance with the lunch schedule;
- change clothes for the non-sanitary area (personal clothes or clothes specially designed for the non-sanitary area) and change shoes;
- wash your hands thoroughly with soap and water, dry them and disinfect them before entering the checkpoint;

- after visiting the PPP, change clothes and shoes in accordance with clause 4.2, wash hands thoroughly with soap and water, dry and disinfect them before starting work;
- disinfect shoes on a disinfectant mat when entering the production area.

The consumption rates of detergents and disinfectants for hand sanitization are shown in the table.

Table 1 - Consumption rates for hand washing and disinfection*.

| № n/a | Name of the MDS | Appointment. | Quantity, l |
|----------|--|-----------------------------|-------------|
| 1 | Liquid soap with a disinfectant effect | Washing staff hands | 0,5 |
| 2 | Disinfectant Septophan XD | Disinfection of staff hands | 1,0 |

* The consumption of CIP is indicated for 1 working shift, taking into account the production program. The consumption of CIP can be increased during additional processes.

3.4.2 Visiting the bathroom.

The production staff is obliged:


- before using the bathroom, take off your sanitary overalls and leave them on a hook in the sanitary area of the locker room;
- change shoes for the non-sanitary area;
- remove the cap and mask and throw it in a garbage container;
- after using the restroom, wash your hands thoroughly with soap and water, dry and disinfect;
- disinfect shoes on a disinfectant mat when leaving the toilet;
- put on overalls and change shoes, put on a clean hat and mask, and if necessary, a beard;
- upon entering the production area, wash your hands thoroughly with soap and water, dry and disinfect them, and disinfect your shoes on a disinfectant mat (wipe the soles of your shoes thoroughly on the mat).

3.4.3 Smoking.

The production staff is obliged:

- before visiting a smoking area, remove sanitary overalls and leave them on a hook in the sanitary area of the locker room;
- change shoes for an unsanitary area ;
- remove the cap and mask, throw it into a garbage container labeled as solid waste;
- after visiting a smoking area, wash your hands thoroughly with soap and water, dry and disinfect them, and rinse your mouth with water;
- disinfect shoes on a disinfectant mat when entering the sanitary area;
- put on overalls and change shoes for the sanitary area, put on a clean hat and mask, and if necessary, a beard;
- upon entering the production area, wash your hands thoroughly with soap and water, dry and disinfect them, and disinfect your shoes on a disinfectant mat (wipe the soles of your shoes thoroughly on the mat).

The smoking break time is approved by the company's order (the schedule of meals and breaks for employees). Smoking is allowed only in a specially designated outdoor area.

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3.5 Requirements for inventory and packaging.

All containers and equipment used in production must be labeled according to their purpose (in accordance with the processed products and manufactured goods). Products and supplies are stored only in containers with appropriate labeling.

Each production area should have only the appropriate inventory.

It is possible to use containers and inventory after falling to the floor only after a second sanitization.

After work is completed, move the used containers and equipment to the container and equipment washing area.

Before moving clean containers and inventory from the container storage area to the production areas, hands must be thoroughly washed, dried and disinfected.

*It is **FORBIDDEN** to touch containers, inventory with untreated hands.*

3.6 Requirements upon completion of work.

Upon completion of the CCI, production personnel are **REQUIRED** to leave:

- carry out cleaning and disinfection of equipment, containers, inventory and utensils in accordance with applicable regulations;
- wash and disinfect all auxiliary materials according to the applicable instructions;
- dispose of used plastic aprons, masks, hats, sleeves; beard caps, gloves in a container labeled with solid waste;
- remove the overalls and place them in a container for dirty overalls;
- take a shower if possible.

PROHIBITED:

- store sanitary/non-sanitary overalls and sanitary/non-sanitary footwear in an individual compartment of the closet;
- store food in an individual cabinet compartment;
- take workwear and footwear off-site and carry out its own sanitization. Laundry and repair of workwear and footwear is carried out centrally for the enterprise.

4 STAFF RESPONSIBILITY

The head of the laboratory is responsible for: controlling the implementation of the provisions of this procedure by officials and employees of the enterprise.

IT (sanitation) is responsible for: monitoring the sanitary condition of the living quarters and timely filling of containers with medical waste with special means.

The head of the economic department, the head of production, the deputy head of production, and the foreman are responsible for monitoring the implementation of the CO of the toilet rooms and waste containers (washing and disinfection).

Cleaners of sanitary and non-sanitary areas: responsible for the quality and timely performance of cleaning and disinfection of living rooms and waste containers.

5 RECORDS AND FORMS TO IMPLEMENT THE PROCEDURE

PRO-27. F 1 Journal of control of pustular diseases.



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Appendix A

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JOURNAL
CONTROL OF PUSTULAR DISEASES

(name of the unit)

RESPONSIBLE FOR MAINTAINING THE JOURNAL:

(position, name, signature)

BEGIN: _____

DONE: _____

SHELF LIFE: _____

| I.P. | Date _ review / month _____ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Measures taken | |
|---------------------|-----------------------------|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----------------|--|
| | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | | |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Total surveyed | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Including suspended | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

Symbols :

H - healthy; O - suspended; V - day off; B - sick leave

REQUIREMENTS BEFORE STARTING WORK

1. REMOVE THE WATCH



2. REMOVE ALL JEWELRY (rings, chains, bracelets, earrings, etc.)



3. TUCK YOUR HAIR COMPLETELY UNDER A DISPOSABLE HEADGEAR

(no loose hair)



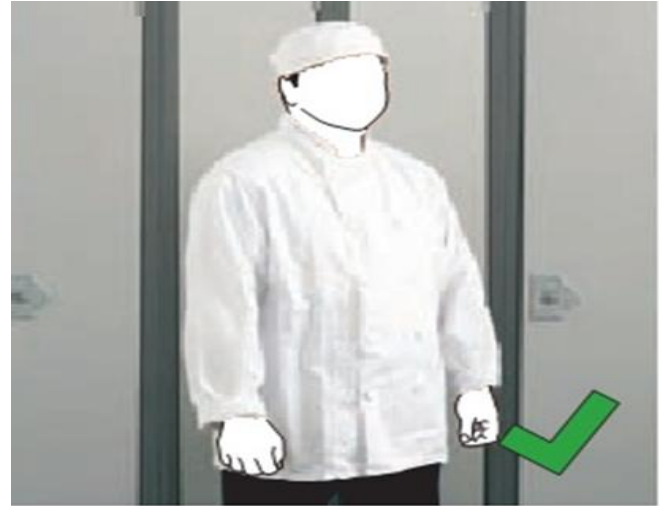
4. WASH YOUR HANDS THOROUGHLY AND TREAT THEM WITH A SANITIZER



5. PUT ON A CLEAN HEADGEAR (DISPOSABLE CAP).



6. PUT ON CLEAN WORK CLOTHES AND SHOES (PANTS, GOWN, ETC.)



REQUIREMENTS IN THE PROCESS OF WORK

1. Put on a clean disposable apron, disposable gloves (when leaving the clean sanitary area, disposable apron and disposable cap should be thrown into a garbage bag)



2. DO NOT SMOKE



3. DO NOT EAT OR DRINK AT THE WORKPLACE



4. Try not to touch your face with your hands, cough or sneeze near the products



5. IN CASE OF CUTS, IMMEDIATELY CONTACT YOUR SUPERVISOR FOR FIRST AID



6. If you have any signs of vomiting or diarrhea, contact your immediate supervisor or production manager immediately.



REQUIREMENTS FOR HAND SANITIZATION

1. Apply liquid soap to your hands



2. Lather the soap until it becomes foamy



3. Rinse your hands with clean water until the soap residue is completely rinsed off



4. Close the faucet with your elbow without touching it with clean hands









5. Dry your hands



6. Disinfect hands with a disinfectant, rub in until completely dry (30 seconds)



Method of hand antisepsis

| | |
|--|---|
| <p>1</p>  <p>Palm to palm with the wrist together</p> | <p>4</p>  <p>The outside of the fingers on the opposite palm with crossed fingers</p> |
| <p>2</p>  <p>Right palm on the left back of the hand and left palm on the right back of the hand</p> | <p>5</p>  <p>Circular rubbing of the left thumb in the closed palm of the right hand and vice versa</p> |
| <p>3</p>  <p>Palm on the palm of your hand with fingers crossed</p> | <p>6</p>  <p>Circular rubbing of the closed fingertips of the right hand on the left palm and vice versa</p> |

1. IMMEDIATELY BEFORE STARTING WORK
2. DURING OPERATION, AS THEY BECOME DIRTY, BUT AT LEAST ONCE EVERY 1 HOUR
3. AFTER GOING TO THE TOILET



4. BEFORE AND AFTER MEALS.
5. AFTER EACH BREAK DURING WORK (INCLUDING SMOKING)



6. AFTER A CUT OR DRESSING CHANGE



7. AFTER TAKING OUT THE GARBAGE



8. AFTER HARVESTING

