



## Sanitation Standard Operating Procedures

### Sanitation Standard Operating Procedure (SSOP) for Personnel (HPH):

Objective: To maintain a high level of personal hygiene and ensure that all personnel in the halal kitchen facility adhere to strict sanitation standards to prevent contamination of halal products.

Personnel (HPH):

1. Personal Hygiene: All personnel must maintain high standards of personal hygiene. This includes regular handwashing, the use of disposable gloves, and clean and appropriate attire, including hairnets or caps.
2. Training: All employees handling halal products must undergo training on halal food preparation and handling, including understanding the significance of halal practices.
3. Illness Reporting: All personnel who are ill or experiencing symptoms of illness that could be transmitted through food must report their condition to their supervisor and stay away from the facility until they are no longer a risk.
4. Jewelry and Accessories: Personnel should not wear jewelry, watches, or accessories that could pose a contamination risk to halal products.
5. Handwashing Stations: Ensure that there are designated handwashing stations with soap and disposable towels for personnel to use before and after handling halal products.
6. Clean Workstations: Personnel should keep their workstations clean and sanitized at all times.

1. Personal Hygiene:

- All personnel are required to adhere to strict personal hygiene standards to ensure food safety and the integrity of halal products.
- Before starting work, personnel must wash their hands thoroughly with soap and warm water for at least 20 seconds.
- Handwashing should be done after using the restroom, sneezing, coughing, touching the face, or handling non-food items.
- Disposable gloves must be worn when handling halal products and changed as needed to prevent cross-contamination.



- Personnel should wear clean and appropriate attire, including hairnets or caps, to prevent hair from falling into food and to maintain a hygienic environment.

## 2. Training:

- All employees who handle halal products must undergo comprehensive training on halal food preparation and handling.
- Training should cover the significance of halal practices, including the religious and cultural aspects.
- Employees should be knowledgeable about the different requirements for halal food and be able to distinguish between halal and non-halal items.

## 3. Illness Reporting:

- All personnel are required to promptly report any illness or symptoms that could be transmitted through food to their supervisor.
- Ill personnel should stay away from the facility until they are no longer a risk to prevent the potential spread of illness to halal products and coworkers.
- Supervisors should maintain records of reported illnesses and follow appropriate protocols for the return of sick personnel.

## 4. Jewelry and Accessories:

- Personnel should not wear jewelry, watches, or accessories that could pose a contamination risk to halal products.
- Exceptions may be made for medical alert bracelets, which should be appropriately covered or secured to prevent contact with food.

## 5. Handwashing Stations:

- Adequate handwashing facilities must be provided in the facility, with running water, soap, and disposable towels.
- Handwashing stations should be easily accessible to all personnel.
- Personnel are required to wash their hands before and after handling halal products and as needed to maintain hygiene.

## 6. Clean Workstations:

- Personnel must keep their workstations clean and sanitized at all times to prevent cross-contamination and maintain a hygienic environment.
- Use approved cleaning agents and sanitizers for regular workstation cleaning.
- Workstations should be cleaned before and after each shift and as necessary during food preparation.

By strictly adhering to this SSOP for personnel, your halal kitchen facility can ensure the safety and integrity of halal products and maintain a high level of food hygiene. Regular training, supervision, and monitoring are essential to ensure compliance with these procedures.



## **Equipment Cleaning and Sanitizing Policy:**

Objective: To ensure that all equipment used in the halal kitchen is properly cleaned and sanitized to prevent cross-contamination and maintain food safety standards.

### **Equipment (HPE):**

1. **Cleaning and Sanitizing:** All equipment, utensils, and machinery that come into contact with halal products must be regularly cleaned and sanitized. Use approved cleaning agents and follow recommended cleaning schedules.
2. **Separation:** Maintain separation between equipment and surfaces used for halal products and non-halal products. This includes cutting boards, knives, and other utensils.
3. **Regular Maintenance:** Schedule routine maintenance for all equipment and ensure it is in good working order. Any equipment that is damaged or not functioning correctly must be repaired or replaced.
4. **Storage:** Store equipment properly when not in use to prevent contamination. Use designated storage areas for halal equipment.
5. **Labeling:** Clearly label equipment that is designated for halal use to avoid mix-ups.

### **Employee's Responsibilities:**

After each use, personnel must wash and sanitize all equipment's removable parts used in food preparation.

Ensure that equipment is thoroughly cleaned to remove food residues and other contaminants.

### **Manager's Responsibilities:**

Conduct regular visual inspections of all equipment to ensure that proper cleaning and sanitization procedures are being followed.

Monitor the concentration levels of sanitizing agents to ensure their effectiveness.

Take appropriate follow-up actions if equipment is not being cleaned and sanitized as per the policy.



## Cleaning and Sanitizing Procedures:

1. Pre-cleaning: Before cleaning, equipment and utensils shall be pre-flushed, presoaked, or scraped as necessary to eliminate excessive food debris.
2. Washing: Equipment and utensils shall be effectively washed to remove or completely loosen soils using manual or mechanical means. Only approved cleaning chemicals are to be used in this process.
3. Rinsing: Washed utensils and equipment shall be rinsed to remove abrasives and to remove or dilute cleaning chemicals with water.
4. Sanitizing: After being washed and rinsed, equipment and utensils must be sanitized with an approved chemical by immersion, manual swabbing, brushing, or pressure spraying methods. Exposure time is important to ensure the effectiveness of the chemical.
5. Allow all parts of the equipment to air dry.
6. After being rinsed and sanitized, equipment and utensils should not be rinsed before air-drying, unless the rinse is applied directly from a warewashing machine or the sanitizing solution calls for rinsing off the sanitizer after it has been applied in a commercial warewashing machine.

## Frequency of Cleaning:

1. Before each use with a different type of raw animal food.
2. Each time there is a change from working with raw foods to working with ready-to-eat foods.
3. Between uses with raw fruits or vegetables and with potentially hazardous foods.
4. At any time during the operation when contamination may have occurred.
5. If used with potentially hazardous foods throughout the day, at least once every four hours.
6. For equipment used in refrigerated rooms, cleaned at least once every 24 hours.
7. Before using or storing a food thermometer.
8. For equipment used for food storage, cleaned as necessary to eliminate soil residue.
9. For ice bins, cleaned at a frequency necessary to preclude the accumulation of soil or mold.
10. Food contact surfaces of cooking equipment cleaned at least once every 24 hours.
11. Non-food-contact surfaces of equipment cleaned as needed to prevent the accumulation of soil residues.

By following these equipment cleaning and sanitizing procedures, you can maintain a high level of food safety and prevent contamination in your halal kitchen facility.





## **Sanitation Standard Operating Procedure (SSOP) for Products**

### **(HP):**

Objective: To ensure the safety and integrity of halal products by implementing proper procedures for incoming product inspection, storage, cross-contamination prevention, inventory management, packaging, labeling, and traceability.

### **Products (HP):**

1. Incoming Product Inspection: Inspect all incoming products to ensure they meet halal requirements and are free from contamination. Document the inspection process.
2. Storage: Store halal products separately from non-halal products, both in the refrigerator and dry storage areas. Use clearly labeled containers and shelves.
3. Cross-Contamination Prevention: Implement processes to prevent cross-contamination, including proper handling procedures and cleaning between different product uses.
4. Inventory Management: Keep track of inventory to ensure that halal products are used before their expiration dates and that older products are used first.
5. Packaging and Labeling: Package halal products in a way that clearly identifies them as halal. Use halal-certified labeling and packaging materials.
6. Traceability: Maintain records of all products used and their sources, allowing for traceability in case of contamination concerns.

### 1. Incoming Product Inspection:

- All incoming products must be thoroughly inspected to ensure they meet halal requirements and are free from contamination.
- Designate a responsible person or team for product inspection.
- Inspect for any signs of damage, spoilage, or contamination.
- Document the inspection process, including product name, date of inspection, and the name of the inspector.
- Reject and isolate any products that do not meet the halal requirements or show signs of contamination.

### 2. Storage:

- Store halal products separately from non-halal products to prevent cross-contamination.
- Maintain separate storage areas or designated shelves for halal products.



- Clearly label containers and shelves as "Halal" to avoid mix-ups.
  - Ensure proper temperature control, refrigeration, and dry storage conditions as required for different product types.
3. Cross-Contamination Prevention:
- Implement strict processes to prevent cross-contamination between halal and non-halal products.
  - Ensure that equipment, utensils, and surfaces are properly cleaned and sanitized between handling different product types.
  - Train personnel on safe and hygienic handling practices, emphasizing the importance of avoiding cross-contamination.
4. Inventory Management:
- Keep a well-organized inventory system to monitor the status of all halal products.
  - Use the "first in, first out" (FIFO) method to ensure that older products are used before newer ones.
  - Regularly check and document the expiration dates of halal products and remove any expired items from inventory.
5. Packaging and Labeling:
- Package halal products in a way that clearly identifies them as halal.
  - Use halal-certified labeling and packaging materials.
  - Ensure that labels include the product name, halal certification information, and any relevant production or expiration dates.
6. Traceability:
- Maintain detailed records of all products used, including their sources, suppliers, and production dates.
  - In case of contamination concerns or recalls, having complete traceability records is essential for tracking the source of the issue and taking appropriate corrective actions.
  - Keep records organized and accessible for easy retrieval if needed.

By following these SSOP procedures for products, your halal kitchen facility can maintain the integrity of halal products and ensure the highest standards of safety and hygiene. It is important to train and educate staff to follow these procedures diligently and to maintain accurate records for traceability purposes