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INTEGRATED MANAGEMENT SYSTEM

**MANAGEMENT SYSTEM PROCEDURE
ENSURING SANITARY AND HYGIENIC CONDITIONS
GENERAL PROVISIONS
PRO-28**

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1 PURPOSE AND SCOPE OF APPLICATION

This management system procedure has been developed in accordance with the requirements of ISO 9001 (7.1.3, 7.1.4, 8.5, 10.0), ISO 22000 (8.2) and establishes sanitary requirements that ensure biological integrity, high quality and safety of manufactured products.

The requirements of this procedure apply to all structural divisions involved in the process of ensuring the sanitary and hygienic regime at the enterprise (ensuring the sanitary condition of the enterprise, personal hygiene, requirements for production equipment).

2 TERMS AND DEFINITIONS

The following terms are used in this procedure:

Hygiene.	all conditions and measures necessary to ensure product safety at all stages of the production chain.
Disinfection	reduction, by chemical and/or physical means, of a significant number of microorganisms in an environment to a level that is safe.
Disinfectants	chemical compounds used to eliminate pathogens of infectious diseases in the environment of humans and animals.
Personal hygiene	is compliance with hygienic rules of behavior at work and at home.
Sanitation	a set of practical measures aimed at implementing hygiene standards and requirements.
Sink	mechanical or chemical cleaning process.
Detergents	substances that enhance the detergent effect of water.
Sanitary zone	the gap zone between the production and non-production areas of the enterprise.
Sanitary and hygienic requirements	requirements to ensure product safety and suitability at all stages of the production chain.
Workwear	are personal protective equipment for employees who perform harmful, dangerous and dirty work, as well as work in special temperature conditions. These means are designed to protect employees from damage and exposure to harmful substances.
Personal protective equipment	means intended to prevent or reduce the impact of harmful or dangerous production factors on the employee.

3 DESCRIPTION AND STAGES OF IMPLEMENTATION

3.1 General provisions

To ensure the production of high-quality and safe products for all levels of staff and visitors, the company has established a sanitary and hygienic regime and designated sanitary zones.

The sanitary and hygienic regime is ensured:

- compliance with sanitary and hygienic requirements for personnel;
- rules for moving around the company;
- sanitizing the premises;
- sanitization of equipment.

3.2 Sanitary and hygienic requirements for personnel

3.2.1 General provisions

Each employee of the company is responsible for compliance with the rules of personal hygiene, the condition of the workplace, and the fulfillment of technological and sanitary requirements at their site.

3.2.2 Medical examination

Employees of the company who have direct contact with the product (raw materials, semi-finished products, finished products) or with technological equipment undergo mandatory initial (before employment) and periodic (once every 6 months) medical examinations. The submarine's chief shall control the timeliness of periodic medical examinations.

3.2.3 Overalls

Employees of the company's structural units must wear clean, ironed overalls during work. The workwear and footwear of each employee are labeled (assigned a personal number).

It is strictly prohibited:

- keep money, cigarettes, and cell phones in the pockets of overalls (heads of departments, shift supervisors, and technologists are allowed to keep their phones);
- fasten overalls with pins and studs;
- wearing watches and jewelry at work;
- take workwear off the premises and sanitize it on their own.

As personnel are recruited and the kits wear out, but at least once a year, overalls are purchased with clearly defined requirements for overalls (fabric, color, accessories, etc.).

Laundry, ironing and repair of overalls and footwear is carried out centrally.

3.3 Sanitization.

3.3.1 Sanitization of premises, equipment, inventory and containers shall be carried out with detergents and disinfectants approved for use in the food industry.

The premises are sanitized in accordance with the company's sanitization regulations.

In addition, bactericidal irradiators operate in automatic and manual modes to maintain the sanitary and hygienic regime. The operating time of bactericidal irradiators is taken into account in accordance with certain standards

3.3.2 The inventory used for sanitization shall be labeled. It is prohibited to use equipment that is not intended for the type of work specified in the MI. Storage in labeled lockers for each site. The equipment used in the cleaning of sanitary facilities shall be stored separately from the equipment for cleaning production facilities, and it is prohibited to use it for other premises.

3.3.3 The equipment is located in the process of technological production of products (from the beginning of the process to the end) with free access of personnel both during the operation of the equipment and during maintenance.


3.3.4 Production equipment - (racks, tables, wheelbarrows, etc.) made of stainless steel, plastic or other materials approved for use in the food industry. The surface of the equipment and inventory is smooth, easy to clean and disinfect. Sanitization is carried out in accordance to standard rules.

3.3.5 Sanitization of containers is carried out in accordance with the current rules at the enterprise. Containers after sanitization are stored in a specially designated place.

3.3.6 Detergents and disinfectants for Sanitization are prepared in accordance with with approved rules.

3.3.7 Equipment washing and disinfection is performed by the staff of the production department. The responsibility for the equipment MI is borne by the production manager, whose staff performs the procedure. Control over compliance with the requirements is carried out by process engineer (sanitation).

3.3.8 The equipment after repair is put into operation after washing and disinfection. Control is entrusted to shift supervisors and the production manager, and verification is entrusted to process engineer (sanitation).

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3.4 Pest control on the territory of the enterprise is carried out by external organizations

3.5 Monitoring compliance with the sanitary and hygienic regime at the enterprise

Control over compliance with the sanitary and hygienic regime at the enterprise is carried out by process engineer (sanitation) during the work shift.

3.6 Microbiological control

6.6.1 Microbiological control of the sanitary condition of production and its frequency is described in the "Sampling Plane" and confirmed by the results of laboratory tests.

3.7 Precautions when using detergents and disinfectants

3.7.1 When using highly alkaline ($\text{pH} \geq 8$) or highly acidic ($\text{pH} \leq 5$) detergents and disinfectants, personal protective equipment should be used: rubber gloves, polyethylene or rubberized aprons, rubber boots (galoshes), etc.

3.7.2 In case of contact with skin, rinse off with plenty of water. In case of contact with eyes, rinse them with running water for 10...15 minutes. After finishing work, wash face and hands with soap and water.

3.7.3 It is forbidden to use the detergents and disinfectants for other purposes, to dilute or mix solutions independently.

4 STAFF RESPONSIBILITY

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

Process engineer (sanitation) is responsible for: ensuring compliance with the requirements of the sanitary and hygienic regime at the enterprise and monitoring the compliance of personnel with the rules of personal hygiene.