

	<p style="text-align: center;">Facility Sanitation SOP</p>	1003
		Revision: 01
		Effective Date: 10/05/23

Halal Sanitation Standard Operating Procedure (SSOP)

1. Introduction:

This document provides a comprehensive guide to sanitation practices at Bocaditos Bistro 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 antibacterial 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 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.

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

5.1. Routine Cleaning:

- All HPEs are cleaned and sanitized at the start and end of each shift.
- A mid-day sanitation break may be instituted during prolonged operation hours.

5.2. Deep Cleaning:

- All HPEs undergo deep cleaning and sanitization weekly to eliminate any potential contaminants.
- Cleaning schedules are logged and monitored.

5.3. **Separation:** Any equipment also used for non-halal products is clearly labelled and stored separately. Before it is used for HPs, it undergoes a rigorous cleaning process.

5.4. **Sanitization Agents:** Only approved and halal-certified cleaning agents are used for HPEs. A list of these agents is available upon request.

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

6.1. Incoming Products:

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- All incoming HPs are inspected for any signs of contamination.
- Products are cleaned, as appropriate, before being stored or processed.

6.2. Storage:

- All HPs are stored in clean, sanitized, and designated areas to prevent cross-contamination.
- Regular checks are made to ensure storage areas maintain their cleanliness.

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 Raymond Hernandez, Director of Operations on 10/05/23. For optimum results, the restaurant/catering kitchen should also consider regular audits, both internal and from certified halal organizations, to validate the efficacy of the SSOP.