

Apollo Global LLC (Multicook – Handmade Frozen Food)	Sanitation Standard Operating Procedure	(Document Identification Number)
		Revision: 01
		Effective Date:

Sanitation Standard Operating Procedure (SSOP)

Halal Production Facility (HPF)

1. Introduction

This Sanitation Standard Operating Procedure (SSOP) outlines the hygiene and cleaning practices within the Halal Production Facility (HPF) to ensure the halal integrity, cleanliness, and safety of all halal products. It serves as a guideline for all halal production personnel (HPH), equipment (HPE), and products (HP) to maintain compliance with recognized halal certification standards and applicable food safety regulations.

The SSOP also ensures that no contamination—physical, chemical, microbiological, or cross-contact with non-halal materials—occurs during production, storage, or handling of halal-certified items.

2. Objective

The objective of this SSOP is to:

- Define the standard sanitation measures necessary to preserve the halal integrity of the production facility.
- Prevent contamination from personnel, equipment, or materials that could compromise halal status or food safety.
- Establish clear responsibilities and documentation for sanitation activities to support halal certification audits and continuous improvement.

3. Scope

This procedure applies to:

- Personnel (HPH): All individuals involved in handling, processing, or contacting halal products within the HPF.
- Equipment (HPE): All machinery, utensils, tools, and surfaces that come into direct or indirect contact with halal products.
- Products (HP): All halal raw materials, work-in-progress, and finished products processed, packaged, or stored within the facility.

4. Sanitation Procedures

4.1 Personnel (HPH) – Hygiene & Conduct

Purpose: To ensure that all individuals handling halal products maintain high personal hygiene and do not compromise product purity.

Apollo Global LLC (Multicook – Handmade Frozen Food)	Sanitation Standard Operating Procedure	(Document Identification Number)
		Revision: 01
		Effective Date:

Procedures:

1. All HPH must complete halal awareness and sanitation training before handling products.
2. Personnel must not use or come in contact with non-halal substances (e.g., pork derivatives, alcohol-based personal care products) during work hours.
3. Only authorized, trained staff may enter halal zones.
4. Workers must wear clean, halal-dedicated uniforms, hairnets, gloves, and shoes designated for halal areas.
5. Hands must be washed and sanitized before entering processing areas, after restroom use, eating, or touching non-food materials.
6. Cuts must be properly covered with waterproof plasters and gloves.
7. No eating, smoking, chewing, or drinking in halal processing zones.
8. Visitors must follow the same hygiene requirements.

Records:

- Personnel hygiene log
- Training attendance records
- Visitor entry log

4.2 Equipment (HPE) – Cleaning & Sanitation

Purpose: To maintain all halal equipment and utensils in a clean, disinfected, and halal-compliant state at all times.

Procedures:

1. All HPE must be dedicated to halal production and clearly labeled 'Halal Use Only.'
2. If equipment was ever used for non-halal processing, it must undergo ritual cleansing (sertu): wash seven times; once with water mixed with clean earth or clay, followed by six rinses with clean water.
3. Routine cleaning schedule: before, during, and after use.
4. Use only halal-certified cleaning chemicals and sanitizers (non-alcohol-based).
5. Cleaning sequence: remove residues, pre-rinse, apply halal-approved detergent, rinse, sanitize, and air dry.
6. Cleaning records must be verified and signed daily by the Sanitation Supervisor.

Records:

- Equipment cleaning checklist
- Chemical halal certificates
- Sanitation verification log

4.3 Products (HP) – Contamination Prevention

Purpose: To prevent cross-contamination and maintain halal product integrity from receipt to distribution.

Apollo Global LLC (Multicook – Handmade Frozen Food)	Sanitation Standard Operating Procedure	(Document Identification Number)
		Revision: 01
		Effective Date:

Procedures:

1. Only halal-certified ingredients and raw materials are permitted in the HPF.
2. Non-halal items are strictly prohibited from storage, processing, or handling areas.
3. Halal raw materials and finished goods must be stored separately in halal-only zones and transported in halal-marked containers.
4. Use dedicated utensils, trays, and pallets for halal products.
5. Packaging materials must be halal-compliant and free of animal-based glue or gelatin.
6. Maintain batch traceability and supplier halal certificates.
7. Conduct regular internal audits to verify segregation and cleanliness standards.

Records:

- Supplier halal certificates
- Product traceability sheet
- Internal audit log

5. Monitoring and Verification

Frequency: Daily sanitation inspections and monthly verification audits.

Verification Methods: Visual inspection, ATP/microbial testing, and record review.

Responsible Parties: Halal Assurance Team (HAT) and Sanitation Supervisor.

Non-Compliance: Immediate corrective action must be documented and reviewed by QA.

6. Corrective Actions

In case of contamination or deviation:

1. Halt production and isolate affected products.
2. Clean and sanitize all impacted areas.
3. Conduct a root-cause analysis and retraining if personnel-related.
4. Record details in the Corrective Action Log.

7. Record Keeping

All sanitation-related documents must be maintained for a minimum of two (2) years and be readily available during halal audits.

8. Approval

Approved by: Sergii Kvitsynskyi,

Position: Owner

Date: 10/17/2025