



Document name:

**11.2.5 Sanitation Standard
Operating Procedure (SSOP)**

Document #:
NQAP – 050

Issued Date: 11/19/2013
Revised Date: 11/01/2022
Revision No.2

Authorized By: Director of FSQ and R&D

1. OBJECTIVE:

The objective of this program is to establish written Sanitation Standards Operating Procedures (SSOP) to be applied for cleaning and sanitizing of food processing equipment, accessories, tools and manufacturing environment and maintain its hygienic condition at all times.

2. SCOPE:

This program applies to all sanitation operations within Namar Foods Premises

3. RESPONSIBILITIES:

3.1 Operations Manager / Supervisor – is responsible for:

3.1.1 Maintenance and implementation of this procedure, to ensure that Lead and operators are trained to accomplish the task and documentation requirements:

3.1.2 Planning the execution of the Master Sanitation schedule

3.1.3 Prepare Corrective Action and preventive action for non-conformances encountered during Sanitation activities

3.1.4 Keeping records current and updated

3.1.5 Provide evaluation on new and current chemicals used in the plant

3.1.6 Keep inventory of the chemicals used in performing sanitation activities

3.1.7 Create and revise sanitation standard operating procedures whenever needed.

3.2. Operator / trained Sanitor is responsible:

3.2.1 To perform the given sanitation task according to SSOP

3.2.2 Prepare chemicals according to suggested dilution

3.1 Food Safety Quality Department, is responsible for:

3.1.1 Performing visual post sanitation inspection

3.1.2 Performing verification of Detergent/ Sanitizer concentration

3.1.3 Performing swab testing (food contact and environmental)

3.1.4 Document results and findings

3.1.5 Informing to appropriate supervisor deficiencies found

3.1.6 Requesting corrective and preventive action when necessary

4. PROCEDURES

4.1 General Requirement:

4.1.1 Plant equipment, accessories and cleaning tools shall be cleaned after each use. Food processing areas' walls, drains, floors and garbage containers shall be cleaned and sanitized daily.

4.1.2 Food processing areas shall be maintained in a hygienic condition during production run. Cleaning, collection and disposal of trash shall be done in a manner



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that will not contaminate food, packaging materials and other food contact surfaces.

- 4.1.3 Toilets, hand washing, and sanitizing stations shall be maintained clean and supplied with materials for cleaning, sanitizing and hand drying at all times.
- 4.1.4 Preparation of a Master sanitation cleaning schedule for the periodic cleaning and/or sanitation of building facilities, storage areas and other hard to clean equipment.
- 4.1.5 The Operations Manager shall facilitate work Instructions for all cleaning tasks defining cleaning and sanitizing methods, application and safety requirements. These instructions shall be regularly reviewed and updated to meet current requirements.
- 4.1.6 Cleaning and sanitation procedures shall be validated, verified and monitored for continuing suitability and effectiveness.
- 4.1.7 Procedures shall be defined to maintain hygienic condition of the food, food processing equipment and environment under the following:
 - a) Daily or Weekly start-up of production.
 - b) Before and after a prolonged stoppage. Defined as an inactivity of any of the production unit in whole or in part beyond 72-hours.
 - c) Before and after a major construction.
 - d) Introduction of new equipment or processes.
 - e) After an incident involving blood.
 - f) Corrective actions for incident that may lead to insanitary condition.
- 4.1.8 Detergents and sanitizers shall be suitable for use in a food manufacturing environment, labeled according to regulatory requirements and purchased accordance with applicable legislation.
 - 4.1.8.1 List of approved chemicals are maintained.
 - 4.1.8.2 A current inventory of purchased and used chemicals.
 - 4.1.8.3 Safety Data Sheet are provided for all detergent and sanitizers purchased.
 - 4.1.8.4 Only trained staff handle sanitizer and detergents.
- 4.1.9 Detergents and sanitizers that have been mixed for use shall be correctly mixed according to the manufacturer's instructions, stored in containers that are suitable for use and clearly identified. Mix concentrations shall be verified, and records maintained.

4.2 Cleaning Procedure:

4.2.1 Step 1: Dry Cleaning

- a) Removal of materials, tools, trash and debris from the area to be cleaned, including sweeping of floors.
- b) Removal of bulk and loose soils from the surfaces to be cleaned. Use blower or vacuum to remove left-over powder from the machine.
- c) Equipment shall be disassembled to a level where all food contact zones and hard to reach areas are exposed for cleaning and sanitizing.
- d) Covering of electrical or electronic components of the equipment. Care should be taken so that the pump, conveyor motor and electrical panel, ventilation systems are not blocked.



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4.2.2 Step 2: Pre-Rinse:

- a) The area and equipment surfaces are rinsed with hot water lower than 110F, until they are visually free of soil.
- b) Rinsing requiring the use of high pressure, i.e. →1000psi, shall only be allowed while at this step.

4.2.3 Step 3: Foaming with Detergent and Scrubbing:

- a) Floors and walls should be foamed and scrubbed first before working on the equipment surfaces.
- b) Inspect equipment for presence of gross soil or water pooling. Re-do the pre-rinsing whenever necessary. Water pooling in the equipment surfaces will reduce the chemical concentration if not removed.
- c) Apply foam to the entire surfaces and let stand for 10 to 15 mins or according to recommended use.
- d) Scrub surfaces thoroughly using bristle brush or cleaning pad. Ensure that undersides of frames and supports, covers, topside/ internal sides of tanks and tubes and all other hard to reach areas are brushed and/or scrubbed adequately.

4.2.4 Step 4: Final Rinse:

- a) Final rinse shall be done starting from walls and floors before moving on to the equipment surfaces.
- b) When rinsing equipment surfaces, over spray from floors or walls shall be avoided to prevent potential risk for cross contamination.

4.2.5 Step 5: Post-Clean Inspection:

- a) The Supervisor / Lead shall conduct an inspection for cleanliness on all areas covered by the cleaning process. A corrective action shall be done immediately whenever necessary.

4.2.6 Step 6: Pre-Operational Inspection:

- a) Pre-operational inspections shall be conducted following cleaning and sanitation operations to ensure food processing areas, product contact surfaces, equipment, staff amenities, sanitary facilities, and other essential areas are clean before the start of production.
- b) A trained FSQ / QC personnel shall conduct pre-operational inspection prior to equipment assembly and set-up.

If ATP or Allergen Swab is needed, perform it before application of sanitizer to prevent erroneous results.

4.2.7 Step 7: Disinfection of walls, floors and drains:

4.2.8 Step 8: Disinfection of disassembled parts followed by assembly:

4.2.9 Step 9: Disinfection of equipment:

- a) Surfaces shall be flood rinse with a no-rinse sanitizer solution, ensuring that surfaces are in contact with a detectable level of sanitizer with at least a minimum time of 2-minutes.
- b) Conveyor belts and tables
- c) Remove or drain remaining sanitizer from the surfaces.



4.3 Guidelines when cleaning multiple equipment in the same area or room:

- 4.3.1** Multiple individual working in the same area shall work together doing the same step, to reduce the risk of cross contamination through over spray or splashing from floors or dirty surfaces.
- 4.3.2** After application of a sanitizer on walls, floors and drains, allow at least 10 minutes contact time prior to use of water in the area.
- 4.3.3** Compliance to the sequence of events or order of application as stated in the 10-steps of cleaning.

Note: Simple equipment and hand tools are cleaned and sanitized in the same manner, but they do not require disassemble and reassemble.

4.4 Monitoring, Reporting and Documentations:

- 4.4.1** The Operations Manager shall review daily reports.
- 4.4.2** The Production Supervisor and Manager shall ensure that measuring and testing instruments use to monitor cleaning parameters are calibrated and that personnel are trained in accordance to the procedure.

4.5 Employee Amenities - Employee Restroom, Lunchroom and Locker rooms:

- 4.5.1** Staff amenities such as the employee restrooms and lunchrooms shall be supplied with appropriate lighting and ventilation and be made available for the use of all persons engaged in the handling and processing of product.
 - Employee Restroom shall be cleaned once every 4 hours, cleaning activity shall be documented and shall be reviewed daily by the Operations Manager
 - Lunchroom shall be cleaned once every 4 hours; cleaning activity shall be documented and shall be reviewed daily by the Operations Manager.
 - Locker Room shall be cleaned once daily for the flooring and once a week for the locker. Cleaning activity shall be documented and reviewed by the Operations Manager.

4.6 Cleaning equipment, tools, racks, and other items used in support of the cleaning and sanitizing program shall be clearly identified, stored, and maintained in a manner that prevents contamination of processing areas, product handling equipment, and storage areas as well as the tools themselves. Sponges are not allowed, brushes, paper towels or washable white towels for food contact surfaces and yellow towels for non-food contact surfaces are allowed.

4.7 Training - The Operations Manager shall determine the training needs of all his staff that also function as sanitation, in terms of Work Instruction, Safety requirements and preparation of cleaning chemicals and continuous improvement.

4.8 During operations - Sanitation activities during production are performed as needed. Appropriate cleaning procedure is performed whenever there is a product changeover or allergen changeover. Machine are inspected and released by FSQ Technician accordingly.

Note: continuous cleaning will not be documented by the production department; however, sanitation inspections made by FSQ Department will be properly documented.



4.9 Cross-Contamination Controls:

- 4.9.1 All equipment, trays and parts that are disassembled for cleaning are stored on sanitary surfaces to prevent contamination. Equipment or parts are not to contact floors, pallets, or the tops of equipment during production or during clean-up.
- 4.9.2 Production cleaning equipment and utensils are stored and used separate from equipment used for cleaning floors. Equipment used for cleaning floors and drains is identified and stored in an isolated area according to a coding system.
- 4.9.3 Cleaning hoses are not to be dragged across equipment because of potential for contamination with floor microbes. Equipment or utensils must not ever be cleaned in contact with any part of the floor or dragged across the floor after cleaning.
- 4.9.4 All equipment and utensils must be cleaned on a sanitary work surface. They cannot be cleaned on the floor.
- 4.9.5 Care must be taken not to splash water from floors or unclean equipment onto cleaned equipment.
- 4.9.6 Compressed air may not be used for any aspect of cleaning. Positive pressurized air spreads contaminants throughout the facility, causing elevated floor contaminant levels and particulate material dispersal in the environment. Low pressure water or wiping with sanitary squeegeeing should be used instead.
- 4.9.7 Cleaning or production tools with wooden handles must not use to limit the chance of foreign object (wood splinter) adulteration. Equipment with hollow handles that are either uncapped, or which leak, are not permissible. Handles must be sealed properly to prevent accumulation of food and water.

4.10 Clean Equipment Storage Area

- 4.10.1 All clean equipment stored in the warehouse must be covered with plastic at all times
- 4.10.2 All luggers must be stacked inverted to allow water to drain out. Totes and bins must be dried and covered before storing on a designated area.

4.11 Safety - Training/Control of Toxic Chemicals/Safety:

- 4.11.1 No chemical or cleaning solution should be used by any employee, unless the employee has received chemical specific training, and the employee is familiar with the SDS (safety data sheet) for that chemical, from
- 4.11.2 All chemicals must be properly labeled and stored in a secured area to prevent accidental exposure to the product stream, or tampering. Bulk quantities are stored in a locked storage room while the daily usage chemical is stored in locked cabinets. Details of employee training requirements are outlined in the *Namar* Employee Training Program.
- 4.11.3 All paints, chemicals, cleaning and sanitizing preparations are FDA and/or USDA approved or meet other applicable laws and regulations for food plant use.
- 4.11.4 *Namar* provides a readily assessable eyewash kit near areas where concentrated chemicals or cleaners are handled. Eyewash kits are located in the chemical storage room and the washroom.



- 4.11.5 Employees must not store equipment or other materials in any manner which blocks or otherwise obstructs access to or the function of an eyewash station, other emergency equipment, or hand wash stations.
- 4.11.6 *Namar* provides goggles, face shields, or other personal protective equipment for use by employees in the battery charging area and areas where concentrated chemicals and cleaners are handled.

4.12 Daily Post Sanitation Inspection

4.12.1 Pre-Operational:

- 4.12.1.1 Daily inspection for compliance with *Namar* SSOP's is conducted by FSQ Technician or a designate.
- 4.12.1.2 Sanitation SOP failures noted during inspection are responded to per the following corrective action plan.
- 4.12.1.3 Personnel involved in completing corrective action depend on the non-conformance. A record of the nature of the corrective action, who completed the corrective action, and when, must be made in the 'Corrective Action' column.
- 4.12.1.4 All sanitation conditions that were observed as unacceptable during pre-operational inspection require correction prior to starting operations for the day.
- 4.12.1.5 If the condition involves a remedy that cannot be completed prior to start-up, the inspector may place the piece of equipment, utensil, etc. on Hold. Release from Hold is defined per the *Namar* Hold and Release program.
- 4.12.1.6 After corrective actions are complete, QA or designate re-inspects for compliance. Once all sanitation requirements are in compliance, the corrective action column is initialed and production can begin. Production may begin if all sanitation conditions are acceptable, but equipment that is on Hold may not be used until it is released from Hold.

4.12.2 Operational:

- 4.12.2.1 In the morning and continuously through production, observation for adherence to operational sanitation practices is conducted by QA or designate.

4.13 Pest Control:

- 4.13.1 Proper insect and rodent control procedures are followed. All external doors are kept closed except to enter and exit the building. Further details of practices relating to pest control are outlined in the *Namar* Pest Control Policy.

4.14 MONITORING AND RECORD KEEPING

- 4.14.1 Responsible individuals ensure employee hygiene practices, employee and product traffic patterns, sanitary product handling procedures, and cleaning procedures are maintained during a production shift.
 - 4.14.1.1 Results are recorded twice per shift after break and lunch on the operational sanitation inspection check list.



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4.15 Verification:

- 4.15.1** The daily sanitation inspection is performed to verify sanitation activities were adequately conducted. Operational sanitation is observed during production. Sanitizer concentration is measured daily and recorded on the Sanitizer Prep Log. The Master Sanitation Schedule (and Sanitation worklists for daily, weekly, monthly and quarterly) is kept as verification that each activity was completed, when, and by whom.
- 4.15.2** A verification review of records is conducted by QA or designate for all documentation to ensure measurements and appropriate corrective actions are completed at the proper frequency.
- 4.15.3** *Namar* verifies sanitation procedures through various routine tests: ATP, Environmental (APC, Y&M, Environmental *Listeria*, Salmonella) and Allergen surface test kit.

4.16 CORRECTIVE AND PREVENTIVE ACTIONS

- 4.16.1.1** When the responsible individuals identify any sanitation problem,
- 4.16.1.2** They stop production if necessary and notify processing employees
- 4.16.1.3** Take appropriate actions to correct the sanitation problems.
- 4.16.1.4** If the problem is going to adulterate a food product, a preventive action plan shall be initiated.
- 4.16.1.5** If necessary, processing employees are retrained.
- 4.16.1.6** Corrective and preventive actions are recorded on the pre-operational inspection checklist and on the operational check list.

5. RECORDS

- 5.1 Pre-operational inspection
- 5.2 Operational inspection
- 5.3 Master Sanitation Schedule
- 5.4 Sanitation Standard Operation Procedures for each equipment, area or storage
- 5.5 Chemical Usage Record
- 5.6 SDS
- 5.7 Training Records

History of Changes:

Revision No.	Date	Details of Changes	Revised by:
2	11/01/2022	Revised the procedure to comply Section 11.2	MBCabrera