

OPERATIONAL INSPECTION

Personal Hygiene Practices In Production Area

1. Workers with cuts and abrasions are required to keep the cuts covered with a suitable dressing and wear gloves.
2. Employees who have direct contact with food products are required to remove all loose jewelry such as bracelets. Jewelry can not be adequately sanitized and to prevent the possibility of parts or whole piece of jewelry entering food production.
3. Employees are not permitted to chew gum, snack, straws, toothpicks, or tobacco at production area.
4. Personal medications and food are not allowed in the production area. All food and drink will be stored and consumed in designated break areas only.
5. Hair protections are required in production area.

Handwashing

When:

1. Always at the beginning of the shift, after break and after lunch.
2. After touching anything dirty or after picking up anything off the floor or after touching sores or bandages, after sneezing, coughing or after touching any part of your body or handling garbage.
3. Whenever hands are dirty or soiled or contaminated.
4. Returning from the bathroom.

Monitoring and Documentation

1. Sanitation deficiencies must be identified by QC inspector. The Operational Inspection will be conducted at least once per production day.
2. Sanitation deficiencies are recorded on OP Inspection Sheet (Form: SSOP-02, SSOP-03). Daily and weekly records are located in the Manager's office.
3. When deficiencies are corrected, re-inspected for the acceptability by QC, the corrective actions will be documented on the same op inspection form.

Corrective Actions

1. Ensure appropriate disposition of product(s) that may be contaminated
2. Restore sanitary conditions, and
3. Prevent the recurrence of direct contamination or adulteration of product(s), including appropriate reevaluation and modification of the Sanitation SOP's and the procedures specified therein or appropriate improvements in the execution of the Sanitation SOP's or the procedures specified therein.