

Marlow

BISTRO
& CATERING

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Maintaining proper sanitation practices is vital when handling halal products to ensure their integrity and prevent any contamination. Here are our key elements to our Sanitation Standard Operating Procedure (SOP) for handling halal products:

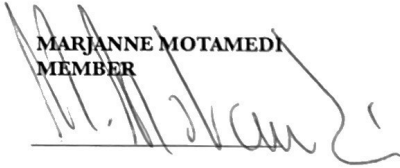
1. **Designate a Sanitation Manager:** We have a responsible individual as the Sanitation Manager who is overseeing and enforcing the sanitation procedures.
2. **Personal Hygiene:** Ensuring that all staff members follow proper personal hygiene standards, including wearing clean uniforms, using hairnets and gloves, and regular handwashing with warm water and soap, proper grooming and beard covers when necessary.
3. **Cleaning and Sanitizing:** We have a detailed cleaning schedule for cleaning and sanitizing all food preparation areas, utensils, equipment's and surfaces. We are using halal-compliant cleaning agents that are free from any non-halal or haram ingredients.
4. **Food Preparation Areas:**
 - a. Clean and sanitize all food preparation surfaces, cutting boards, and utensils before and after each use.
 - b. Regularly replace cleaning cloths and sponges.
 - c. Use halal compliant food-safe sanitizers and cleaning agents.
5. **Food Storage:**
 - a. Store raw and cooked Halal foods separately to prevent cross-contamination.

- b. Ensure proper labeling of food items with dates to prevent spoilage.
 - c. Regularly inspect and clean storage areas.
6. **Dishwashing and Utensils:**
- a. Use a commercial dishwasher or a three-compartment sink for dishwashing.
 - b. Regularly check and maintain dishwasher temperatures.
 - c. Ensure all utensils and cookware are properly cleaned and sanitized.
7. **Halal Meat Handling:**
- a. Source Halal-certified meat from reputable suppliers.
 - b. Store Halal meat separately from non-Halal items.
 - c. Clean and sanitize all equipment used for handling Halal meat after each use.
8. **Cross-Contamination Prevention:**
- a. Color-code cutting boards and utensils to prevent cross-contamination.
 - b. Ensure that fryers and other cooking equipment are not used for non-Halal items.
9. **Allergen Control:** Proper storage, labeling and handling allergenic ingredients help prevent cross-contact and ensure the purity of halal products:
- a. Clearly label food items that contain common allergens.
 - b. Train staff to prevent cross-contact with allergenic ingredients.
10. **Waste Management:** We implement procedures for the safe and proper disposal of waste, including food scraps, packaging materials and cleaning waste.
- a. Regularly empty trash and recycling bins.
 - b. Use leak-proof and pest-resistant containers.
 - c. Properly dispose of waste according to local regulations.
11. **Pest Control:**
- a. Implement pest control measures to prevent infestations.
 - b. Schedule regular inspections by a professional pest control service.
12. **Staff Training:** We provide training to all staff members on the sanitation SOP to ensure they understand and follow procedures diligently. We conduct regular training sessions for all employees on sanitation procedures, food safety, and the importance

of Halal compliance.

13. **Documentation and Record- Keeping:** We maintain records of cleaning schedules, food inspections, and staff training.
14. **Regular Inspections:** Periodically we conduct self-inspections or will hire third-party inspectors to ensure that sanitation standards are being met.
15. **Customer Feedback:** Encourage customers to provide feedback on the cleanliness and quality of the restaurant and use this feedback for continuous improvement.

MARJANNE MOTAMEDI
MEMBER

A handwritten signature in black ink, appearing to read 'Marjanne Motamedi', is written over a horizontal line. The signature is stylized and cursive.