	SQF System – Edition 9	Golden Platter Foods, Inc.	Procedure No. 9.2.5/11.2.5
	Approved By: Scott Bennett Monica Quinonez	Sanitation	Version: 5
	Supersedes: V3	Date Approved: 04/27/2021	Page 1 of 4

Purpose: The purpose of these documents which follow are to outline the standard procedures for performing sanitation activities in conformance of FDA and Food Safety and Inspection Service (FSIS) Directives.

Introduction: The receiving, production, and storage areas of our facility must comply with all the directives set by the federal government (FDA/USDA), State and city regulations for proper food manufacturing and food handling, and match all requirements outlined in the SQF code. In addition, Golden Platter must follow the requirements of GFCO gluten free, Halal, USDA Organic, and/or Non-GMO Project when producing products of those standards. To meet these requirements, it is critical for the company to maintain appropriate levels of cleaning and housekeeping procedures, and appropriate practices inside the entire facility.

During production, equipment and utensils become soiled and contaminated. Cleaning comprises many steps, and the process is usually specific to the type of facility and equipment. The most fundamental task in sanitation is the cleaning and sanitizing of food contact surfaces, including equipment and utensils.

To prevent contamination (mold, yeast, and other microorganisms) items such as cardboard, plastic bags, and any other debris needs to be handled accordingly to appropriate sanitation practices and promptly removed. Food contamination can be prevented by following established guidelines. Proper sanitation and good manufacturing practices need to be always maintained by all employees and without any sort of distinction.

At the end of a production run, the elimination of leftover food and debris followed by a proper cleaning of equipment will prevent the growth of food pathogens and the harboring of pests inside the facility.

Scope: These procedures are applicable to all operations and personnel at Golden Platter Foods engaged in the safe manufacture of our products. These standard operating procedures specifically outline sanitation procedures for this processing facility.


Responsibility:

Sanitation Manager: It is the responsibility of the Sanitation Manager or designate to oversee the Sanitation Operations to ensure that the assigned sanitation personnel are trained to perform procedures described in this document. The Sanitation Manager must also verify that such operations are performed in an accurate manner.

Production and Sanitation Personnel: It is the responsibility of production personnel to perform sanitation operations as described in these documents.

Production Manager: It is the responsibility of the Production Manager or assigned designate to review daily sanitation records provided by the Sanitation Manager to ensure that all sanitation activities are performed and to inspect all equipment and machinery for cleanliness prior to work start up. If the machinery or equipment is not cleaned properly, the Production Manager must immediately notify Quality Assurance before any manufacturing processes can begin.

Quality Control Director (QCD): It is the responsibility of the QCD or assigned designate to ensure that all related sanitation documentation is completed in a timely and accurate manner and that all cleaning is performed as outlined in the following procedures.

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Cleaning and Sanitation Procedure:

There are 5 (five) steps in our cleaning process:


- 1. Residue Removal**
- 2. Washing**
- 3. Rinsing**
- 4. Sanitizing**
- 5. Inspections**

General Instructions:

1. Remove large food pieces from equipment as much as possible and place them in the inedible barrels.
2. Rinse the equipment with water to remove heavy pieces of soil.
3. Remove the trash barrels away from the wash area.
4. Disassemble complex equipment according to Manufacturer’s instructions.
5. Store equipment parts on table or in designated storage tubs or containers.
6. Apply and remove cleaner to equipment and parts according to DICOR’s instructions. Consult SSOP documents.
7. Rinse off the cleaning compounds with water according to (SSOP).
8. Gather soil residues from floor and drain buckets, place soil residues into the trash barrels. Clean the floor and drain buckets, reseal the drain buckets if needed.
9. Empty trash barrels.
10. Remove the inedible barrels to the specific storage area and replace with clean inedible barrels.
11. Apply an approved sanitizer to equipment product contact surfaces and parts. Let it air dry or rinse depending on equipment and cover equipment.

Pre-Operational Visual Inspections:

1. Product contact surfaces are fully inspected for sanitation deficiencies.
2. Common foreign matters are grease, soot, rust or other corrosion, dust, protein, soap residue, or meat from the prior day’s production. Efforts must be made to view areas from differing angles and to clean areas. Product contact and non-contact areas need to be presented for visual inspection.
3. The Pre-op will be performed once per day prior to the operation each day. Sanitation deficiencies must be identified and corrected as soon as possible.
4. Sanitation deficiencies are recorded on Pre-OP Inspection sheet and Comments sheet. Daily and weekly records are in the QA office.
5. When deficiencies are corrected, re-inspected for the acceptability by qualified personnel, and the affected area or equipment is finally released, production can proceed.
6. Prior to halal production, at least one piece of equipment or utensil must be swabbed using the ATP swab to verify cleanliness. This location will be chosen randomly and recorded on the ATP log.
 - a. If the swab indicates the equipment is still unclean, it will be placed on hold, cleaned again and retested until it passes. Other adjacent equipment may also be tested to ensure their cleanliness.

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Operational Inspections:

Hand washing is the most effective method to prevent food contamination.

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.

Personal Hygiene Practices

- Workers with cuts and abrasions are required to keep the cuts covered with a suitable dressing and wear gloves.
- Employees who have direct contact with food products are required to remove all loose jewelry such as bracelets. Employees are not permitted to chew gum, snack, straws, toothpicks, or tobacco in the production area.
- 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.
- Hair protections are required in the plant/ production areas.

Product Contact Surfaces Control

- Product contact surfaces will be inspected for cleanliness during pre-operational and operational checks (cGMP's).
- Some areas may need re-sanitization after 4 hours of production.
- Along with visual inspection, sanitation will be verified using ATP swabs on a rotating schedule.


Monitoring and Documentation

1. Sanitation deficiencies must be identified by qualified personnel. The operational inspection will be conducted at least once per shift.
2. Sanitation deficiencies are recorded on the Pre-Operational Inspection Form, Operational Inspection Form, and Inspection Comment Sheet. Daily and weekly records are in the manager's office.
3. When deficiencies are corrected, re-inspected for acceptability, the corrective actions will be documented on the same operational inspection form.

Sanitation of Facility:

Other areas of the facility will be cleaned with frequency noted in the Master Sanitation Schedule. These areas will be kept clean to maintain personnel hygiene, prevent cross contamination, and prevent pest harborage. These areas include:

- breakrooms
- locker rooms
- restrooms
- warehouse storage
- coolers/freezers

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Corrective Actions:

- Sanitation deficiencies noted during the pre-operational inspection must be addressed and reinspected prior to releasing the equipment for use.
- If there is a trend in deficiencies, the QAD will investigate the root cause and provide personnel training or communicate with the chemical supplier about a potential need for a change in chemical usage.
- Any changes to procedure or chemical usage will require validation that the sanitation process is effective and will prevent adulterated products into commerce.

Records:

- Master Sanitation Schedule S-006
- Pre-Operational Sanitation Inspection Form S-011
- Operational Sanitation Inspection Form S-012
- Inspection Comments Sheet S-013
- ATP Test Record Q-050

Approval:

Approved by:	Signature:	Date:
Monica Quinonez		04/27/2022

Document Change History:

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08/05/2020	3	Annual Reassessment Completed, No Changes needed	
09/15/2021	4	Updated to SQF V9, added third line	
04/27/2022	5	Annual reassessment.	