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Title Page

Process Name

SOP #

Department

Location

Conducted on

Prepared by

Purpose

The purpose of this SOP is to prevent or minimize contamination of food, ingredient and packaging materials by employees

Scope

This standard operating procedure is applied to all the employees working in the facility, visitors and contractors

- Handwashing
 - Cleaning and sanitizing food contact surfaces
-

Procedure for Handwashing

Roll up sleeves to expose the wrists.

✓ ✗

Wet hands and wrists under warm water and apply soap from the dispenser.

✓ ✗

Rub hands together vigorously. Scrub for at least 20 seconds. Scrub in between and around fingers. Scrub fingertips and wrists.

✓ ✗

Rinse hands and wrists under warm running water.

✓ ✗

Dry hands with a clean, single-use paper towel.

✓ ✗

Turn off the water tap using the paper towel.

✓ ✗

Discard the used paper towel in the trash can.

✓ ✗

Procedure for Cleaning and Sanitizing Food Contact Surfaces

Remove food products and packaging materials from food contact surfaces before cleaning.

✓ ✗

Scrape food and soil.

✓ ✗

Pre-rinse the food contact surface with hot water right after processing.

✓ ✗

Prepare cleaning chemical solution XXX. (See SOP #P1.8 for preparing XXX solution.)

✓ ✗

Apply the cleaning chemical, using blue brushes to remove soil from the surface.

✓ ✗

Let the chemicals sit on the food contact surface for 10 minutes.

✓ ✗

Rinse with potable water.

✓ ✗

Visually inspect the equipment and food contact surfaces for the presence of food residues.

✓ ✗

Sanitize the food contact surface with the sanitizing solution.

✓ ✗

Completion

Full Name and Signature of Auditor

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