**ABC IODIZED SALT INDUSTRY**

**SANITATION STANDARD OPERATING PROCEDURE (SSOP)**

**Prepared By: Production Department**

**Reviewed By: Production Manager**

**Approved By: General Manager**

**June, 2020**

**Approval (GM)**

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| **Name:** | **Signature** | **Approval Date:** | **Revision Date** |
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1. **ABBREVIATION AND DEFINITION** 
   1. **ABBREVIATION**

* CL - Cleaner
* FSMS – Food Safety Management System
* IW – Industry Worker
* GHP – Good Hygienic Practice
* GMP – Good Manufacturing Practice
* GM – General Manager
* HACCP – Hazard Analysis Critical Control Point
* HO – Hygiene Officer
* ISO – International Organization for Standardization
* OF – Operating Format
* QA – Quality Assurance
* QCD – Quality Control Department
* PD – Production Department
* TD – Technique Department

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* 1. **DEFINITION**
* **Cleaning:** is the removal of soil, dirt, solvents, grease or lubricant, ink residues or other objectionable matter.
* **Contaminant:** isany biological or chemical agent, foreign matter, or other substances not intentionally added to food which may compromise food safety or suitability.
* **Contamination:** isthe occurrence of any objectionable matter in the raw material or product
* **Control Measure:** is anaction or activity that can be used to prevent or eliminate a food safety hazard or reduce to an acceptable limit or level.
* **Correction:** is an action to eliminate a detected non-conformity
* **Corrective Action:** is anaction to eliminate the cause of a detected non-conformity or other undesirable situation. It also includes cause analysis and is taken to prevent reoccurrence.
* **Critical Control Point:** is the step at which control can be applied and is essential to prevent or eliminate a food safety hazard or reduce it to acceptable limit.
* **Critical Limit:** is the criterion which separates acceptability from unacceptability.
* **Disinfections:** isthe reduction, without adversely affecting the food, by means of hygienically satisfactory or food grade chemical agents and/or physical methods, of the number of microorganism to a level that will not lead to harmful contamination to the product**.**
* **Effectiveness:** is the extent to which the planned activities are realized and planned results are achieved
* **Efficiency:** is the relationship between the result achieved and the resources used.
* **Food Handler:** is any person who directly comes in contact with packaged or unpackaged food, food equipment, utensils, or food contact surfaces and is therefore required to comply with food hygiene requirements

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* **Food Safety Hazard:** is thebiological, chemical or physical agent in food, or condition of food, with the potential to cause an adverse health effect.
* **Inspection:** is the conformity evaluation by observation and judgment accompanied as appropriate by measurement, testing or gauging
* **Monitoring:** is conducting a planned sequence of observations or measurement to assess whether the control measures are operating as intended.
* **Non-conformity:** is the non-fulfillment of a requirement.
* **Operational Sanitations:** are daily, routine and periodical sanitary procedures that the food processing industry/establishment will conduct during operations to prevent direct product contamination or adulteration. Established procedures for operational sanitation must result in a sanitary environment for preparing or processing, storing or handling any food products. Established procedures during operations might include, where applicable:
* Equipment and utensil cleaning- sanitizing –disinfecting during production as appropriate, at breaks, between shifts, and at mid-shift cleanup
* Employee Hygiene: includes personal hygiene, cleanness of personal protective devices, hand washing, health, etc.
* Product handling in raw and processed product areas.
* **Pests:** is any animals or insects that are capable of directly or indirectly contaminating the food.
* **Procedure:** is specified way to carry out an activity or a process.
* **Process:** is a set of interrelated or interacting activity which can transform inputs to outputs.

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* **Pre-operational Sanitations:** are daily, routine and periodical sanitary procedures that result in clean facilities, equipment and utensils to prevent direct product contamination or adulteration before the operation commenced. Descriptions of equipment disassembly, reassembly after cleaning, use of acceptable chemicals according to the label directions, and cleaning techniques are part of the pre-operational practices. Sanitizers could be applied after cleaning to product contact surfaces to reduce or destroy the bacteria that may have survived the cleaning process.
* **Prevention Action:** is an action to eliminate the cause of a potential nonconformity or other undesirable potential situation
* **Quality:** is thedegree to which a set of inherent characteristics fulfills the requirements
* **Sanitation Standard Operating Procedures (SSOP):** is a documented system for assuring that personnel, facilities, equipment and utensils are clean and where necessary, sanitized to specified levels prior to and during the operation.
* **Test:** is the determination of one or more characteristics according to a procedure.
* **Validation:** is obtaining the evidence that a control measure (or combination of control measures) will be capable of effectively controlling the significant food safety hazard. It is performed at the time a control measure combination is designed, or whenever changes are made to the implemented control measures.
* **Verification:** is he confirmation, through the provision of objective evidence, that the specified requirements have been fulfilled.

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1. **OBJECTIVE**

* The main aim is the raw materials, packaging materials, products storage, production rooms, machineries, compound and facilities SSOP to guide employees how to maintain and keep the daily, routine and periodical sanitation practices during pre-operational periods in the whole company.

1. **SCOPE**

* the scope is limited to the cleaning and sanitation activities taking place in the production sites, storage areas, offices, facilities and the entire compound to maintain proper sanitation both preoperational and operational procedures

1. **PROCESS OWNER/RESPONSIBILITY**

* The production department (PD) and quality control department (QCD) are primarily responsible to execute this procedure effectively in collaboration with respective departments, services and teams.

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1. **PROCEDURE**

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| **S/N** | **Process steps and description** | | **Responsible** |
|  | Assign and inform cleaners and factory workers to perform pre-operational cleaning and sanitation whenever maintenance, prior to production, as per the schedule or operational cleaning and sanitation during production or in case required | | PD or HO |
| Assign and inform to cleaners/janitors to cleaning and sanitation of green areas, drainages, toilet, hand washings, showers, and the entire compound as per the schedule. | | PD or HO |
|  | Assign the respective cleaner to clean stores, stored raw materials, packaging material and finished products (raw salt, iodine, polybag, PP bag, jar, carton, chemicals, packed products, etc), production machineries, equipment’s and accessories at each production unit, walls, floors, ceilings, windows, doors, shelves, and hand washings found in the factory | | PD, HO |
|  | Assure the availability of enough cleaning tools and cleaning agents and request for more, if necessary | | CL |
|  | Make ready parts to be cleaned by disassembling as per the procedures and instructions and take care power are off and warning signs are posted | | CL, IW, PD, HO |
|  | Prior to cleaning, wear working clothes, hair cover, dust masks, gloves and working shoe depending on the working area requirements | | CL, IW |
|  | **Cleaning tools and agents in use:** | | |
| **6.1** | **Material/Area/Facility/Machinery/Equipment/Accessory** | **Cleaning Tools and Agents** | |
| Raw materials, packaging materials, chemicals and others | Brooms, brush, clean and dry cloth, ling spider web broom, mop, compressed air | |
| Walls, floor, ceiling, windows, doors, shelves, hand washing in production rooms | Compressed air, brooms, brush, clean cloth (wet and dry), long spider web broom, clean water, detergent, disinfectant | |
| Machineries, equipments, tools,  implements, pipelines, etc. | Compressed air, brush, clean cloth (wet and dry), long and straight wires (for pipes), smooth edge chunks, water (hot or normal), detergents, disinfectants, etc | |
| Green areas, drainages and entire compound | brooms, brush | |
| Toilet, hand washing and showers | Broom, brush, clean cloth (wet or dry), clean water, and detergent/powder soap, disinfectant, mop | |

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|  | Make sure that the cleaning agents in use depend on the characteristics of raw material, products, intermediate products, machinery, the structure and construction of the machinery, working area/environment, facilities, accessibilities, food safety impacts, etc. | HO,PD |
|  | Clean al the production machineries, equipment’s, accessories, dead-ends, materials, areas, green areas, drainages, toilets, hand washings, showers, floors, walls, ceilings, facilities and the entire compound using the appropriate cleaning tools and cleaning agents. | CL, IW |
|  | Whenever the raw material stocks are nil, by removing the pallets clean the area before the new stock is placed. But, by the time where the stocks are enough, un-dust the area as well as the outer coverings of the raw materials with compressed air so that the physical impurities on the outer surface can be removed | CL |
|  | Whenever the cleaning agents like disinfectant, chemical spray/fumigants are used the necessary care shall be taken to avoid any possible contact with the food and materials that have contact with the food | ALL |
|  | Clean the scales with clean rug to remove trims, water, dust and its surface with detergent, water and cloth. Check it’s reading with known weights when cleaning weighing instruments | IW,CL,PD,QC |
|  | Organize and follow up the proper cleaning process and, if necessary, give any feed-back for further cleaning | CL, IW |
|  | Complete the cleaning based on the feed back | CL,IW |
|  | Assemble, close, and rearrange any machinery, equipment, accessory, materials, and/or facility dismantled, opened, and disordered for and during cleaning with proper procedures and tools | CL, IW,PD |

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|  | Keep the cleaning dirty at identified place and container to make ready for disposal to avoid cross contamination. | CL, IW |
|  | Return the cleaning tools and any remaining cleaning agents to their right place and put them properly | CL, IW |
|  | Approve the completeness of the cleaning process | HO,QCD,PD |
|  | Assure the readiness of the production line for start-up and inform the QCD to conduct QC inspection | HO,PD,QCD |
|  | Evaluate and inspect the cleanness and sanitation and indicate on the inspection format | QA |
|  | Evaluate the QCD inspection results and decide to start up the production activities, retraining or initiate corrective actions in case of non-conformance. | QCD |
|  | Monitor the cleanness of all the machineries, equipment’s, accessories, materials, green areas, drainages and the entire compound and hand washing tools and verify and review SSOP whether implemented efficiently and effectively | HO,QA,PD |
|  | If all sanitation conditions are fulfilled and approved by QA and PD, start up the routine production activities or ready for next operations. Also record all the cleaning, sanitation, QC inspection results, training, corrective actions and other activities in the format | HO,QA,PD |
|  | The appropriate inspection authority shall microbiologically and chemically test the potable water used for rinsing facilities annually and within industry biannually. Test results/records shall be kept properly | QCD,QA |

1. **CLEANING AND SANITATION PROCEDURES**

Sanitation standard operating procedures (SSOPs) describe appropriate procedures relating to hygiene and sanitation used before production. I.e. pre-operational sanitation, during production, operational sanitation and after production. Sanitation maintains or restores a state of cleanness, and promoted hygiene for the prevention of food borne illness.

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SSOPs covers what the factory personnel do on the production days, pre-operational procedures that cover the sanitation of food contact surfaces of facilities, equipment and utensils, and records completed on a production days in accordance with the SSOP as a means of monitoring the SSOP and carrying out any necessary corrective action.

1. **MATERIALS NEEDED AND REQUIREMENTS**
2. **Water**

* The source of water is well water
* It is tested at every six months for its potability by the external laboratory
* There is hot potable water not less than 82 o C for sanitizing (cleaning) and warm water for hand washing at all times while production being under taken
* Steams and ice can be produced for different purposes
* There is appropriate records for the water test treatment and biological analysis
* The volume, temperature and pressure of potable water is adequate for all operational and cleaning-up demands
* There are storage facilities for the water
* Detergents non-corrosive to metal surfaces and non-toxic are used.

1. **Storing And Using Chemicals And Sanitizing Agents**

* All cleaning/sanitizing chemicals are stored in well-ventilated areas and in their original labelled containers
* If chemicals are temporarily placed in other than their original containers, the other container must be clearly labelled to prevent mixing of incompatible chemicals
* Chemical storage areas are adequately separated from food preparation and food storage areas

1. **Selecting and Handling Chemicals**

* All chemicals for cleaning and sanitation are suitable for use in food establishments and are approved by the appropriate Food Safety Regulatory Agency
* Material Safety Data Sheet (MSDS) are kept on-site for all chemicals and used in cleaning and sanitation activities
* All chemicals used for cleaning/sanitization are noted on an approved chemicals and authorized chemical handlers list
* Persons responsible for applying or mixing chemicals are trained by qualified personnel’s

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1. **Cleaning and sanitizing Apparatus and equipment**

* Non-disposable cloths, when used in the sanitation program, are cleaned and disinfected before every use.
* Brushes are inspected before each use to ensure bristles are not loose
* Hoses are fitted with valves (nozzles)
* Broom and mop are cleaned, well maintained and controlled

**Pre-operational cleaning and sanitation**

**A. General equipment cleaning**

All the equipment used in the production process should be cleaned and/or sanitized prior to the commencement of production

**Method**

* Equipment should be disassembled properly and as necessary
* Dirty should be removed from equipment

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| **S/N** | **Room/Compound/Area/Utility** | **Purpose of Cleaning** | **Period/**  **Frequency** | **Cleaning and Sanitation Agents** | **Methodology** | **Responsible** | |
| **Done by** | **Approved by** |
|  | Offices and rooms (all) | To prevent the cross- contamination and keep the office clean | Daily | * Water * Broom * Liquid soap * Mop | * Clean by broom * Wash with water, liquid soap and mop | Cleaners | Hygiene Officer |
|  | Toilet, shower, hand wash, foot-bath and other facilities | To maintain the cleanness, hygiene and sanitation of the area and prevent cross contamination | Daily | * Broom * Detergent * Disinfectant * Water * Sponge * Mop | * Clean and remove wastes with broom * Rinse with water * Clean with detergent * Rinse with water * Disinfect * Rinse with water * Dry with mop * Additionally, use sponge to clean walls, doors and windows | Cleaners | Hygiene Officer |
|  | Compound and Drainages | To prevent cross-contamination and keep the compound and drainages clean | Daily | * Water * Broom * Mop | * Clean broom * Wash with water and mop | Cleaners | Hygiene Officer |

***Note that: Rooms include walls, floors, pillars, roof, ditch/drainage, ceiling, platform, door, window, etc.***

**Prepared By: Reviewed by: Approved by:**

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| **CHEMICAL TYPES, APPLICATION PLACE AND CONCENTRATION IN USE** | | | | | | | |
| **Chemical Name** | **Concentration** | **Application area/equipment** | **Application Place** | **Reason for use** | **Amount of water** | **Amount of chemical** | **Frequency** |
| Mater Antiseptic disinfectant | 2.5% | Laundry | Laundry room | Cleaning and disinfection of working clothes | 40 parts | 1 part | Weekly |
| 10% | Floors and hard surfaces | Factory | Cleaning and disinfection | 10 parts | 1 part | Daily |
| 100%  (No dilution) | Lavatories, sinks and drains | Change rooms and toilets | Cleaning and disinfection | No water | 100% | Daily |
| Alcohol | 70% | Food batches | * Factory entrance * Guest entrance * Toilet entrance | Disinfection | -- | -- | Daily |
| Scouring powder or Largo | Paste | Lavatories/Toilets | Change rooms and toilets | Cleaning | Add until it forms paste | 50 gram | Daily |

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**CLEANING OF ROOMS AND MACHINARIES RECORDING FORMAT**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **S/N** | **Date** | **Time** | **SOP #** | **Cleaned machine/room** | **Method**  **(Dry and Wet), personal or CIP** | **Chemicals used** | **Cleaned by (name)** | **Signature** | **Remark** |
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