

**Ethiopian Food and Drug Authority**

**SOPs for the implementation of IQMS in food manufacturing facility**

**Addis Ababa**

**April, 2020**

**Acknowledgements**

This manual has been developed by the EFDA for the technical support of food manufacturing facilities to implement Internal Quality Management System (IQMS) in their manufacturing process and to produce safe and quality food products. EFDA is deeply thankful for the technical experts (Geremew Tassew, Wendafrash Abera, Mengestu Asefa and Brehan Fikru) who were involved on the development of this manual for their unlimited contribution on the development of SOPs and preparation of this guideline.

**Message from Director General**

EFDA is a Federal government organization mandated for the control and administration of food, medicine, medical device and other health related products. Food safety regulation is essential to ensure food is safe at all points along supply chains and mainly at manufacturing level to protect the public from unsafe and poor quality food products. Internal Quality Management System (IQMS) in food manufacturing facility is a good way of ensuring the safety of food produced in manufacturing process. EFDA parallel with its enforcement activities designed how food manufacturing facility comes to compliance through the implementation of regulatory requirements which support to present safe and quality food in the market. ……

**Message from Food facilities Inspection Director**

The inspection process is an extremely effective method for detecting violation food safety code and implementing issued rules and regulation. Food facility inspection directorate of EFDA is mandated for the post licensing inspection of food manufacturers, importers, exporters and wholesalers, market surveillance and conducting post marketing surveillance. The implementation of IQMS by food manufacturing facilities minimize the burden of the directorate and support the availability of safe food in the market and also encourage the food manufacturing facilities to be competent in the international market. …..

Table of Contents Page

[1. Introduction 6](#_Toc41141288)

[2. Objective 6](#_Toc41141289)

[3. Scope 6](#_Toc41141290)

[4. SOPs on 7](#_Toc41141291)

[4.1. Raw material receiving 7](#_Toc41141292)

[4.2. Raw material storage 7](#_Toc41141293)

[4.3. Raw material quality control 7](#_Toc41141294)

[4.4. Facility Cleaning 7](#_Toc41141295)

[4.5. Machinery cleaning 7](#_Toc41141296)

[4.6. Solid and liquid waste management 7](#_Toc41141297)

[4.7. Product distribution 7](#_Toc41141298)

[4.8. Compliant handling 7](#_Toc41141299)

[4.9. Non conforming product handling 7](#_Toc41141300)

[4.10. 7](#_Toc41141301)

[5. Formats 7](#_Toc41141302)

[5.1. Form for raw material receiving 7](#_Toc41141303)

[5.2. Form for compound sanitation cleaning 7](#_Toc41141304)

[5.3. Forms for distribution of the product 7](#_Toc41141305)

[5.4. Form for non conformance registration 8](#_Toc41141306)

[5.5. Forms for compliant handling of the product 8](#_Toc41141307)

## Introduction

## Objective

The main objective of this manual is:

* To support food manufacturers in the process of their production process
* To strengthen the national safe food production system
* To contribute and support food manufacturers in their safe and quality food production

## Scope

This manual is used for the food manufacturers at national level for the implementation of internal quality management system in their production process. As

## SOPs on

## Raw material receiving

## Raw material storage

## Raw material quality control

## Facility Cleaning

## Machinery cleaning

## Solid and liquid waste management

## Product distribution

## Compliant handling

## Non conforming product handling

##

## Formats

## Form for raw material receiving

## Form for compound sanitation cleaning

## Forms for distribution of the product

## Form for non conformance registration

## Forms for compliant handling of the product