

Procedures

FSKN I 3

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GFSI Intermediate Requirement

- The company shall establish and implement detailed procedures to demonstrate the effective operational control and management of its processes and products.



Key Criteria

- The Importance of Procedures
- Procedural Development
- Formal Procedures
- Documentation
- Communication



Definition

A **procedure** is a way of carrying out a process or activity

A **detailed procedure** defines and controls the work that should be done, and explains how it should be done, who should do it, and under what circumstances. In addition, it explains what authority and what responsibility has been allocated, which inputs should be used, and what outputs should be generated

A **process** is a set of activities that uses resources to transform inputs into outputs. Essentially, a process describes the way things get done

Importance of Procedures to Food Safety

- Procedures provide the basis for the detailed operation of a food safety management system
- Procedures should be clearly and concisely documented
- As the food safety team leader you should be able to identify where procedures need to be in place and the relationship between individual procedures

The Documentation 'Pyramid'



Procedures - The Five Rules

- Why?
- What?
- Who?
- How?
- When?



Prerequisites Procedures

(Examples)

- Equipment Maintenance
- Cleaning
- Pest Control
- Waste management
- Personal Hygiene
- Traceability
- Product recall

The Five Rules

Example: Equipment Maintenance Procedure

Why?

- to prevent product contamination
- to maintain critical process control
- to prevent unexpected breakdown

The Five Rules

Example: Equipment Maintenance Procedure

What?

List equipment that requires maintenance

- all food processing equipment
- all food handling equipment
- all food packaging equipment
- all food storage equipment
- all factory cleaning equipment

The Five Rules

Example: Equipment Maintenance Procedure

Who?

- Maintenance Department
- Production Department
- Cleaning Personnel
- Quality Department

The Five Rules

Example: Equipment Maintenance Procedure

How?

- Equipment maintenance plan
- Detailed maintenance instructions for all identified equipment- including post maintenance cleaning and inspection
- Line pre production inspection methodology
- Equipment supplier maintenance instructions
- Equipment breakdown working instructions
- Equipment performance check instructions

Note: All equipment maintenance carried out should be recorded

The Five Rules

Example: Equipment Maintenance Procedure

When ?

- Defined maintenance schedules for identified equipment
- When equipment failure will or has occurred

Food Safety Procedural Development

1. Identify the procedures that are required to be in place
2. Prioritise the development of procedures
 - Prerequisites (GMP)
 - HACCP – Control of hazards
 - Management Systems
3. Identify who is responsible for the procedure – job title
4. Develop details of methodology of activity, actions or tasks in a systematic way
5. Develop details of frequency of activity, actions or tasks
6. Trial and agree the procedure
7. Implement the procedure
8. Monitor the compliance with the procedure

US Regulatory Procedures

Sanitation Standard Operating Procedures (SSOP)

- SSOP is a written document - an operations manual.
- Describes chemicals, concentrations, application methods and timing for every part of the plant.
 - **Master Sanitation Schedule:** What, When, Who?
 - **Cleaning & Sanitizing Procedures:** How?
- Cleaning and sanitation verification records show that procedures and schedules were followed.

US FDA SSOP Requirements

The SSOP shall address:

1. Safety of the water
2. Condition and cleanliness of the food contact surfaces
3. Prevention of cross contamination
4. Maintenance of hand washing, hand sanitizing and toilet facilities
5. Protection of food, food packaging material and food contact surfaces from adulteration
6. Proper labelling, storage and use of toxic compounds
7. Control of employee health conditions that could result in microbiological contamination
8. Exclusion of pests from the food plant

SSOP Regulatory Requirements

Monitoring

- The processor must monitor the conditions and practices during processing with sufficient frequency to ensure conformance with those conditions and practices that are appropriate both to the plant and to the food being processed
- Each processor shall correct, in a timely manner, those conditions and practices that are not met.

Records

- Each processor shall maintain SSOP records that, at a minimum , document the monitoring and corrections

Documentation

- Procedures should be written to a predetermined company format
- Procedures should be developed in accordance with company document control requirements
- Consult with personnel carrying out activity and working instructions during the development phase to ensure accuracy and understanding
- Make working instructions as detailed and concise as possible but without being over complex
- Ensure procedures are agreed and authorised by the appropriate person

Example : Can Seamer Maintenance Schedule (Line 1 Seamer)

Part	Part Ref no	Requirement	Frequency	Working Instruction	Responsibility
Top Seaming Chucks	211	Inspection	Hourly Each Head	QA/TSC/I Version 2 June 2009	QA
Top Seaming Chucks	211	Lubrication	Daily Each Head	E/TSC/L Version1 June 2008	Engineers
Top Seaming Chucks	211	Replacement	Monthly Each Head	E/TSC/R Version 1 June 2008	Engineers
Side Seaming Chucks	212	Inspection	Hourly Each Head	QA/SSC/I Version2 June 2009	QA
Side Seaming Chucks	212	Lubrication	Monthly Each Head	E/SSC/L Version 1 June 2008	Engineers
Side Seaming Chucks	212	Replacement	Annually Each Head	E/SSC/R Version 1 June 2008	Engineers

Communication

- Ensure documented procedures are always available to key staff
- Ensure responsibilities are clearly defined and understood
- Ensure working instructions are trained and understood
- Monitor compliance , communicate compliance and revise procedures, if required

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