

GUIDELINES FOR IMPLEMENTING GMP IN FOOD PROCESSING

5. Food Handling Practices

5.1 *Use of colour coded equipment*

5.1.1 Equipment used in different areas of a factory should be colour coded or clearly identified in such a manner as to designate that department and to prevent the risk of cross contamination e.g. chopping boards, knives and product trays used in the raw material area must not be used in the work in progress or finished product sections.

Auditor's Recommendations:

Look At:	Look For:
Equipment Identification	Equipment colour coded clearly or uniquely identified for intended use

5.1.2 Each department should have an inventory of all colour coded or uniquely identified equipment, which is checked daily and any damaged or broken items replaced.

Auditor's Recommendations:

Look At:	Look For:
Equipment Identification and traceability	Equipment colour coded or uniquely identified for intended use Records of equipment and traceability

5.1.3 Each department should be supplied with sufficient colour coded or uniquely identified equipment to eliminate the need to "borrow" items from other areas, even on a temporary basis.

Auditor's Recommendations:

Look At:	Look For:
Equipment Identification and traceability	Equipment colour coded clearly or uniquely identified for intended use Records of equipment and traceability

5.1.4 The use of brightly coloured coded equipment will significantly reduce the potential for foreign body contamination as splinters of it would be easily identified in the product.

Auditor's Recommendations:

Look At:	Look For:
Equipment Identification	Equipment colour coded clearly to identify intended use

5.2 **Adequate control of product containers**

5.2.1 All product containers, whether for raw materials, work in progress or finished product, must be clean and in good condition to prevent the risk of foreign body contamination.

Auditor's Recommendations:

Look At:	Look For:
Equipment Raw Material / Finished product conveyance	Cleaning records for containers Suitability of containers for intended use Non-conformance and corrective action reports

5.2.2 Product containers must give the product adequate protection from external sources.

Auditor's Recommendations:

Look At:	Look For:
Equipment Raw Material / Finished product conveyance	Cleaning records for containers Suitability of containers for intended use Non-conformance and corrective action reports Container protection

5.2.3 All product containers must be held off the floor e.g by the use of plastic pallets, plastic wheels to prevent contamination from the floor and to allow access for "clean as you go" in the event of product spillage's.

Auditor's Recommendations:

Look At:	Look For:
Container Storage	Storage to housekeeping and food safety practices Cleaning records for storage facilities

5.2.4 Product containers must not be stored against walls because of the potential foreign body risk, damage to the wall and access for cleaning.

Auditor's Recommendations:

Look At:	Look For:
Product Contamination	Non conformance records Foreign Body Records Risk Assessment

5.3 Accountability for ingredients in production - full traceability

5.3.1 It is recommended that all ingredients used in production should have a raw material batch code, to identify them in storage and processing, and accompanying documentation. (This also includes packaging).

Auditor's Recommendations:

Look At:	Look For:
Product Identification and Traceability	Identification codes to all product with records for traceability

5.3.2 Ingredients should be transported within the factory premises in such a way that their identities are not lost.

Auditor's Recommendations:

Look At:	Look For:
Product Identification and Traceability	Identification codes to all product with records for traceability

5.3.3 There should be a formalised procedure for the issue of food ingredients from stores indicating the amount issued, batch code and date of issue.

Auditor's Recommendations:

Look At:	Look For:
Product Identification and Traceability	Identification codes to all product with records for traceability Records of issue to production

5.3.4 Where the addition of batch quantities of ingredients to a batch is carried out manually by an operator, the addition of each ingredient to the batch should be recorded at the time of manufacturing, to minimise the risk of accidental omission and to ensure traceability of ingredients.

Auditor's Recommendations:

Look At:	Look For:
Product Identification and Traceability	Identification codes to all product with records for traceability Manufacturing / Production records

5.3.5 Where the process involves a "resting" stage or delay with work in progress/part processed materials, they must be given a reference code.

Auditor's Recommendations:

Look At:	Look For:
Product Identification and Traceability	Identification of all products whether raw, in-production or finished product

5.3.6 The company should have sufficient documentation so that any batch of finished product can be correlated with the individual deliveries of raw materials used in manufacturing and with the corresponding laboratory records. (This is essential in the event of a product recall).

Auditor's Recommendations:

Look At:	Look For:
Product Identification and Traceability Laboratory Test Records	Records of traceability Records of Laboratory tests and results

5.4 ***Temperature control disciplines***

5.4.1 Where hand held digital thermometers are used to check temperatures they must be cleaned and sterilised in between use, to prevent cross contamination.

Auditor's Recommendations:

Look At:	Look For:
Temperature Control	Use of suitable equipment and records maintained Cleaning procedure and records Provision of sterilisation facility suitable for thermometers

5.4.2 Hand held thermometers should be designated to a particular department and should be suitably accurate and precise for the operation being carried out.

Auditor's Recommendations:

Look At:	Look For:
Temperature Control	Use of suitable equipment and records maintained

5.4.3 Where temperatures are critical to the process e.g. during cooking of batch recipes, chilling and storage, they should be monitored at an agreed frequency, recorded and signed.

Auditor's Recommendations:

Look At:	Look For:
Temperature Control	Use of suitable equipment and records maintained Frequency of recording or use of control charts Completion of temperature records

5.4.4 All temperature recording equipment must be regularly calibrated against a given standard and maintained in good condition. Any temperature discrepancies of manual checking against automatic temperature monitoring must be investigated.

Auditor's Recommendations:

Look At:	Look For:
Temperature Control	Use of suitably precise equipment
Calibration and Testing	Frequency of calibration Records of maintenance

5.5 ***Risk assessment and HACCP documentation***

5.5.1 A system of Hazard Analysis and Critical Control points should be established and all appropriate process flow charts and documentation to go with it should be available.

Auditor's Recommendations:

Look At:	Look For:
HACCP System and Plan	Establishment of the HACCP principles with relevant material accessible with suitable validation and verification of the plan

5.5.2 There should be evidence that the HACCP system is regularly reviewed and that problems highlighted as a result of internal audits are actioned accordingly.

Auditor's Recommendations:

Look At:	Look For:
HACCP System and Plan	Internal Quality Audit Records Non conformance and corrective action reports indicate activities actioned Monitoring frequency established

5.5.3 Where the product development programme introduces a new type of product, with different manufacturing parameters, the HACCP system should be implemented prior to product launch.

Auditor's Recommendations:

Look At:	Look For:
New Product Development	Identified new product activities
HACCP System and Plan	Implementation of HACCP plan to meet new product demands

5.6 **Control over refuse, cleaned, covered, emptying frequency**

5.5.1 The external facility for the disposal of waste should be located well away from production areas, preferably in its own enclosed building, thus minimising the danger of pest infestation or other hazards affecting the factory.

Auditor's Recommendations:

Look At:	Look For:
Waste Disposal	Records and procedures for waste disposal Pest Control Records

5.5.2 Internal waste collection systems must be clearly identified as such and be used specifically for that purpose. Containers similar to those used for food, ingredients or packaging are not acceptable for waste collection.

Auditor's Recommendations:

Look At:	Look For:
Waste Disposal	Records and procedures for waste disposal Pest Control Records Use of suitable containers within food production areas

5.5.3 A designated operative should be responsible for maintaining the waste control system and ensuring that collection, containers and handling systems are kept scrupulously clean.

Auditor's Recommendations:

Look At:	Look For:
Waste Disposal / Factory Hygiene	Assigned Responsibility Records of Waste Disposal and Factory Hygiene Cleaning records for waste disposal containers

5.5.4 If the waste facility is not enclosed, disposal receptacles with close fitting lids must be provided, and the lids kept shut when not in use.

Auditor's Recommendations:

Look At:	Look For:
Waste Disposal / Factory Hygiene	Records of Waste Disposal and Factory Hygiene Cleaning records for waste disposal containers Use of waste containers which may be covered

5.5.5 The waste disposal vessels must be sited on proper hard standing with adequate drainage, and access for cleaning and pest control.

Auditor's Recommendations:

Look At:	Look For:
Waste Disposal / Factory Hygiene	Records of Waste Disposal and Factory Hygiene Cleaning records for waste disposal containers Use of waste containers which may be covered Location and stability of containers

5.5.6 Any waste disposal facility enclosed within the main production building must be adequately screened from food processing areas.

Auditor's Recommendations:

Look At:	Look For:
Waste Disposal / Factory Hygiene	Records of Waste Disposal and Factory Hygiene Cleaning records for waste disposal containers Use of waste containers which may be covered Location and stability of containers Provision of screening of waste disposal containers

5.5.7 All waste materials should be removed as often as possible and should not be allowed to accumulate in any production or service area within the factory.

Auditor's Recommendations:

Look At:	Look For:
Waste Disposal / Factory Hygiene	Records of Waste Disposal and Factory Hygiene Cleaning records for waste disposal containers Containers provided for waste types Identification of containers

5.5.8 Different types of waste, namely food and non-food debris must be handled separately and held in easily identifiable enclosed containers.

Auditor's Recommendations:

Look At:	Look For:
Waste Disposal / Factory Hygiene	Records of Waste Disposal and Factory Hygiene Cleaning records for waste disposal containers Containers provided for waste types Identification of containers

5.5.9 Food waste must be disposed of on at least a daily basis, and provision made to dispose of non-food waste at least once per week.

Auditor's Recommendations:

Look At:	Look For:
Waste Disposal / Factory Hygiene	Records of Waste Disposal and Factory Hygiene Cleaning records for waste disposal containers Containers provided for waste types Identification of containers Frequency of disposal

5.5.10 All areas for containing waste materials must be kept scrupulously clean and tidy at all times, and all spillage cleaned up immediately. Regular cleaning and disinfecting (according to the cleaning schedule) of the area and receptacles is essential.

Auditor's Recommendations:

Look At:	Look For:
Waste Disposal / Factory Hygiene	Records of Waste Disposal and Factory Hygiene Cleaning records for waste disposal containers Containers provided for waste types Identification of containers Frequency of disposal

5.5.11 Waste disposal and effluent treatment must be monitored. The production process should be audited to minimise waste and to ensure that accidental loss of raw materials, process aids, product or other items does not threaten the product or result in pollution.

Auditor's Recommendations:

Look At:	Look For:
Waste Disposal / Effluent Treatment	Waste Disposal Records Effluent Data and records of control Production Waste Audit reports

5.5.12 Any on site treatment of effluent must be carried out in an area sited away from the main processing buildings.

Auditor's Recommendations:

Look At:	Look For:
Effluent Treatment	Effluent treatment facilities and compliance with regulations Control and training of facilities through training records and schedules Role and responsibility of staff

5.5.13 Disposal of plant effluent should comply with the requirements of relevant legislation.

Auditor's Recommendations:

Look At:	Look For:
Effluent Treatment	Waste pathways identified and recorded Expulsion of waste through common practice and legal requirements Efficiency of plant treatment methods and acceptability

5.7 Control of foreign objects/metal detection

5.7.1 All employees on site must be fully conversant with the company's policy on product protection, particularly foreign object risks and adhere to it at all times.

Auditor's Recommendations:

Look At:	Look For:
Foreign Body / Product Contamination	Foreign Body Policy and records Non-conformance and corrective action reports Preventative measures

5.7.2 Product protection must be effected by the use of in line equipment, such as magnets, sieves, metal detectors and other appropriate techniques and process design features.

Auditor's Recommendations:

Look At:	Look For:
Foreign Body / Product Contamination	Foreign Body Policy and records Non-conformance and corrective action reports Preventative measures Use of suitable equipment and techniques to remove contaminants for product protection

5.7.3 Sieves and filters must be cleaned on a regular basis, a minimum of once per production shift and checked by the Quality Assurance personnel at agreed intervals to ensure that there are no signs of deterioration and so that retained lumps, foreign matter etc. can be cleaned off.

Auditor's Recommendations:

Look At:	Look For:
Foreign Body / Product Contamination	Foreign Body Policy and records Non-conformance and corrective action reports Preventative measures Use of suitable equipment and techniques to remove contaminants for product protection Equipment calibration and inspection and maintenance records

5.7.4 Where magnets are used, they must be checked and cleaned at daily intervals so that accumulations of metal can be removed.

Auditor's Recommendations:

Look At:	Look For:
Foreign Body / Product Contamination	Equipment calibration and inspection and maintenance records

5.7.5 No glass may be taken into any production area. All glass breakages must be cleared up immediately and the broken glass placed in a lidded bin specifically for that purpose and identified as such. A written "glass breakage procedure" should be in use and strictly adhered to.

Auditor's Recommendations:

Look At:	Look For:
Foreign Body / Product Contamination	Equipment calibration and inspection and maintenance records Glass Breakage procedure and records

5.7.6 Engineering maintenance work and repair e.g. drilling, sawing, painting or filing must not be carried out while production is in progress. Maintenance on adjacent non-functional lines can take place, provided that the process operation is adequately screened.

Auditor's Recommendations:

Look At:	Look For:
Maintenance and Inspection	Schedules for Maintenance and Inspection Records of Maintenance and Inspection

5.7.7 When repairs are effected, the area must be thoroughly cleaned prior to restart of production, particularly after on-line repairs. Additionally, after redecoration or refurbishment, the production area must be properly ventilated before being brought into use to prevent the risk of product taint.

Auditor's Recommendations:

Look At:	Look For:
Maintenance and Inspection Cleaning Schedule	Schedules for Maintenance and Inspection Records of Maintenance and Inspection Cleaning Records and Methods

5.7.8 The use of pens and writing equipment in production areas must be strictly controlled on a need basis. Pencils, pins, staples and pen tops which present a considerable foreign body hazard must not be permitted.

Auditor's Recommendations:

Look At:	Look For:
Foreign Body / Product Contamination	Use of suitable equipment which may be easily identified and removed if contaminates product. No equipment other than that needed in the food production area and will pose little or no possible foreign body contamination may be allowed

5.7.13 Rejected product must be examined and discarded and the source of any foreign body identified where possible and steps taken to eliminate the problem.

Auditor's Recommendations:

Look At:	Look For:

5.8 ***Between batch cleaning procedures***

5.8.1 Special provision must be made to interrupt the production of fresh chilled high-risk products for cleaning and disinfecting at least every three hours.

Auditor's Recommendations:

Look At:	Look For:

5.8.2 "Clean as you go" principles must be adopted, but when the levels of food debris and soilage begin to present a threat to the product, the line must be stopped.

Auditor's Recommendations:

Look At:	Look For:

5.8.3 All products must be removed from the line to facilitate cleaning and prevent contamination risk, particularly where alcohol based sterilised wipes and sprays are used.

Auditor's Recommendations:

Look At:	Look For:

5.9 ***Proper sterilisation of surfaces and equipment***

5.9.1 Following the clean down at the end of the production shift, complete sterilisation of the surfaces and equipment may be necessary. This may take the form of steam sterilisation or chemical sterilisation by fogging the environment with an appropriate solution of terminal sanitiser.

Auditor's Recommendations:

Look At:	Look For:

5.9.2 Where fogging methods are used, the area must be cleared of all personnel, the fogging equipment controlled on a timer and the correct percentage dilution of chemicals atomised to completely saturate the environment.

Auditor's Recommendations:

Look At:	Look For:

5.10 ***Full training of food handlers***

5.10.1 It is the proprietor's responsibility to ensure that all food handlers have been trained, instructed and supervised in food hygiene, according to the work they do, in compliance with the National Regulations. The method and degree of training is entirely at his/her discretion, but must take into consideration the responsibility of the role undertaken. Records of training should be kept up to date as an integral part of the "due diligence" system.

Auditor's Recommendations:

Look At:	Look For:
	Training records