

<i>HACCP</i> Europa.com	STANDARD OPERATING PROCEDURE	<i>Issue: 1</i>	<i>Ref No:</i>
		<i>Issued by:</i>	
	Facility and Equipment Hygiene	<i>Approved by:</i>	
		<i>Issue date:</i>	
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SCOPE: This procedure applies to employees who handle, prepare, or serve food.

PURPOSE: To ensure the safety of the food served to customers.

RESPONSIBILITY: It is the responsibility of the management to ensure that the following procedures are adhered to and understood by all relevant personnel and the personnel follow State or local health department requirements.

INSTRUCTIONS:

Facility and Equipment maintenance

1. The manager will ensure that all handwashing sink areas are supplied with soap dispensers and disposable towels or functioning air dryers at all times.
2. The manager must ensure that a designated employee will:
 - Maintain toilet facilities so that they function properly and are clean.
 - Take temperatures routinely of water to ensure that hot (minimum 44°C) and cold (21°C) running water is available at all sinks.
 - Check to make sure that there is no possibility of back siphonage.
 - Check to make sure that all food waste and rubbish are stored in rodent and insect-proof containers with tight fitting lids.
 - Be sure temperatures of all cooling equipment are taken and recorded routinely to ensure proper calibration of thermometers and proper equipment operation. See Temperature Record for Freezer, Temperature Record for Freezer/Refrigerators, and Temperature Record for Refrigerator.
 - Be sure temperatures of all heating equipment are taken and recorded routinely to ensure proper functioning and thermometer calibration.
 - Record temperatures of holding equipment at least daily to ensure proper functioning and calibration.
 - Monitor the maintenance of ventilation systems, ensuring that systems are adequate and regularly cleaned according to the recommended schedule.
 - Log all preventative and repair work maintenance.
3. The manager will assure all equipment in the restaurant is well maintained.

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Cleanliness and Sanitation of the Dining Room

Employees involved in the service of food to customers in the dining room must observe the following procedures to ensure its safety:

Before service:

1. Clean and sanitize tables.
2. Wash hands before handling place settings, food, or beverages.
3. If tableware is preset, it should be protected from contamination by being wrapped, covered, or inverted.

During service:

1. Handle all dishes, glasses, cups, and flatware by non-food contact surfaces only.
2. Immediately wipe up spills as they occur. Use designated cloths and appropriate sanitizing solution.
 - a. Quaternary ammonia – 200 ppm
 - b. Iodine – 12.5-25.0 ppm
 - c. Chlorine – 50 ppm-100 ppm.

After service:

1. Remove unused flatware after the meal, clean and sanitize.
2. If tables are covered with linens, remove after meal and replace with clean tablecloths. Cloth linens, tablecloths, and napkins should be taken to the laundry and kept separate from other linens used in the establishment, such as custodial towels. Treat stains promptly.
3. If no tablecloth is used, remove all materials (salt and pepper shakers, sweetener, etc.) clean and sanitize tables. Replace materials and reset tables.
4. Wipe table seats if necessary after table tops have been cleaned and sanitized.
5. Sweep and mop floors or vacuum carpet after meals.

Laundry and Linen Use

Linens used in the restaurant for purposes of cleaning and sanitizing are not used in other areas of the establishment. Linens should be kept separate by functional use to minimize risk of cross contamination. All restaurant employees must:

1. Use wiping cloths and other cleaning cloths for purposes of cleaning and sanitizing, as needed.

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2. Wiping cloths used for food spills from tableware and carry-out containers shall be maintained dry and used for no other purpose.
3. Wiping cloths used for food contact surfaces shall be held between uses in an appropriate sanitizing solution.
 - Quaternary ammonia – 200 ppm
 - Iodine – 12.5-25.0 ppm
 - Chlorine – 50 ppm-100 ppm.
4. We recommend that wiping cloths and aprons are changed as needed but at least every four hours to minimize the risk of cross contamination. Soiled cleaning linens and aprons should be placed in a designated container by use and taken to the laundry area at the end of each shift.
5. Place soiled table linens in a designated container for transportation to the laundry at the end of each meal period.
6. Transfer wet mop heads to a separate designated container to be taken to the laundry at the end of each shift. This will minimize mold growth and infestation by pests.

In the laundry, the following procedures must be followed:

1. Linens should be washed in temperatures appropriate for color and type of fabric; generally wash water of 49°C is recommended.
2. Detergent appropriate for water type is recommended. Other cleaning agents might include a pre-soak solution and a product to minimize mold growth, particularly in humid conditions.
3. Clean and soiled linens are to be kept separate in the laundry. Employees should wash their hands prior to handling clean linens.
4. Any linen that comes in contact with human blood or other bodily fluids should be earmarked for special treatment in the laundry. This special treatment would include soaking in a chlorine bleach solution and washing in a separate load.
5. Best practice is to avoid direct linen contact with food.
6. The manger must ensure that sufficient containers to store clean and soiled linen separately are provided.
7. The manager must provide appropriate cleaning agents to effectively clean all items laundered.

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Storage

Employees who receive and store food maintain the storage areas, including dry, refrigerated, and freezer storage, by following these steps:

Storage Upon Receiving:

1. Place potentially hazardous foods in the proper storage area quickly to avoid bacterial growth:
 - 5°C or lower – refrigerator temperatures
 - -3°C to 0°C – deep chill storage temperatures
 - -18°C or below – freezer temperatures
 - 10°C to 21°C at 50% to 60% humidity – dry storage temperatures
2. Place foods into appropriate storage areas immediately upon receipt in the following order:
 - Refrigerated foods – Store foods in designated refrigerators. If food products are stored together in a refrigerator, they should be placed on shelves in the following order:
 - a. Prepared or ready-to-eat foods *(top shelf)*
 - b. Fish and seafood items
 - c. Whole cuts of raw beef
 - d. Whole cuts of raw pork
 - e. Ground or processed meats
 - f. Raw poultry *(bottom shelf)*
 - Frozen food
 - Dry goods
3. Keep all food items on shelves at least 6" above the floor to facilitate air circulation and proper cleaning.
4. Store food out of direct sunlight.
5. Place chemicals and supplies in appropriate storage areas, away from food.
6. Rotate goods when placing them in storage by placing the new items behind the old items to ensure that the older items are used first (First In, First Out inventory rotation).
7. Make sure all packages (i.e. each can in the case) are dated with receiving date and use-by date.
8. Store food in original container if the container is clean, dry, and intact. If necessary, repackage food in clean, well-labeled, airtight containers. This also can be done after

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a package is opened. Food is NEVER put in chemical containers and chemicals are NEVER placed in food storage containers.

9. Store potentially hazardous foods no more than 7 days at 5°C from date of preparation.
10. Store pesticides and chemicals away from food handling and storage areas. They must be stored in original, labeled containers.

Storeroom sanitation:

1. Maintain clean and uncluttered storage areas. Storage areas should be positioned to prevent contamination from garbage.
2. Dispose of items that are beyond the expiration or “use by” dates.
3. Store all items on shelves at least 6” above the floor to facilitate air circulation and proper cleaning.
4. Check for signs of rodents or insects. If there are signs of the presence of rodents or insects, notify the restaurant manager.

Temperature Control:

1. Check the temperature of all refrigerators, freezers, and dry storerooms at the beginning of each day.
 - Refrigerator temperatures should be between 2°C and 5°C.
 - Freezer temperatures should be between -23°C and -18°C.
 - Storeroom (dry storage) temperatures should be between 10°C and 21°C.
2. Record temperatures on the appropriate temperature log and initial.
3. Take corrective actions if temperatures are out of the recommended range.
4. Don’t overload refrigerated storage areas, as this prevents air flow and makes the unit work harder to stay cold.
5. Use caution when cooling hot food in the refrigerator, as this warms the unit and puts other foods into the temperature danger zone.
6. Keep units closed as much as possible to maintain proper temperatures.
7. Defrost all units on a regular schedule to aid in proper maintenance and air circulation.

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MONITORING:

1. A designated employee will inspect that each employee is following this SOP.
2. A designated employee will monitor employees to ensure that dining areas are properly maintained and all foods are served safely.
3. A designated employee will provide supplies needed to maintain the cleanliness and sanitation of dining areas.
4. A designated employee will check logs and temperatures of storage rooms, freezers, and refrigerators.
5. A designated employee will review logs to make sure there are no temperature deviations.

CORRECTIVE ACTION:

1. Any foodservice employee found not following the procedures in this SOP to be retrained

VERIFICATION AND RECORD KEEPING:

1. The manager will contract with an equipment repair company to have preventive maintenance done for all equipment, including calibration of cooking equipment.
2. The manager will review temperature logs to ensure that they are being done and to determine problem areas.
3. The manager will maintain all facility and equipment documentation with HACCP records.

RECORDS APPLIED TO THIS PROCEDURE:

- Food Safety Checklist

DOCUMENTATION RETENTION:

The records applied to this procedure are to be kept on file for a minimum of 3 years.