

<i>HACCP</i> Europa.com	QUALITY SYSTEMS MANUAL	<i>Issue: 1</i>	<i>Ref No:</i>
		<i>Issued by:</i>	
		<i>Approved by:</i>	
	Protective Clothing	<i>Issue date:</i>	
		<i>Approval date:</i>	
		<i>Page: 1 of 2</i>	

PURPOSE: The procedure was established to ensure that protective clothing is worn to assure food safety.

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. It is the responsibility of the General Manager protective clothing is worn to assure food safety.

INSTRUCTIONS:

1. Protective clothing must be supplied and worn to minimise the risk of product contamination.
2. No personal items must be carried in pockets.
3. Coats must be fully fastened for all the times.
4. Head covering must be worn by all personnel.
5. Personal outdoor clothing must be segregated from work wear.
6. Protective clothing must be visually distinctive for staff in high care areas.
7. Gloves must be replaced regularly. The gloves shall be intact and not shed loose fibers.
8. Protective clothing must be removed before entering toilets, canteen, and smoking shed.
9. The contractor will provide all repairs to damaged protective clothing.
10. The laundering for protective clothing will be carried out once a week by contractor.
11. Protective clothing will be change once a week or when the coat is dirty or damaged. The fact of dirty or damaged coat must be reported to the Manager. The manager will provide the new, clean protective clothing and the replaced coat will be left in bulk collector locker.
12. Conditions of protective clothing will be assessed during Hygiene Audits. Non-conformances will be recorded in the Hygiene Audit report. The person responsible will be notified of the problem and the corrective action will be decided upon. All corrective actions are checked the following day (where appropriate) to ensure there have been no re-occurrences.

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		<i>Page: 2 of 2</i>	

MONITORING:

1. A designated employee will inspect that each employee is following this SOP.

CORRECTIVE ACTION:

1. Corrective actions assigned during the audits must be completed by the agreed, scheduled completion date.

RECORDS RELATED TO THE PROCEDURE:

- Hygiene Audit Report
- Food Safety Audit

DOCUMENTATION RETENTION:

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

AMENDMENT RECORD SHEET

Amendment Record Sheet			
Issue No	Date	Revised Issue Details	Revised by