

HACCPEuropa.com	STANDARD OPERATING PROCEDURE	Issue: 1	Ref No:
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	Fruit Salad Portioning	Approved by:	
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SCOPE: This procedure applies to employees who are involved in fruits portioning process in medium care area (portioning room).

PURPOSE: To produce products to customer quality expectation and satisfaction.

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:**

By following these procedures we can assure our customers of a safe product meeting their own quality and labelling criteria.

1. Personnel hygiene
2. Knife control/monitoring
3. Production - pre portioning
4. In the portioning room
5. Labelling
6. Cleaning
7. Cleaning procedure
8. Quality defects
9. Breakables
10. Microbiological testing

**PERSONNEL HYGIENE**

1. The protective clothing for the portioning room must be visibly distinctive colour.
2. All persons entering the cucumber portioning room must be wearing portioning room colour overcoat, portioning room colour hat, suitable shoes (temporary shoe covers are not permitted) and hairnets. Visitors may wear a plastic disposable coat in place of the portioning room colour over coat. This clothing must not be worn outside the lobby entrance door.
3. Arrive in entrance lobby to portioning room wearing standard improvement zone clothing. Only portioning room colour coats and hats may be worn beyond the next-door leading to the portioning room.

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- a) Place production coat and hat on production coat hooks. Production coats and portioning room coats must not be hung on the same rail to avoid cross contamination.
  - b) Take your clean portioning room coat from the portioning room coat hooks and put it on
  - c) Coats must always be put on before hairnets and hats.
  - d) Put on your hairnet ensuring all hair is completely enclosed.
  - e) Put on your portioning room hat.
  - f) Take off your safety shoes (use bench provided). Store your safety shoes on the shoes rack provided on a 'dirty' side. Take suitable portioning room shoes from the shoes rack on the 'clean' side. Put on suitable portioning room shoes.
  - g) Put on your plastic apron. You are now ready to enter the portioning room from the lobby.
  - h) All personnel must wash their hands upon entering the portioning room and at regular intervals thereafter, even where gloves are worn.
  - i) Use your knee to switch on the warm water. Let the water run warm before washing your hands.
  - j) Pull the lever beneath the dispenser to obtain soap.
  - k) Rub your hands beneath the warm water and allow the soap to lather. Wash thoroughly including back of hand and rinse.
  - l) Use the blue disposable towels in the dispenser adjacent to the wash hand basin to dry your hands.
  - m) Use the foot peddles to open the bin.
  - n) Place the used towel in the bin.
  - o) Squirt Sanitizer on your hands and rub together well.
4. Hands must always be washed in the basin provided and not in the sink, which is for equipment only.

#### KNIFE CONTROL / MONITORING

The following procedure must be followed at all times by operators within the portioning room.

1. All process knives are stored in the secured locker.
2. The operator must request the required number of knives form the production manager.
3. The production manager completes Knife log with the following details:
  - Date of issue
  - Time of Issue
  - Issued To:
  - Knife Reference Number
  - Any damage Evident
4. If damage is evident on the knife, then the equipment must not be used and the production Manager or Technical Manager must be informed immediately.

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5. At the end of production the operator must return the Knife to the production manager. The production manager completes Knife log and enters the following details:
  - Time of return
  - Record any damage/chips on the knife
  - Quality Inspectors signature
6. If damage is evident on the knife, then the production Manager must inform Technical Manager immediately and all finished product must be placed 'on hold' until further notice.
7. If the knife cannot be accounted for during or at the end of production, then the production Manager or Technical Manager must be informed immediately and all finished product must be placed on hold until further notice.

#### PRODUCTION - PRE-PORIONING

1. Remove whole fruits from delivery crate and place on belt outside the portioning room. Delivery crates or pallets are not permitted within the portioning room.
2. Stock out of residency must not be used. The production manager must be informed immediately.

#### INSIDE THE PORTIONING ROOM

1. The fruits arrive through the hatch into the portion room on the lower belt.
2. Cut the fruits to the correct length for the customer supplied.
3. One clean cut only; the cut end must be straight. Do not cut at an angle.
4. Always wear a clean protective chain glove when cutting fruits.
5. Transfer the portion to packaging.
6. Knives must be placed in the sterilising fluid holders when not in use. The sterilising fluid must be dispensed freshly at the start of the shift.
7. During production dip your knife in the sanitising solution and then wipe with the blue sanitising towels from the bucket after each cut.

#### PACKAGING

1. Packaging (film) will be brought into the changing area and stored on the packaging shelf double wrapped and sealed.
2. Before production run starts the outer wrapping will be removed and film will be transferred in the Changing area. This film can then be transferred into the portioning room.
3. The inner wrapping will be removed and film can be applied to the machine.
4. The film will be supplied to the machine.
5. Once the production run is finished the film will be removed from the machine, wrapped in the original inner wrapping and stored on relevant, designated shelf inside room.

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#### LABELLING

Before commencing operative must ensure that the label is printed correctly and clearly legible, check: -

1. That the display until date is correct – check with a QA if unsure.
2. The packer code is present
3. The origin (produce of) is correct, check with a QA if unsure
4. The bar code is not obscured by any other print
5. The flow wrap pack must be completely sealed. Any spilt, open or untidy packs must be removed from production.
6. The fruits will pass through the Metal Detector.
7. Apply the label to the product as it leaves the flow wrapper.
8. Attach the Pallet marker, which will have the Product Description, Product code, Consignment number and DU Date

#### CLEANING

At the end of the shift the cleaning schedule must be followed, items cleaned as listed and finally checked and signed off by the area supervisor, see example below.

	Method	Frequency	Product	Cleaner	Date	Signature
Floors	Sweep	Daily				
S/S Workbenches	Sanitise	Daily				
Waste Bins	EMPTY	Daily				
Cutting boards	Sanitise	Daily				
Knives	Sanitise	Daily				
Wall/Floor Coving	Sweep	Weekly				
Shoes	Sanitise	Daily				
Floors	Machine	Weekly				
Walls	Spot Clean	Weekly				
Doors	Spot Clean	Weekly				
Door Fittings	Wipe clean	Weekly				
Sink	Sanitise	Weekly				
Waste Bins	Jet wash	Weekly				
Doors	Wipe clean	Monthly				
Walls	Wipe clean	Monthly				
Managers Initial						

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#### CLEANING MATERIALS

1. Only visibly distinctive coloured equipment and visibly distinctive coloured disposable cloths must be used in the portioning room. Portioning room equipment must not be used in any other part of the building.
2. At the end of the shift help ensure the room is left in clean tidy condition as shown above; and the cleaning equipments stored out of the portioning room, in the designated cleaning materials cupboard.

#### CLEANING PROCEDURE

##### Introduction

1. Disposable cloths are used and changed each day to prevent the spread of bacteria. Only portioning room cleaning equipment is to be used in the portioning room.

##### Responsibility

1. It is the responsibility of the production manager to ensure the new disposable cloths are used every day.
2. It is the responsibility of the company buyer to ensure sufficient cloths are allocated and stocks are maintained to facilitate this method.

##### Method

1. Ensure new cloths are issued from the stores each day.
2. Clean any debris prior to start of cleaning with cleaning solution.
3. The area must be cleaned with the designated cleaner dispensed from the Hydro Unit.
4. After the area has been cleaned the designated sanitizer must be used on all equipment and on the floor.
5. The cleaning record must be completed after every clean.

#### QUALITY DEFECTS

1. The following defects are not allowed and must be rejected from production:
  - Breakdown/mould
  - Spray deposits
  - Foreign taints and smells
  - Deformities
  - Cut face discolouration
  - Dirt or Dust deposits
  - Pests and diseases.

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- Please inform the QA of any obvious defects of which you are not sure, so that they can check the product meets the specification.

#### BREAKABLES

- Below is an example of the breakables check that must be completed and signed off by the Line Supervisor on a daily basis.

Breakables													
2 x window													
Light diffusers													
Control box cover													
Door view panel													
Managers Initial													

#### BREAKAGE PROCEDURES

- Record an x in the appropriate box in the form.
- The production Manager and Technical Manager must be informed at all times of any breakage in any area of the portioning room.
- Identify the broken object and isolate the surrounding area and any product within the vicinity of the breakage.
- Hold any product in quarantine until the breakage has been fully investigated.
- Collect all fragments of the broken material and account for each broken part.
- If any part cannot be accounted for, continue to hold the stock in quarantine for possible disposal.
- Do not resume production until thorough cleaning of the area can be carried out.
- If all broken pieces can be accounted for, stock may be cleared for despatch and production can continue.
- Record action taken and resolution on back of breakables form

#### MICROBIOLOGICAL TESTING

##### Swabbing plan

- A composite swab will be taken from the following areas on a monthly basis.
- Swabs to be analysed for TVC, Coli forms, E. coli and Salmonella
- Chopping boards, flow wrapper lugs and belts will form the swab routine.
- Swab an area of 25cm square (using sterile template) swabbed whilst rotating the swab to cover the whole surface. Swab the area for 15 to 20 seconds.

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5. Repeat above procedure for each area of composite.
6. Replace the swab in its container, attaching its lid firmly.
7. Two separate swabs must be taken, one for TVC and coli form, and one for E. coli
8. Swab the same area with the second swab.

#### Fruits

1. Label portion cucumber with origin and date of production
2. Fruits to be analysed for coli form, E. coli, listeria and salmonella
3. Pack with the swabs in a suitable container. Surround each sample with bubble wrap for protection and insulation.

#### Personnel protective equipment

1. Protective gloves, suitable portioning room shoes and personnel hands will form the swab routine.
2. Swabs to be analysed for Coli forms, E. coli and Salmonella on a monthly basis.

#### RECORDS APPLIED TO THIS PROCEDURE:

- Metal Detector Check Log
- Portioning Room Hygiene Log
- Knife Log
- Food Safety Checklist

#### DOCUMENTATION RETENTION:

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