

**GOOD
MANUFACTURING
PRACTICES**

Policy / Guidelines

Production/Maintenance/Quality Control Personnel

POLICY OF G.M.P. COMPLIANCE

Definitions

G.M.P. - Good Manufacturing Practices.

Processing Area - Any area in which raw ingredients are received and product is handled, produced, prepared, and packaged.

Storage Area - Any area, in which ingredients, supplies, finished products are stored, both refrigerated and not refrigerated, including transportation.

Production Personnel - Any individual who will normally come into near proximity to ingredients or product, including management.

Visitor - Any person not directly employed by the company who may come into near proximity to ingredients or product. These guidelines and GMP's also apply to all visitors

HEALTH - Disease Control

All personnel and visitors must promptly inform plant management of any illness, boils, sores, infected wounds, or other abnormal conditions that may pose a risk of product contamination.

No one affected with any disease capable of being transmitted to others may work in a capacity where there is a reasonable possibility of food or food ingredients becoming contaminated. This includes all raw materials, processed foods, and packaging materials as well all product contact surfaces.

Such personnel may be required to where protective bandages, coverings, or other protection that minimizes this risk. A bandage and a rubber or plastic finger cot must cover cuts and open sores on fingers. Use only metal-detectable bandages or coverings.

In some cases alternate work assignments may be made while this condition exists.

EMPLOYEE GROOMING

Personal Hygiene Practices

Everyone must maintain a high degree of personal cleanliness to prevent product contamination. Daily baths or showers prior to work maybe required.

1. Everyone, employees and visitors, will wear head-covering restraints to contain their hair in the manufacturing plant and outer buildings. Coverings, such as hairnets, are provided.

Hairnets must be worn over your ears. Caps or hats can be worn over hairnets if they are clean. Bump helmets or safety hats, are not considered effective hair restraints. Hairnets must be worn under such hats.

No hair curlers, combs or bobby pins may be worn. Barrette bars, clasps, jewelry and scarves or bandannas neatly worn under hairnets are permitted.
2. If facial hairs exist, a beard net (snood) is required. Mustaches extending beyond the lip must be shrouded. All hair must be tucked in.
3. Company issued clean uniforms must be worn at all times. T-shirts or sweatshirts may be worn under the uniform. Uniforms should not be worn off plant property except where required by the nature of the job.
3. Outer garments must be removed and hung prior to visiting restrooms.
4. Clothing must be clean at the start of operation and kept reasonably clean during the operation. Where clothing may become soiled rapidly, and employees are exposed to open product, frequent changes into clean uniforms are required. Disposable or plastic aprons may be worn over clothing and changed frequently for added protection against product contamination. Clothing must be maintained in good repair.
5. Boots or closed shoes are required. No sandals, sandal-like, canvas or open-toed shoes may be worn in the plant. Keep boots or shoes clean and in good repair.
6. Gloves used for handling food and food contact packaging supplies must be intact and in a sanitary condition. Gloves must be

washed and sanitized regularly. There is no difference in the need for proper hand washing with or without gloves.

7. Keep hands and fingernails clean. Keep fingernails properly trimmed.
8. No jewelry or watches are permitted in the plant. Exceptions are plain wedding bands and emergency alert chains. These maybe covered with tape for security.

Jewelry is a major hazard and a major reason for product recalls. Jewelry is also a major concern due to the inability to sanitize the piece adequately.
9. Nothing should be in shirt pockets or above waist level for it will fall into the product. Uniforms without shirt pockets are recommended.
10. Ear protection where mandatory shall be attached to a tie string worn around the neck to prevent product contamination. Eyeglasses must also be attached to a tie string worn around the neck.
11. No fingernail polish (clear or colored), false fingernails or eyelashes, etc. are permitted.
12. No perfume or other scented product may be worn.
13. Chewing gum and tobacco usage is not permitted in any area of the facility except in designated smoking areas. A smoking room or area is provided for this purpose.
14. No food or drink is permitted in the plant, lockers or desks except in the authorized break areas and cafeteria. No personal belongings are allowed in the production area.
15. Avoid the use of hands, which may result in contamination of food products. For example, do not scratch head or body, place fingers in mouth, ears or nose or sample product.
16. Avoid coughing and/or sneezing on product contact surfaces or product. During periods of excessive coughing or sneezing, leave areas until it ceases.
17. Spitting anywhere in the plant is prohibited.
18. Sitting on production machinery, packaging or product containers are prohibited.

GENERAL SANITATION

Good sanitation practices shall be maintained to assure product integrity.

1. Wash and sanitize hands thoroughly before starting work and after each absence from the work area. All persons must wash and sanitize their hands after visiting rest rooms, lunch and/or any other times when hands have become soiled or contaminated.
2. Keep all food equipment and environments clean, sanitary and in good repair.
3. Follow cleaning procedures (SSOP's) explicitly. Follow all safety instructions for safe handling of all chemicals. Wear the recommended personal protective equipment (eye protection – goggles/face shields, gloves, boots aprons).
4. Remove, cover or protect all food and packaging materials to prevent contamination during sanitation. Do not splash water from floor or unclean equipment to cleaned equipment.
5. Do not use cleaning equipment aids with wooden handles or other absorbent materials. Clean all tools and equipment frequently.
6. During cleanup, place all cleaned equipment parts, lines, cleaning aids, etc. at places specified. Never place clean parts on the floor. Clean product contact surfaces, raw and processed, and non-contact parts separately.
7. When not in use, water hoses must be neatly coiled and stored on hangers. Do not permit water hoses to continue to run when not in use.
8. Use and store cleaning equipment for processed product contact surfaces separately from raw and environmental cleaning equipment such as floors. Equipment used for cleaning drains should be separate, identified and stored in an isolated area.
9. Do not drag cleaned equipment across floor.
10. Clean or replace product contact gaskets on equipment as needed.
11. Avoid excessive use of lubricants on equipment to prevent product contamination. All lubricants must be food grade.

STORAGE / WAREHOUSING

Maintain all building areas and equipment in a sanitary condition.

1. Maintain a 18" to 24" open floor area as required for rodent control with a painted stripe or angle iron.
2. Stack raw material and finished product a minimum of 18 inches from wall to allow:
 - a. access for inspection.
 - b. access for rodent control operations.
 - c. cleaning.
 - d. buffer zone to keep loads off walls.
 - e. protection from forklift, pallet or other damage.
3. Store all items off floor on pallets, slip-sheets or racks except where other storage is authorized by management personnel.
4. Remove and clean broken packages or spilled product immediately.
5. Do not use dirty or broken pallets. Remove damaged pallets for repair.

Store pallets in areas free from extraneous matter, bird, insect and rodent contamination. Pallets stored outside are to be cleaned and sanitized prior to use.
6. Keep grounds free of litter, waste or refuse of any kind.

MATERIALS HANDLING

Finished products and raw ingredients shall be handled and maintained in a manner to prevent exposure to extraneous matter.

1. Maintain bagged product in a neat and orderly manner.
2. Make sure that the outer surfaces of raw material bags are clean before taking to production.
3. Strip outer raw material bags before use.
4. Seal and identify contents of partially used raw materials. No metal or twist ties are allowed.
5. Store empty ingredient containers covered or inverted off the floor.
6. Cover and seal partially used packaging material when not in use.
7. Do not store product or ingredient containers adjacent to containers for waste or non-product items.
8. Exercise extreme care to prevent product from falling on floor. Where production line failures necessitate product to be temporarily stacked off or removed from a line, such product must be protected from contamination. Vigilance and good judgment must prevail at all times to prevent product contamination.
9. Properly cover reclaim and salvage stations at all times. Product reclaim areas are to be identified and must be kept clean and sanitary.
10. Exercise care when moving product. Avoid damage to product or packaging by careless and improper handling.
11. Avoid overstacking of product. Use dividers as required.
12. Avoid sitting or standing on product shipping cases in a manner which damages or soils them.
13. Use of glass in any area of the plant is prohibited with the exception of the laboratory and offices.

RECEIVING AND SHIPPING

Products must be handled with care to prevent damage and exposure to adverse conditions.

Unloading Procedures:

1. Carefully inspect incoming product for evidence of rodent or other infestation, damage or objectionable odor of any kind before transferring to storage. Record your observations.
2. If inspection reveals contamination of any kind, immediately notify supervisor. Do not unload until testing is complete.
3. If product is damaged, separate from undamaged material and store in a restricted or hold area while disposition is determined.
4. Refrigerated materials must have temperature of the product checked per product specifications.
5. Inspect carriers for cleanliness and lack of objectionable odor while unloading and after unloading.
6. When unloading bulk raw material, dome covers or vents shall adequately screened to protect product from contamination. Screening devices must allow sufficient airflow into the tank to permit normal unloading of the product.
7. All dry raw material containers must be properly marked with a code date and a lot number.
8. Receivers must mark the pallet or box with the date of arrival to provide for appropriate stock rotation.

Loading Procedures:

1. Prior to loading trailers, inspect the vehicle interior for general cleanliness, absence of moisture, offensive odors, foreign materials, dirt, infestation or liter. Look for defects or damage to floor, ceiling and wall surfaces.
2. Prior to loading tankers, inspect vehicle interior general cleanliness and absence of offensive odor. Look for defects or damage to the tank. Check condition of all fittings and valves.
3. If product requires refrigeration, check temperature of the carrier before loading and be sure that it is at the specified temperature. Do not load unless at specified temperature.
4. Follow a stock rotation program to assure that the oldest product is shipped first. Alert management when product nears end of shelf life.

CODING

Coding is an important function of plant personnel and must be constantly monitored.

1. All plant code dates must be on the package, legible and easily visible.
2. Employees responsible for code date printing must continually monitor the quality of package, code date and code date printing.
3. Illegible code date printing or deviations that exist while filling product shall be reported immediately.

RECORD KEEPING

Processing records shall be maintained and monitored.

1. Identify and sign all temperature control charts. Highlight and explain any deviation or abnormalities on the chart.
2. Lot identification of raw materials must be recorded on all batch sheets to enable tracing all product ingredients from receiving through production and distribution.
3. Lot identification must be recorded for all product contact packaging suppliers to enable tracing all finished goods from packaging through distribution.

QUALITY CONTROL

Quality control technicians monitor and audit the plant operation. QC checks the degree of product quality variance, determines its significance for harm, and discloses the cause of the variance and its effect on products in an effort to eliminate or reduce the variance.

1. Each laboratory employee is responsible for the proper record keeping. All recorded data should be clearly legible. Pens should be used to record all data and results.
2. Each technician is responsible for the proper testing procedures and checking for compliance with company standards, state and/or federal regulations:
 - a. raw materials
 - b. finished goods
 - c. in-process testing
 - d. product code dates for correctness and legibility
 - e. weight control used for product are adequate
 - f. environmental quality checks – air and water
3. All deviations from standard are reported immediately to the operator, supervisor or other management personnel on duty.

EMPLOYEE GROOMING - EXAMPLES

HAIR COVERING:

A hair net should protect all hair. No hair curlers, combs, or bobby pins may be worn. Barrette (2" or more) bar or clasp, and scarf or bandanna neatly worn under hair net is permitted.

Correct:



Not acceptable:



BEARDS / FACIAL HAIR:

The proper way to wear a beard net:



Beard nets shall be used where a person has:

- A beard, mustache or other facial hair.
- Sideburns longer than the bottom of the ear.



JEWELRY

Rings, earrings and other jewelry should not be worn on the job because:

- Bacteria hide on and under jewelry.
- Sanitizing jewelry is not effective.
- There is danger of jewelry and/or pieces falling into product.
- Jewelry presents a safety hazard.

NO RINGS OR JEWELRY PERMITTED

