



South Coast Business Solutions Evaluation Only Demonstration Purposes Only

Good Manufacturing Practices (GMP) Policy Manual

In order to ensure that products are handled safely and effectively at all times whilst within the company premises a Good Manufacturing Practices (GMP) Policy Manual has been developed and implemented.

All employees are responsible to ensure that Company Procedures are followed correctly and that Good Manufacturing Practices (GMP) Policy Manual is being complied with.

Compliance is verified and recorded in accordance with Proc No 115.

Allergen Management

Cross Contamination

Management of Cross Contamination is carried out in accordance with Proc No 140 Allergen Management.

Amenities

Hand Washing

Detergent, sanitiser and hand drying facilities are available in employee amenities room and must be used in accordance with Procedure No 105.

Toilets

Toilets are to be well maintained and cleaned adequately, positioned within walking distance of all food related activities and not open directly to production facilities.

Equipment

Clothing Policy

Rules for wearing, cleaning and changing clothing and PPE are contained in Procedure No's 105 and XXX.

Food Contact Equipment

Equipment in contact with food is to be stored, cleaned and maintained in such a manner as to prevent food contamination.

Food Contact Surfaces

Food contact surfaces are to be in good condition, well maintained and cleaned in such a manner as to prevent food contamination.

Pallets

Pallets are to be kept in good condition so as to prevent either damage to product or foreign object contamination.

Preventive Maintenance

Equipment is maintained in accordance with Proc No 135 Maintenance - Premises and Equipment

Steel Wool

Steel wool is expressly forbidden for use in cleaning of utensils

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Equipment

Wood

The use of wood in all handling and processing areas is expressly forbidden for all food contact surfaces.

Glass Policy

Glass

No glass equipment, utensils, containers or test tubes are permitted in Coolrooms, handling areas or processing areas. Glass thermometers, containers or jars are not to be used in these areas.

Manufacturing

Metal Detection

Metal Detection is carried out in accordance with Proc No XXX Metal Detection

Rework

Rework is not undertaken by this company

Waste Management

Industrial Waste is managed in accordance with Proc No XXX Waste Management

Personnel

Dropped Product

Dropped product or any product that has come into contact with any unsanitised or contaminated surface shall be immediately consigned to waste and is to be handled only by designated personnel.

Dropped Tools & Utensils

No processing aids that have come into contact with the floor or any other potentially contaminated surface shall be re used until they have been re cleaned in accordance with company cleaning procedures.

Food Handlers - Illness & Injuries

No staff member suffering from any illness, cut, abrasion or wound is to commence work without clearance from management.

Hygiene And Sanitisation

All staff members must be well presented and in clean clothing. No Jewellery is to be worn in processing areas. All staff must wash hands in accordance with Procedure No 105 prior to handling product.

Smoking, Eating Drinking & Cosmetics

Smoking is not permitted in coolrooms, handling areas, processing areas or dry goods and chemical storage areas. Eating and drinking is not permitted when handling product. Cosmetics that could potentially compromise food safety are not permitted.

Staff Movement

Care is to be taken by all staff and contractors when moving throughout the premises that cleaning and personal hygiene procedures appropriate to the areas being left and entered are complied with at all times.

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Personnel

Visitors & Contractors

All visitors and contractors must report to the office and must comply with company Health and Hygiene procedure and Induction Procedure.

Premises

Construction and Layout

Air is filtered where necessary and pressure differentials are in place between high and low risk production areas for potentially hazardous foods

All areas for storage of ingredients, packaging; and cleaning, manufacturing and agricultural chemicals; and any flammable materials are secured, properly enclosed and adequately ventilated

All incoming service lines such as gas, electricity, hot and cold water are adequately protected and clearly marked into processing areas.

Covered drainage in wet areas (including footbaths) is in place, providing adequate outflow

High & low risk areas of production are clearly segregated including coolrooms & other storage areas

Lights are covered wherever they could shatter and impact on food safety. Adequate lighting is provided for clear working visibility

On site laboratories are segregated from production areas , good laboratory practices are implemented in all on site laboratories;

One way flow for manufacture of potentially hazardous foods has been considered and adopted where possible

Premises are designed and constructed to minimise accumulation of dirt, debris and pests

The quality of water, steam, ice, air, compressed air or gas that comes into contact with food or packaging, that in itself does not constitute an ingredient , is regularly monitored and presents no risk to product safety or quality .

Walls, floors and ceilings are impervious and easily cleaned

Windows and doors linked to storage and production areas are fitting and in good condition to control dust, vermin, and airborne organisms

Environment

Site boundaries to be clearly defined, fenced and secured if considered appropriate, free of potential harbourage for pests and adequately drained.

Use Of Signs

Appropriate signs will be placed throughout the premises wherever it is considered to be advantageous to Food Safety or Staff Safety. These signs should not be displayed in a manner that creates a risk of product contamination.

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Storage

Chemicals

All hazardous, cleaning, pest control and testing chemicals are to be stored away from product in designated areas.

Equipment

All product handling equipment and tools to be stored off floors when not in use.

Packaging

All packaging materials to be stored in a clean, dry area on pallets or appropriate shelving. Open packages to be kept covered wherever possible.

Product

All product to be stored in coolrooms, off the floor in appropriate containers and at appropriate temperatures.

Stock Rotation

Stock rotation is managed in accordance with Proc No 215 Storage of Raw Materials Packaging and Chemicals and Proc No XXX Storage of Finished Product.

Waste

All waste to be stored in designated waste storage areas.

Transport

Vehicles

Transport hazards are managed in accordance with Proc No 210 Receipt of Goods and Proc No XXX Loading and Delivery of Finished Products.