



## **GOOD MANUFACTURING PRACTICES PROGRAM**

Document #	SPI-QLS-POL-005	Date of Issue:	02/09/10
Version #	003	Prepared By:	HACCP Team
Replaced:	002	Approved By:	Jaswant Bains

### **SCOPE**

This program pertains to good manufacturing practices and personal hygiene practices identified to maintain the highest levels of sanitation and housekeeping. Good Manufacturing Practices (GMPs) will be followed in accordance with FDA/USDA Regulations to assure Production of a clean, safe, and wholesome product. This program applies to all employees, Production visitors, suppliers and contracted service providers entering Sacramento Packing, Inc. work areas.

### **PURPOSE**

The program provides an explanation of the company's good manufacturing standards and expectations in cooperation with HACCP and Codex standards.

### **RESPONSIBILITIES & AUTHORITIES**

The President/CEO has the ultimate responsibility for all aspects of our operations - Production, personnel, quality and cost. To discharge these responsibilities, the authority is delegated to the Department Management. Major problems in all areas are brought to the President and Plant Manager for review, solution and decision.

### **EMPLOYEE HEALTH NOTIFICATION RESPONSIBILITIES**

All employees, including temporary employees, are responsible to notify their supervisor of any relevant infectious diseases or conditions with which they may be with that might lead to the product becoming contaminated. Illnesses that stop an operator from working directly with the product until the condition is corrected include:

- Gastroenteritis with severe vomiting and diarrhea
- Boils, lesions or abscesses on hands or face.
- Open or infected wound

Staff suffering from any of the above will not be permitted to work where they are in direct contact with product or food contact surfaces. All employees are instructed to check with their Supervisor prior to commencing work if they are in doubt about the effects of an illness they may have. Supervisors have the responsibility to observe employees prior to commencing work for any illness or injuries that could potentially compromise product.

### **PERSONAL HYGIENE & GROOMING**

- Staff shall maintain high standards of personal cleanliness.
- All staff in Production (non-office) areas of the Plant must ensure hair is clean and kept under hair net at all times. Any other types of wraps that restrain the hair must be approved.
- Hair control must be in place prior to entering Production areas, and must not be removed until outside Production areas.
- Beards and moustaches shall be kept clean and be contained in beard nets at all times whilst in Production areas.
- Fingernails are to be kept short (<1/2 inch long) and clean
- False fingernails are not permitted.
- Excessive perfume or aftershave shall not be worn.
- Aprons must be kept machine washed and dried thoroughly at home, after each shift. Aprons will be inspected for cleanliness prior to beginning shift.

### **JEWELRY**

Watches and bracelets are not permitted in Production and/or Storage areas except for the following jewelry:

- Wedding band (no stones)
- Medical bracelet

### **HAND WASHING / SANITATION**

Hand washing facilities are available and must be used:

- before starting work;

- after using the restroom;
- before and after breaks (including lunch);
- after handling garbage;
- after cleaning tasks.

***If restroom supplies are running low, please let the Plant Manager know immediately. There should be no reason/excuse for restrooms to be out-of-stock at any time.***

Hand washing includes the following steps:

1. Rinse your hands with warm water.
2. Apply soap to your hands and rub to form lather covering all parts of your hands.
3. Scrub vigorously including mid forearm area.
4. Clean the webbing between your fingers.
5. Scrub under and around your fingernails.
6. Rinse thoroughly using warm water.
7. Use a disposable paper towel to dry your hands thoroughly.

Hand sanitation stations located at the entrances to the Production area must be used:

- prior to entering Production area;
- immediately after sneezing and/or coughing;
- prior to switching out disposable gloves.

#### **GLOVE USE**

- Employees are responsible for keeping track of their gloves and other PPE.
- All Production staff must wear disposable gloves whilst in Production areas.
- Disposable gloves must be exchanged for a fresh pair prior to the beginning of each shift; upon finishing each maintenance task (maintenance workers); once you touch something other than the product (e.g. move hair strand from your face, handle paperwork, scratch your arm etc).
- Only latex and nitrile gloves are permitted in Production areas.

#### **CLOTHING & PROTECTIVE CLOTHING**

- All persons working in direct contact with product, product-contact surfaces and packaging materials, shall maintain adequate personal cleanliness.
- Wear outer garments suitable to the operation in a manner that protects against contamination of the product, product-contact surfaces, and/or food packaging materials.
- Protective clothing must be removed when using restroom facilities, and placed on hooks provided, or in lockers.
- During lunch or when on breaks, protective clothing is required to be hung on designated hooks.
- Suitable footwear shall be worn within the Production and storage areas. No open toe shoes permitted.
- Clothing adorned with beads, sequins, glitter etc., is prohibited in the Plant.
- Clothing that has shedding fibers, or is excessively loose or baggy (which may drag in/onto product and/or machinery) is prohibited in the Plant.
- Employees working directly with food must keep sleeves above the elbow, and use arm/sleeve covers at all times, to protect product from adulteration.
- Company bump hats and ID badges must be worn at all times whilst in Production areas.

#### **PERSONAL ITEMS**

- Personal items (e.g. bags, medicines, etc.) are not to be brought into the Production area.
- If prescription medication is required to be carried on person for medical reasons, please notify the Dept. Manager and/or Supervisor.
- Personal items should be stored in the break room or lockers.
- Lockers for visitors are provided.
- Remove pens, and other items from breast pockets to protect product from extraneous items. These items can be kept in trouser pockets, lockers, or belt pouches; however, personal items are not to be hanging from pockets.

#### **PACKAGING MATERIALS**

- Packaging materials (bags, boxes, etc.) may not be used for any other purpose than that of product indicated on the package. Inappropriate use of packaging materials may result in disciplinary actions up to and including termination of employment.

## **DRUG & ALCOHOL ABUSE**

It is our goal to provide a safe and productive working environment for everyone. The presence or use of illegal drugs, alcohol or controlled substances can impair an employee's work performance, safety and health and may create a hazardous environment for other staff.

As part of our effort to assure a drug-free work environment for employees, we may require an employee to:

- Take a physical exam, including drug screening tests,
- Meet with a counselor in the Employee Assistance Program, or
- Successfully complete drug and alcohol rehabilitation treatment at a licensed treatment facility.

## **EATING/CHEWING/DRINKING/SMOKING**

- Food is not permitted in the Production and/or storage areas.
- Staff shall not chew gum or eat while in the confines of the Production and storage areas. This includes candy bars, breath mints, gum, cough drops, etc.
- Smoking or chewing tobacco is only permitted in the designated smoking area.
- Lunch items and food residues, must not be left in lockers because they encourage insect infestation and rodent feeding.

## **GLASS**

- Glass items are strictly prohibited in Production areas (except for properly registered Lab equipment).
- Glass lab ware must be logged in and out, if being used in Production or storage areas.
- Employees are responsible for effective and safe clean-up / removal of any glass in Production or storage areas.

## **GENERAL**

- All outside doors, windows, and other openings should remain closed at all times.
- Employees who see contamination on product should immediately isolate the product or localize the contamination and notify a supervisor.
- Employees should report quality or sanitation problems to supervisors for resolution.
- Equipment with direct contact with product will be cleaned and sanitized prior to use. Equipment and fittings must be wiped free of lubricant following service.
- Product must be protected from contact with maintenance personnel when a breakdown occurs. They must have clean hands and proper attire when working on equipment.

My signature on the Employer's Copy indicates my acceptance and understanding of the terms and conditions of this program.

**EMPLOYEE COPY**  
**Sign & Return Page 4 Only.**

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**By signing below, I acknowledge that I have read and fully understand these GMPs.**

*(Copy is kept in the break room for future reference).*

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Trainer Signature

\_\_\_\_\_  
Date

## [EMPLOYER COPY]

REVISIONS			
Version #	Description of Change	Date	By
Draft	Reviewed and made corrections to suit current operations; applied doc control	09/13/2010	Anneke Amiga
001	Point 7 added to "Clothing & Protective Clothing"	02/20/2011	Anneke Amiga
002	Added "moustaches" to Personal Hygiene and Grooming	03/06/2013	Anneke Amiga