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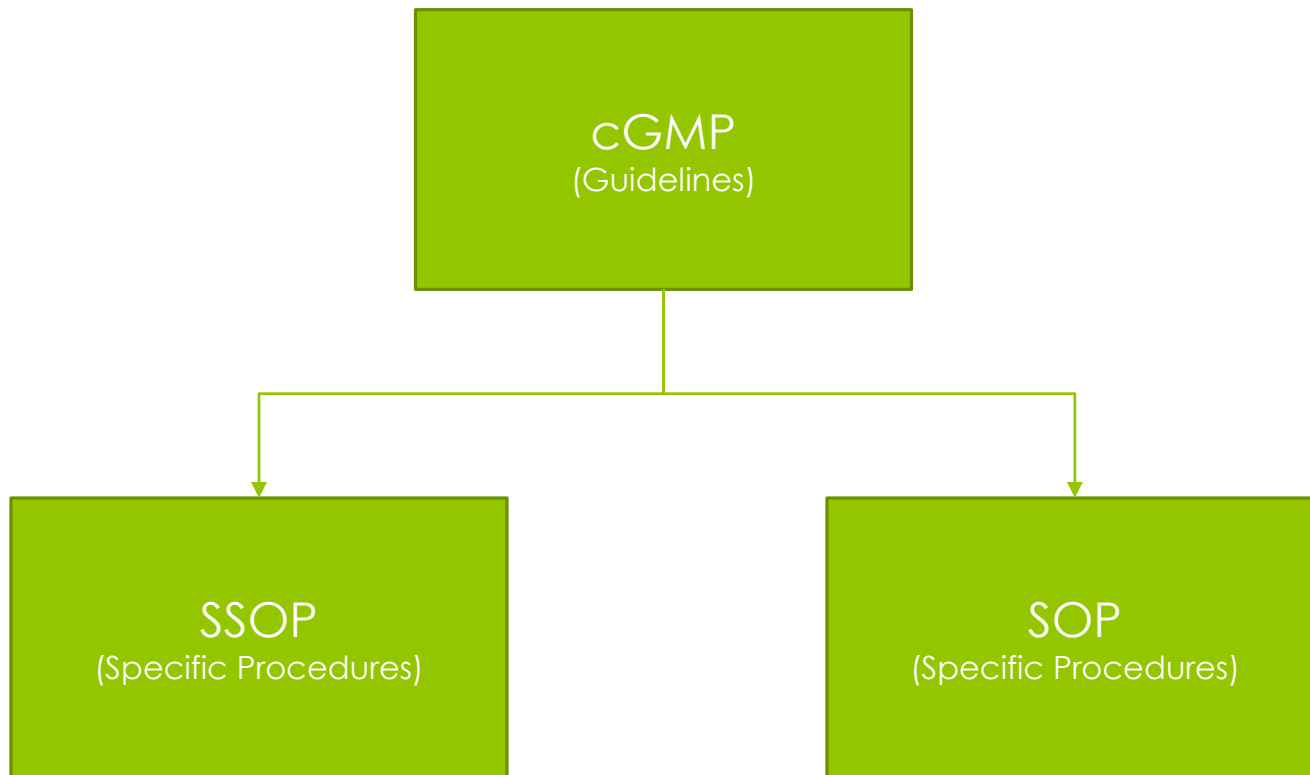
Food
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**A Guide to
Current Good
Manufacturing
Practices
(cGMP)**

Complete cGMP Plan

- Good Manufacturing Practices (GMP)
 - Sanitation Standard Operating Practices (SSOP)
 - Standard Operating Practices (SOP)
 - Records of Implementation

cGMPs Are the Starting Point for Basic Food Safety



Current Good Manufacturing Practices

A set of guidelines defining your practices set in place to ensure the safe manufacturing of any product. Criteria include:

1. Personnel
2. Plant and Grounds
3. Sanitary Operations
4. Sanitary Facilities and Controls
5. Equipment and Utensils
6. Processes and Controls
7. Warehousing and Distribution
8. Defect Action Levels (Quality Control)

Personnel

- Hygiene and Protective Equipment
 - Maintain good personal hygiene – cleanliness, disease control
 - Use of smocks, hairnets, gloves
 - Limitations on jewelry, eating and gum chewing
 - Taking precautions for cross contamination, including lotions, perfumes, etc.
 - Use of protective equipment
 - Safety glasses, hearing protection, hard hats, shoes, gloves
- Training
 - Must have training in the principles of food hygiene and food safety as appropriate to the facility
 - Must have training and experience to perform their assigned work functions
 - Training must be documented

Plant and Grounds

- Grounds
 - Sanitary equipment storage
 - Cleanliness around facility
 - Unobstructed water drainage

- Facility
 - Pest exclusion
 - Facilitate safe storage and operations
 - Cleanable surfaces and fixtures
 - Adequate lighting; lighting is shatterproof or protected
 - Adequate ventilation
 - Adequate handwashing and cross contamination mitigation

Sanitary Operations

- General maintenance
 - Facilities be kept clean
 - Facilities be kept maintained
- Secure storage and use of chemicals – SDS must be on site
- Pest control monitoring
- Sanitation of food contact surfaces
- Sanitation of non-food contact surfaces
- Storage and handling of portable equipment

Sanitary Facilities

- Water supply is derived from a safe, adequate water source
- Adequate size and design of plumbing
 - Floor drainage
 - Backflow prevention
- Proper sewage disposal
- Adequate toilet facilities
- Adequate hand washing stations
- Adequate rubbish storage and removal for sanitary operations

Equipment and Utensils

- Sanitary and cleanable utensils
- Adequate COP and CIP cleaning systems
- Smooth seams on welds
- Thermometers on cold storage compartments
- Food contact surfaces inhibit contamination
- Instruments must be calibrated
- Compressed air and gasses must be sanitary

Processes and Controls

- Raw material inspection
- Manufacturing operations
 - Sanitary conditions
 - Temperature controlled conditions
 - WIP protected from contamination
 - Metal and glass protection measures
- Labels must be in compliance (TTB regulates this – not FDA)

Warehousing and Distribution

- Protection against cross contamination
- Protection against thermal hazards
- Protection against deterioration of food and container

Defect Action Levels

- Quality Control
 - Systems in place to reduce defects to lowest level feasible
 - Documentation of corrective actions when product or process is out of spec

Record Keeping

- In the form of:
 - Routine periodic logs (cleaning, maintenance, inspections)
 - Process specific logs (batch records)
 - Deviation reports (corrective actions)

Example:

Record of Bottling Table Sanitization

The Record Must Document:

- WHAT – Bottling filler table top is being cleaned and sanitized
- HOW - Per the standards defined in the SSOP
- WHEN – Occurs at the end of each shift
- WHO – Production employee performs the task
- WHERE RECORDED – A cleaning log is used to record the cleaning
- AUDIT CONTROL – Operations manager reviews cleaning and log a verifies SSOP is being met

When the FDA Shows Up...



Your cGMP Plan

- Forms  PP01 cGMP Plan

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