

Presented by:

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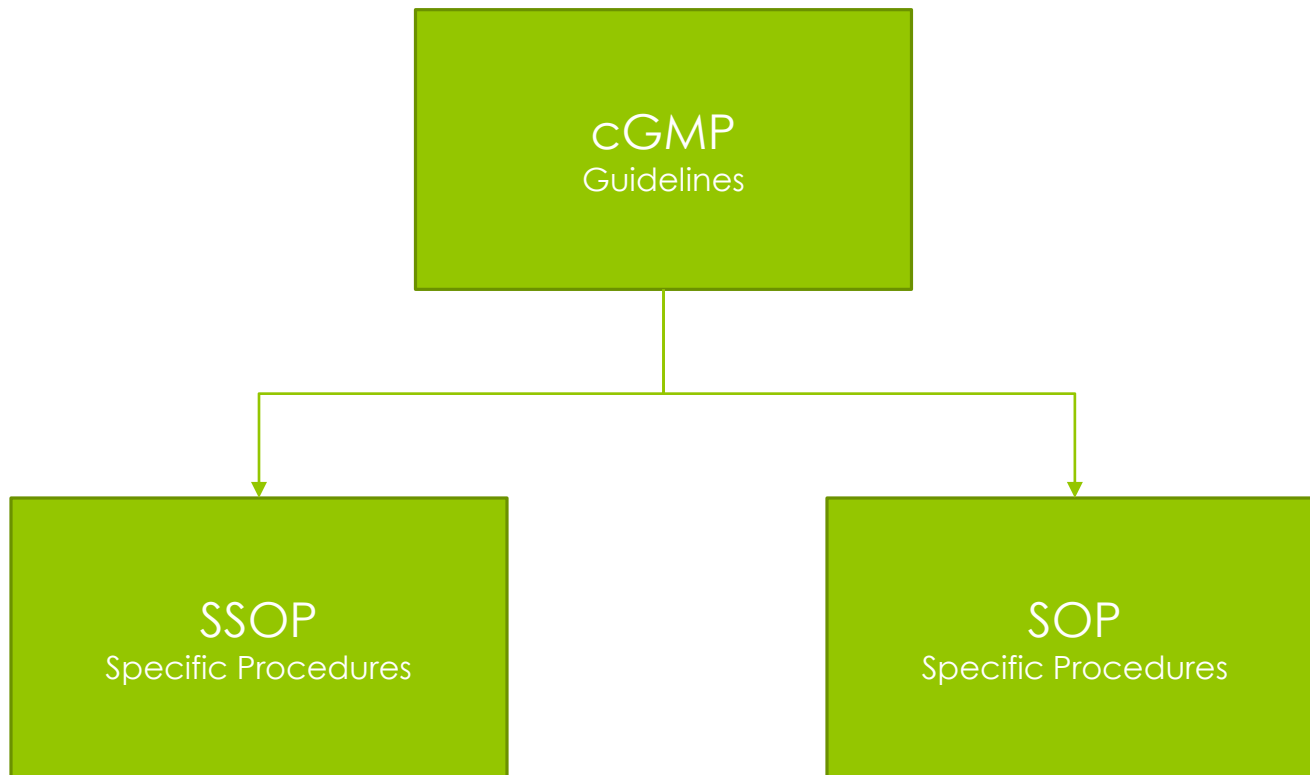
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**A Guide to  
Sanitation  
Standards  
Operating  
Practices  
(SSOP)**

## cGMPs Implemented with SSOPs and SOPs



# Sanitation Standard Operating Practices

Written procedures necessary to ensure sanitary conditions in the food plant that are documented in writing when performed.

1. Pre Operational SSOPs
  - Daily/Routine procedures
  - Pre-production procedures
  - Validation procedures
2. Operational SSOPs
  - Employee hygiene
  - Product handling
  - Equipment cleaning
3. Post Operational SSOPs
  - Equipment Cleaning
  - Facility Cleaning

# Pre Operational SSOPs

- Routine Sanitation
  - Grounds Cleaning
  - Restroom Cleaning
  - Facility Cleaning
  - Pest Control
  - Glass Inspection
  - Food Safety Inspection
  
- Pre-Production Sanitation
  - Equipment Sanitizing
  - Pre-Production Inspection/Checklist
  
- Validation Procedures
  - ATP Swabbing
  - Allergen Swabbing
  - Listeria Swabbing
  - Published Scientific Data

# Operational SSOPs

- Employee Hygiene
  - Health
  - Handwashing
  - Outer garments/Protective clothing
  - Glove use
  
- Product Handling
  - Food contact rules
  - Cross contamination control
  - Spill cleanup
  
- Equipment Cleaning
  - Periodic cleaning during shift

# Post Operational SSOPs

- Equipment Cleaning
  - Tanks
  - Pumps
  - Hoses
  - Machinery
  
- Facility Cleaning
  - Walls
  - Floors
  - Sinks
  - Drains

# Documentation

1. Written procedure describing the process step by step
2. Form indicating the procedure was completed and by whom and when
3. Audit procedure to make sure documentation is being done
4. In some cases, scientific validation is needed

# Documentation Format

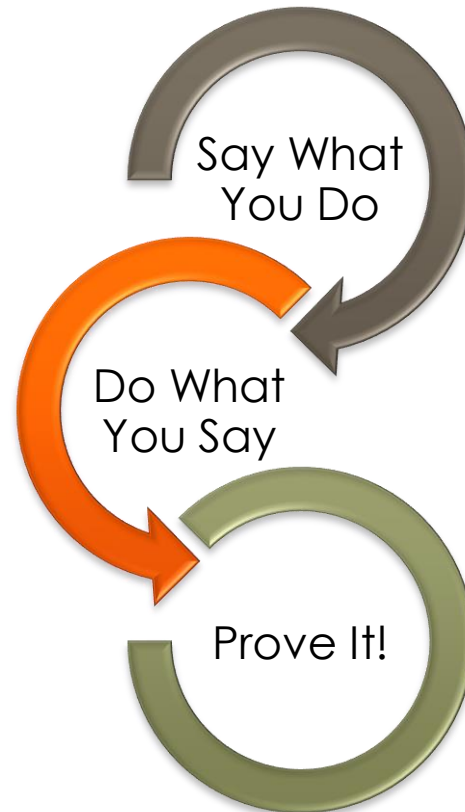
1. Each document must be uniquely identified by name or number and version
2. Each document must indicate when it is reviewed, approved and in effect
3. Each record must indicate:
  - What the task is
  - Who is performing the task and when
  - Who is verifying the task was performed correctly
  - Who is monitoring that the task was performed when it was indicated
4. Each record must indicate the address of the facility where the action took place



# Example of an SSOP document: Bottler Table Top Sanitization

- WHAT - Bottling filler table top is being cleaned and sanitized
- HOW - Per the written procedure
  - Validation (Does the method work?)
- 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

Remember...



# Your SSOP Plan

- Forms → PP02 SSOP Plan

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