



Good Manufacturing Practices (GMP)

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Guidelines for Good Manufacturing Practices (GMP)

Employees working in a food plant are required to wash their hands with a sanitizing soap prior to beginning or returning to handling of food.

- Loose hair poses serious sanitation problems in the plant. Therefore, all persons working or visiting the production area must wear authorized head covering to avoid contact of loose hair with food product.



- Sanitary precautions are required to be taken by employees when sneezing or coughing. An employee with infectious skin eruption, communicable disease or other infected conditions must have plant management clearance before allowed to handle food.
- Employees in production areas should wear clean uniforms. The uniforms should be changed daily or sooner if soiled for any reason. Shirts are required to be buttoned and tucked into trousers.

- Workers in the production area will not wear rings, and neck/ear jewellery. This practice will preclude mix-up of the foreign materials in food. Watches, pens, pencils and loose materials should be removed prior to entry to production areas.
- Smoking, spitting or chewing of tobacco is prohibited in the production as well as storage areas.

- Consumption of beverage or food is allowed exclusively in the designated area.
- Nail polish and/or perfume is not allowed in production or storage areas.
- Containers and equipment made of glass, including glass thermometers, should not be permitted in the production area.
- Good housekeeping in the production area is necessary for work efficiency and workers' safety.

Personnel

- The wearing of all types of jewellery (i.e. earrings, watches, rings, neck chains, etc.) is strictly prohibited in all plant operating areas.
- The only exceptions to this rule are a wedding ring without sets and a medical alert necklace/bracelet, which must be worn under the appropriate outer garment.

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- Wash and dry hands thoroughly before starting work and after each absence from the
 - work area. All persons must wash and dry their hands after visiting restrooms, eating,
 - smoking, and/or any other times when hands have become soiled or contaminated.

- Hairstyles on all employees shall be of a nature that they appear neat, trimmed or fully restrained to a degree that would give a neat, clean and sanitary appearance as becoming a food plant. Hair and beard restraints are required throughout processing areas. These restraints must be Berkey Creamery issued and completely cover employee's hair and beard. Appropriate hair covering shall be of a tight mesh and be worn in such a manner as to contain

- Exposed, unwrapped product, as well as packaging materials and equipment which
- contacts exposed product shall not be handled with
- 1. Injured or bandaged hands unless protected by gloves. Gloves must be
- maintained in an intact, clean and sanitary condition, and changed frequently.
- 2. Cuts and open sores on fingers unless they are covered by a band-aid with a finger
- cot or glove

- Avoid use of hands which may result in contamination of food products. Such practices
- include:
- 1. Touching of the face, adjusting glasses, wiping forehead, placing fingers on or in mouth, nose or ears.
- 2. Scratching the head or body
- 3. Handling products for taste testing in an unsanitary manner.
- 4. Reaching in to ice cream ingredient containers and consuming pieces of cookies ,candies, nutmeats, etc.

- Good hygiene must be practiced at all times. Chewing tobacco, trimming fingernails, spitting, use of snuff, chewing gum and open blowing of the nose in the production area or any area exposed to products or packaging materials are examples of poor hygiene which produce unsanitary and undesirable conditions.

- Smoking and tobacco usage of any type are not permitted in any area of the facility.
- Smoking is permitted in designated areas only and employees must wash their hands before returning to the processing area.
- Employees shall not hold toothpicks, matchsticks, or similar objects in their mouth while performing their assigned duties. Pencils or other objects held behind the ears are forbidden.

- Any person who, by medical examination or supervisory observation, is shown to have, or appears to have, an illness, open lesions (including boils, sores, or infected wounds), or any other abnormal source of microbial contamination by which there is a reasonable possibility of product, product contact surfaces or product packaging materials becoming contaminated, will be excluded from any operations which may result in such contamination until the condition is corrected. Personnel are instructed to report any such health conditions to their supervisor.

Clothing

- Bear issued uniforms must be worn in all operating areas. Shirts should be completely buttoned to the next to the last button from the top to ensure that no torso body hair is exposed. Only long pants (i.e. below the bottom of the calf) are permitted in the plant. Shorts are not permitted. Office and laboratory personnel that spend more than 5% of a workday in the processing area must be covered by a lab coat.

- Safety glasses, goggles, or shields must be worn when handling hazardous materials (i.e. cleaning chemicals, petroleum products, etc.). Eyewash and emergency shower facilities are available for use when necessary.
- All exterior doors throughout the plant must remain closed at all times. They must be self-closing and tight fitting. It is not permissible to prop doors open, allowing dirt, insects, and other contaminants to enter.

Storage and Handling of Ingredients and Products

- Store all items off the floor on pallets, slip-sheets or racks except where other storage is authorized by management personnel.
- Do not use dirty or broken pallets. Remove damaged pallets for repair. Store pallets in areas free from extraneous matter such as bird, insect and rodent contamination. Pallets stored outside are to be cleaned and sanitized prior to use. Plastic pallets are for use in the processing area only.

Process and Product Integrity

- Vigilance and good judgment must prevail at all times to prevent product contamination. If present, strip outer coverings off ingredient containers prior to use. Seal and identify contents of partially used ingredient containers. These materials should be used as soon as possible. Remove the labels from empty ingredient containers and store them covered or inverted off the floor. Cover and seal partially used packaging material when not in use. Packaging material may not be used for anything other than product.

Sanitation

- Sanitation standard operating procedures (SSOP's) must be in place and strictly followed to assure product integrity. SSOP's, with documentation, include, but are not limited to; cleaning, gasket, o-ring, and check-valve replacements, chemical titration, training logs, etc.

- A written colour-coded brush/bucket program is in place and must be followed.
- Wash and dry hands thoroughly before starting work and after each absence from the work area. Sanitize hands frequently in designated areas. Do not use equipment aids with wooden handles. Material handling equipment (i.e. scoops, carts, lifts, etc.) must be kept clean, covered and well maintained. Follow all cleaning procedures explicitly. Eye protection (i.e. safety glasses, goggles, or shield) must be worn when handling chemicals.

- Equipment must be thoroughly cleaned after each use and at least once each day used (material in storage tanks can be held for no longer than 72 hours). All equipment must be inspected prior to reassembly. Clean and replace product contact gaskets as necessary. Clean, sterilized screens must be placed on fillers each time the filler is used. Avoid excessive use of lubricants on equipment to prevent product contamination. All lubricants must be food grade. Lubricants must be stored in non-production areas when not in use.

- All cleaning equipment (i.e. cleaning aids, personal protective equipment, chemicals, etc.) must be stored in non-production areas when not in use. Store production-cleaning equipment separate from floor cleaning equipment. Equipment used for cleaning drains should be separate, properly identified, and stored in an isolated area. Floor drains should be free of all debris with no evidence of any offensive odors. All drains must be cleaned and sanitized on a regular basis. Only black bristle brushes may be used to clean floor drains

Record Keeping

- Processing records are maintained and continually monitored. Identify and sign all temperature control charts. Highlight and explain any deviations and/or abnormalities on the chart. Mistakes must be initialled and crossed through with a single line. Do not erase or attempt to use whiteout. Lot identification number of all raw materials must be recorded on batch sheets to enable tracing of finished goods from receiving to production, packaging and distribution.

Quality Control

- Bonnie Ford maintains final decision-making authority in all matters pertaining to quality. Products of questionable quality will be red-tagged until further testing is completed. Our processors and laboratory director are responsible for proper record keeping. All data should be recorded in ink and clearly legible. Records are stored in the laboratory.

Maintenance

- The exterior of the building must be in good repair. Maintain building areas and equipment in a sanitary condition. Building grounds (i.e. weed control, litter removal, etc.) must be properly maintained at all times. The building should be insect and bird proof with tight fitting, self-closing doors. There may be no cracks or holes in the building structure where pests could enter. Screen window openings to prevent entrance of pests. Maintain the required 18" open floor area for rodent control with a painted stripe or angle iron.

Utilities

- Facility is equipped with adequate ventilation to circulate clean, fresh air throughout the plant. Steam introduced into product or coming in contact with food surfaces must be culinary grade. Provide water at a suitable temperature and under good pressure for utensil cleaning and equipment sanitation. Water used in sanitation, cleaning, or any other purpose that comes in contact with food surfaces must be potable and of sanitary quality. Ensure that proper back flow prevention devices exist between systems carrying water for processing, wastewater and CIP circuits.

Visitor Rules

- Visitors, as well as regulatory personnel must adhere to all plant rules and comply with sanitation and safety regulations. Authorized personnel admitted to processing areas shall conform to the same rules and/or regulations as operations personnel. If an exception appears to be necessary, the laboratory director or manager shall be contacted for proper clearance. Visitors unable to remove jewelled rings shall wear tape and a rubber glove over the ring as a protective restraint. All contractors working in the plant must comply with GMP policies.



THANK YOU