

FOOD SAFETY TOPIC: STANDARD OPERATING PROCEDURES

Documenting Standard Operating Procedures (SOPs) or policies is essential in maintaining consistency and transparency throughout your operation and ensuring everyone is clear on what is expected to occur in the run of a day, regardless of the size of your operation.

An SOP is a written procedure for preventive control measures and production and process control designed to ensure safe food production.

Your SOPs should include:

- The company's name or logo.
- Title of the SOP/Procedure.
- Issue/Revision Date of the document.
- Supersedes Date - the previous versions issue/revision date.
- Who the document was approved by – i.e., Food Safety Lead.

- Page numbers so everyone knows how many pages are included to ensure they have the complete document. The best practice for page number formatting is Page 1 of X.
- Include all important information but keep it short and simple to follow. It should be written in enough detail so a new employee can perform the task by reviewing the SOP.
- Purpose – Why is the procedure in place, and what is to be accomplished?
- Responsibility – Who is responsible for the task? Who is the alternate?
- Frequency – How often is the task required to be completed?
- Procedure – Detailed instructions.
- Deviation/Corrective Action – Action(s) to be taken if something is out of specification or if the procedure is not followed as written.
- Verification – Who is responsible for the double-check? How is it to be done, and when?

- Records – List all associated records, i.e., Corrective Action Report, Production Record etc.
- SOPs should be kept in a location accessible to those responsible for performing the associated tasks outlined in the SOPs.
- SOPs should be used for training new employees and for refresher training or as a reference for current employees.
- SOPs should be reviewed at a minimum, annually (by the team performing the tasks) or when any changes are made and implemented. Changes may include, but are not limited to, new or changes to equipment, ingredients, raw materials, packaging, chemicals, procedures, suppliers or service providers.
- It is essential for the SOPs to reflect the task being completed in practice. If you realize it doesn't as you're reviewing it, work with your Food Safety Team Leader to update it.

Discussion point – Why are SOPs important? Which SOPs apply to the task(s) you're responsible for? Do you have access to these SOPs? Are these SOPs up to date?

EXAMPLE OF AN SOP TEMPLATE:

Company's Name or Logo	Title of SOP/Procedure	Issue/Revision Date:
		Supersedes Date:
		Approved By:
<p>Purpose: What is to be accomplished? Responsibility: Who is responsible – designated staff? Who is the alternate? Frequency: How often is it to be done? Procedure: What is to be done? How is it to be done? Detailed instructions. Deviation/Corrective Action: Action(s) to be taken if something is out of specification or if the procedure is not followed as written. Verification: Who is responsible for the double-check? How is it to be done, and when? Records: List all associated records.</p>		



FOR MORE INFORMATION, VISIT [PERENNIA.CA/QUALITY-FOOD-SAFETY](https://perennia.ca/quality-food-safety)

Date/Shift Identifier:

Supervisor/Lead Hand (name and initials):

Session Facilitator (if not the same as above) (name and initials):

EMPLOYEES WHO ATTENDED

Name:

Initials:

**EMPLOYEE FEEDBACK,
QUESTIONS, RECOMMENDATIONS**

TALKING POINTS COVERED

(add in any additional aspects or references of material covered that are specific to your operation):



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