 <p>SMALL SCALE FOOD PROCESSOR ASSOCIATION</p> <p>SUPPORTS INDEPENDENT FOOD PROCESSORS & GROWERS</p>	<p>Document No: HUB.PRE.SOP.3 Effective Date: 01-Jun-22 Revision Date: New</p>
<p>Daily Inspection (monitoring) SOP</p>	<p>Revised By: MDaskis Approved By: NRoss Reason for Revision: New</p>

OBJECTIVE:

This SOP outlines the procedures for monitoring the Prerequisite Programs

SCOPE:


This SOP is used by all users of the Hub

PROCEDURE:

1. Review temperature recording(s).
2. Perform daily premise inspection at the start of production day. Preoperational checklist is performed by assigned personnel. Pre-op personnel will record the start and completion time of the pre-op checklist on the Daily Inspection form and will inform Hub Users when acceptable to start work after completion.
3. Sanitation Crew follows Sanitation Monitoring Form to perform daily premises inspection and chemical concentration and water temperature test. Refers to the instruction on the test bottle for instruction.
4. At least once per month QA or Hub Owner/Manager will accompany assigned personnel in their Pre-Op, During Operational and Sanitation tasks as onsite training. This will serve to review inspection criteria on the Pre-Op, During-op and Sanitation Check and Monitoring Forms.
5. QA reviews records the following week. Tasks that have not been done are identified.
6. Cross out the days on the monitoring forms for days without premise monitoring activity.
7. Any non-compliant situations that occur during pre-op inspection will be recorded with the time observed. Emergency repair needed are scheduled ASAP. Corrective action will be conducted and recorded on the same form and verification will be conducted by assigned personnel for completeness. The time of verification will also be recorded.
8. Non-compliant chemical concentration tests at washing stations must be retested on the same production day before cleaning and sanitation. If sanitation chemicals are not at correct concentration, check air release valve and retest. Inform service company immediately if retest concentration is out of range.
9. Hub Users will be trained using best practice document available from Hub Owner/Manager. Templates are available for Hub Users. These documents follow the Ministry of Health format for sanitation plans.

DEVIATION PROCEDURES:

1. If temperature is greater than operating temperature, wait for recheck, give reason using legend. Record time of recheck. If temperature is greater than operating temperature at recheck then call management. Management will provide action plan and sign temperature monitoring form.
2. If premise area or equipment is not clean it is noted on PreOp Sheet with time and initials. Maintenance needs are scheduled ASAP. Unclean equipment is cleaned before operations begins. The assigned personnel will assign task and will verify task is done and sign pre-op with time verified and initials. Review pre-operation checklist at end of the week and identify any carry over items
3. Must complete by end of day. Review tasks and time allotted if items incomplete. If sanitation chemicals are not at correct concentration, check air release valve and retest. Inform management immediately if

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retest concentration is out of range. QA review sanitation clerk monitoring form at end of week and identify any carry over items

4. Note deficiencies and discuss with personnel before restarting work. QA Review during-operation checklist at end of week.
5. Review inspection items and criteria with leadhand to ensure consistency in Pre-Op inspection
6. Reschedule incomplete tasks. If deficiencies are due to lack of time or personnel to do task then manageme will address this in the production schedule.

RELATED DOCUMENTS:

- HUB.PRE.REC.26 Temperature Monitoring – Cooler (s)
- HUB.PRE.REC.27 Temperature Monitoring – Freezer (s)
- HUB.PRE.REC.114 Individual Member Record
- HUB.S.REC.135 Daily Sanitation Inspection Checklist
- HUB.PRE.REC.119 Daily Production Observations
- HUB.S.REC.145 Sanitation Record

REVIEW:

Annually or as revised