

FOOD PLANT SOPs

(Standard Operating Procedures)

THE BACKBONE OF FOOD SAFETY SYSTEM

Standard Operating Procedures (SOPs) are crucial documents in various industries that provide detailed step-by-step instructions for specific tasks or processes to ensure consistency, safety, and quality in food production.

The term SOP is frequently applied to procedures, jobs, or activities in the production, manufacturing, and support areas of food manufacturing facilities.

Common SOPs in a food processing plant:

1. Sanitation SOPs (SSOP)
2. Receiving raw materials and ingredients
3. Storage and Inventory SOPs
4. Processing SOPs
5. Packaging SOPs
6. Quality Control SOPs
7. Allergen Control SOPs
8. HACCP (Hazard Analysis and Critical Control Points) SOPs
9. Employee Hygiene and Training SOPs
10. Waste Management SOPs

Essential tools for ensuring compliance with regulations, maintaining product consistency, and safeguarding public health



Developing SOPs

1. Identify the Processes and activities

Determine the core operations that need SOPs, such as receiving, processing, packaging, and quality control.

2. Form a team of experts and stakeholders

Operators, and relevant personnel to collaborate on creating comprehensive SOPs.

3. Document current processes and identify gaps:

Observe and document existing procedures to understand strengths, weaknesses, and areas needing improvement.

4. Define objectives and purpose

Clearly outline the purpose and goals of each procedure to provide context for employees.

5. Develop clear, step-by-step procedures

Including safety measures and quality checks.
Include visuals where helpful.

6. Ensure compliance with regulations and standards

Align SOPs with industry guidelines, regulations, and quality standards like GMP and HACCP and implement employee training.

7. Regularly review and update SOPs

Schedule periodic reviews to keep procedures relevant, accurate, and in line with industry changes.

8. Establish a document control system

Implement a system to manage versions and ensure employees access the latest SOPs at all times.