	<b>VISTA PROCESSED FOODS PVT.LTD.</b>	V/prod. / SOP	
		ISSUE DATE:	6/04/2017
STANDARD OPERATING PROCEDURE		REVISION DATE:	00
Inspection & washing of thyme ( Approved on deviation)		REVISION NO.	00
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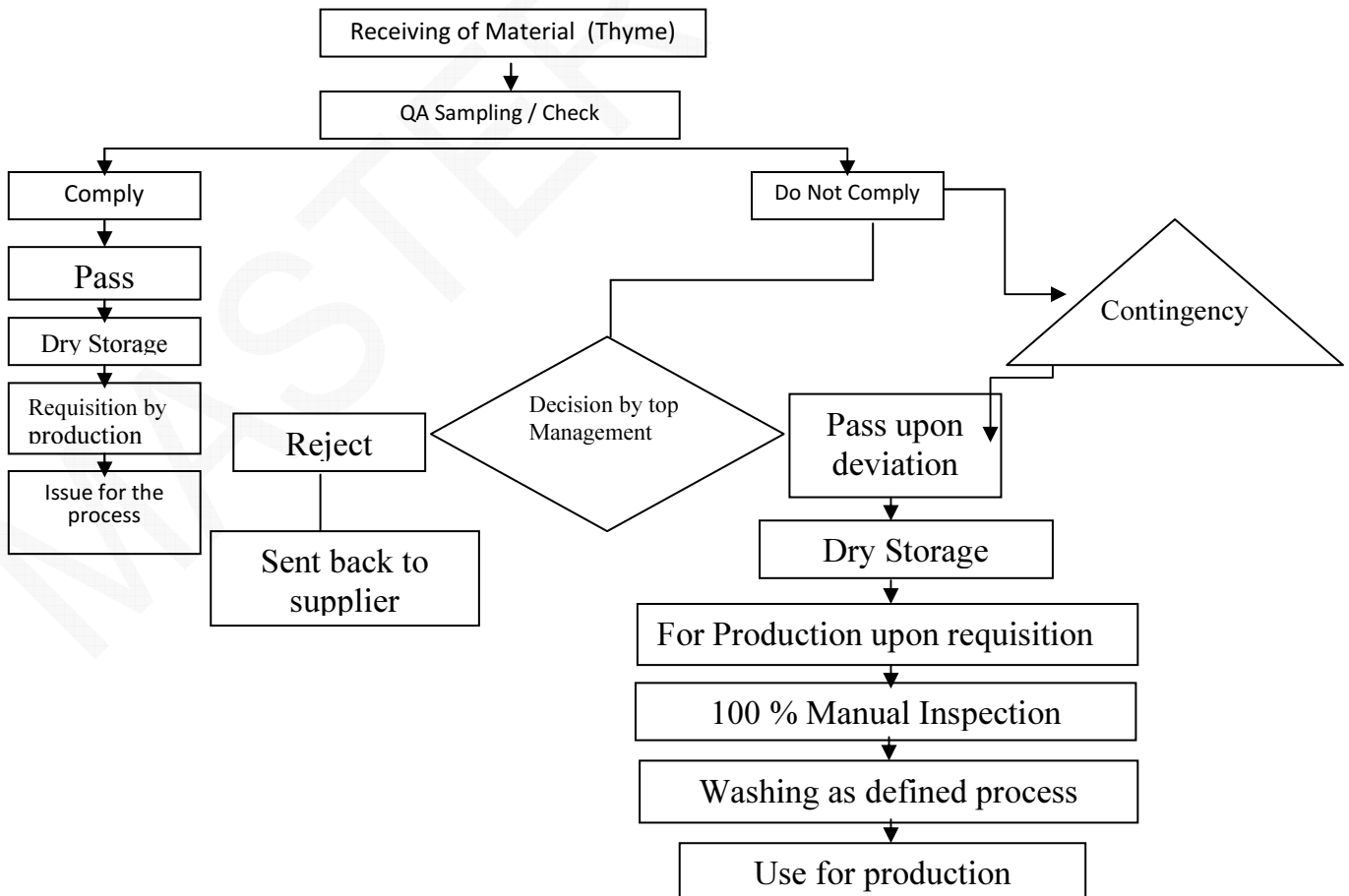
**Scope:** This procedure has been established to describe the steps for removing physical impurities throughout dried thyme doing proper inspection & washing .

**Objective:** To ensure that the material used for processing is free from soil contamination & any other Foreign Material/ Contaminattion.


**Responsibility:**

1. Store Officer , Contract employees
2. QA Officer at the sampling process
3. Production executive / In-charge, Contract employees
4. Verification by QA.

Process Flow:



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**Procedure:**

➤ Receiving of Thyme: QA Officer

1. After receiving, the raw material shall be inspected as per approved and current sampling plan.
2. When product (raw) is discovered to be contaminated during sampling activity , QA shall inform this to QA head
3. All immediate corrective actions shall be detailed & communicated to top management.
4. Material shall either be rejected or approved on deviation. The decision of acceptance/ approval shall be taken only in contingency situations by higher authorities.
5. After final decision of acceptance entire material shall be store as specified. (Suspect and known contaminated material shall be physically segregated from acceptable product.)  
Product should be labeled as retained following Hold & Release Policy.
6. Deviation details shall be filled up & documented.

Note : Suppliers shall be notified for impurities /foreign objects in their raw materials by QA Head that Suppliers shall provide a written response indicating the corrective actions they will put in place to minimize the likelihood of a reoccurrence.

➤ Material Issue for production

Responsibility: Store officer, contract employees

Store dept . has to maintain the FIFO by storing the material as per Raw material storing protocol. Material shall be issued for production on filled Requisition slip by production officer. Inventory of the same will be maintained by store personnel.


➤ Removal of the contaminant prior to processing / elimination of Hazard at the time of actual process.

**Responsibility:** Production executive / In-charge, Contract employees

**Pre Operation:**

1. Apply required material (In Qty) by filling up requisition slip.
2. Arrange SS buggy, strainer, plain water, equipment to store washed & inspected thyme & SS scoop

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3. Adjust manpower required for the process
4. Arrange the complaint container box

Note: Gloves must be wear while performing this activity to avoid direct contact /contamination to food

### 1. Packing material removal:

- Bags/ boxes shall be opened in separate area to avoid physical contamination to the material.
- Carton Bop tape shall be removed & will be shifted to the waste bin immediately.  
or
- Bag thread shall be removed & will be shifted to the waste bin immediately.
- A straight cut shall be taken on the bag & cut strips will be shifted to the waste bin immediately.

### 2. Inspection

1. The Bag shall be emptied on inspection table that having the provision of adequate light intensity.(540 Lux)
2. Thyme shall be checked for suspected as well as foreign material if any.


### 3. Segregation of soil from inspected material

- 3.1 Take water in stainless steel buggy (almost  $\frac{3}{4}$ )
- 3.2 Put / pour inspected thyme in SS buggy using SS scoop
- 3.3 Stir the dipped material using stirrer & wait for 1-2 Minutes (Let the thyme float upon the water that the contaminant (soil ) shall go beneath and get settle at the bottom of buggy )
- 3.4 Again Inspect floated thyme visually while stirring.
- 3.5 Slowly collect the upper floating thyme with SS strainer.
- 3.6 Collect in clean crate / the designated equipment.
- 3.7 Drain out the water completely before starting new lot for maintaining traceability.
- 3.8 Weight as per requirement of the processing batch &
- 3.9 Add in batch whichever is going to be produce.

Note : As the **use of the thyme is intended to enhance the aroma and taste of food.** Extreme care shall be taken in this process to maintain its functionality.

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1. Don't let the material to dip in SS buggy for long time. Immediately remove the material from buggy.
2. Maintain GMP while performing the activity.
3. Maintain the record & Fill the mixing sheet.

**Note: Recommendation for this activity will not be consider as regular activity. The use of this process shall be stopped permanently after appropriate improvements at supplier end / developing another supplier for this material.**

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