

## Department Standard Operating Procedure

<b>Target Group:</b> Food Service Caregivers	<b>SOP Number:</b> FSS_SOP_577 <b>Version:</b> 1	<b>Date of Issue:</b> 05 May 2015	<b>Date of Review:</b> Date(s)
<b>Approved by:</b> Manaf Afyouni Chief Operations Officer	<b>Date Approved:</b>	<b>Prepared by:</b> Yasir Ghauri Food Services	<b>Date of Revision:</b> Date(s)

### **Purpose**

To safely clean and disinfect the table top dough sheeter as per manufacturer guidelines, preventing risk of accident during the process.

### **Standard Operating Procedure**

1. The machine must never be cleaned using spray water, high-pressure cleaners, steam cleaning machine or any similar cleaning methods.
2. The dough sheeter shall be cleaned after each operation:
  - 2.1. Use a dry soft brush to clear the surplus of flour on the belt.
  - 2.2. Use a dry cloth to clean any remain stick debris on the scraper or belt.
3. Deep Cleaning Procedures:
  - 3.1. Ensure that the machine is unplugged.
  - 3.2. Dismount the scraper:
    - 3.2.1. Open rollers fully.
    - 3.2.2. Lock the safety guard into the upper position.
    - 3.2.3. Using the thumb, push the front and rear scraper lever downwards.
    - 3.2.4. Lift the scraper out of the scraper mounting.
    - 3.2.5. Pull out the scraper.
    - 3.2.6. Clean the scraper.
  - 3.3. Dismounting machine tables/conveyor belts:
    - 3.3.1. Lift up the safety guards.
    - 3.3.2. Pull out the mains plug.
    - 3.3.3. Loosen the tension nuts parallel, in order to retighten the conveyor.
    - 3.3.4. Remove roller gap adjusting mechanism.
    - 3.3.5. Loose both screws of the front housing.
    - 3.3.6. Remove front housing.
    - 3.3.7. Pull the driving rollers ahead out the machine base.
    - 3.3.8. Remove conveyor belt.
    - 3.3.9. The conveyor belt can now be cleaned or replaced.
4. Reassemble the table top dough sheeter after deep cleaning, immediately.

**Oversight and Responsibility**

1. Food Service provider's General Manager, Executive Chef, Chief Steward, Service Delivery Manager and HSEQ Manager to ensure all caregivers are trained and followed this SOP as per the FSMS standards.
2. Hygiene Quality Specialist, Production Quality Manager, Operations Quality Manager and Director Food Services to ensure the policy is regularly updated and communicated to the food service provider.

**Definitions**

1. FSC (PD) Food Service Caregiver Production
2. FSC (STW) Food Service Caregiver Stewarding
3. SDS Safety data sheet, specification of each chemical used

**References**

1. FSC (STW) Job Descriptions
2. Manufacturer Operating Manual
3. SDS for chemical use

**Institute / Department / Committee Involved in SOP Development / Revision**

1. Food Services Department

**Contact for Questions / Clarifications**

1. Hygiene Quality Specialist, Food Services
2. Quality Production Manager, Food Services
3. Director, Food Services

**Related or Supporting Documents**

1. Kitchen cleaning schedule