

Department Standard Operating Procedure

Target Group: Food Service Caregivers	SOP Number: FSS_SOP_561 Version: 1	Date of Issue: 05 May 2015	Date of Review: Date(s)
Approved by: Manaf Afyouni Chief Operations Officer	Date Approved:	Prepared by: Yasir Ghauri Food Services	Date of Revision: Date(s)

Purpose

To safely clean and disinfect the meat mincer machine (chopper) as per manufacturer guidelines, preventing risk of accident during the process.

Standard Operating Procedure

1. Disassembling the machine and different parts from the motor base, following the sequence:
 - 1.1. Ensure the machine is switched off and unplugged.
 - 1.2. Take off the feed pan from the top and the polypropylene feed stumper.
 - 1.3. Untighten the warm assembly and pull out the cylinder with the adjusting, the perforated ring grinder, the ring knife and the flat plate.
 - 1.4. Untighten the machine warm cylinder housing and detach from the motor base.
 - 1.5. Insert the chopper cylinder assembly.
 - 1.6. Then the flat plate followed by and finally secure it.
 - 1.7. Secure the machine with the proper side screw to the motor base.
 - 1.8. Rinse all parts with clean water.

2. Cleaning Procedures:
 - 2.1. The meat mincer (chopper) must be thoroughly cleaned and disinfected after installation and before being placed into service.
 - 2.2. When using detergents and disinfectants, follow manufacturer's instructions.
 - 2.3. Recommended cleaning and disinfection supplies include:
 - 2.3.1. A 12" handle nylon brush that will slide through the cylinder
 - 2.3.2. A two compartment pail for cleaning solutions
 - 2.3.3. A pail for disinfectant solution
 - 2.3.4. A scrap pail
 - 2.3.5. Roll paper sheets
 - 2.3.6. A spray bottle
 - 2.4. Prepare a hot detergent solution in one side of the two compartment pail.
 - 2.5. Fill the other compartment with warm potable rinse water.
 - 2.6. Take required amount of disinfectant solution by adding one tablespoon of sodium hypochlorite bleach (5.25%) to one gallon of water in a pail.
 - 2.7. The solution should have 200 ppm.
 - 2.8. Thoroughly clean and disinfect the feed pan, feed stomper, chopper cylinder assembly, worm assembly, knife, plate, adjusting ring and machine housing.
 - 2.9. Allow air dry after cleaning and disinfection.
 - 2.10. Once the parts are dry, apply a light coat of food grade mineral oil to the cylinder, adjusting ring, knife, plate and worm before reassembly.

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