

Department Standard Operating Procedure

Target Group: Food Service Caregivers	SOP Number: FSS_SOP_562 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 slicer as per manufacturer guidelines, preventing risk of accident during the process.

Standard Operating Procedure

1. Disassembling the machine and different parts, following the sequence:
 - 1.1. Ensure the machine is switched off and unplugged.
 - 1.2. When the slicer is not running, the index knob indicating the slice thickness must be turned back below zero (fully clockwise). The gauge plate will then cover the knife edge.
 - 1.3. The meat grip must be disassembled at first by unscrewing the safety bolt.
 - 1.4. Unsecure the top knife cover from the latch knob and uncover carefully, at all time keeping your hand(s) away from the knife.
 - 1.5. The deflector, mounted below the slicer knife, shall be removed for cleaning.
 - 1.6. The ring guard is not removable.
 - 1.7. Rinse all parts with warm clean water or use only products formulated to be safe on stainless steel or aluminum.

2. Cleaning Procedures:
 - 2.1. This machine must be thoroughly cleaned and disinfected after each day's operation or after being idle for an extended period of time.
 - 2.2. Use a clean cloth soaked in mild detergent and warm water to wipe all surfaces of the machine.
 - 2.3. Rinse using a fresh cloth and clean water.
 - 2.4. To clean the Carriage Tray:
 - 2.4.1 Close the gauge plate and pull the carriage all the way to the front.
 - 2.4.2 Unscrew the knob on the carriage tray/support arm.
 - 2.4.3 Tilt the carriage tray/support arm to the right until almost horizontal.
 - 2.4.4 The carriage tray/support arm can be cleaned while in this horizontal position, or it can be removed by grasping with both hands and lifting straight up.
 - 2.4.5 Once removed, the carriage tray/support arm can be cleaned in a sink.
 - 2.5. To clean the Top Knife Cover:
 - 2.5.1 Remove the top knife cover by rotating the latch knob counterclockwise and lifting it free of the guide pins.
 - 2.5.2 Remove the deflector from its mount below the slicer knife by rotating downward.
 - 2.5.3 Clean both top knife cover and deflector with warm soapy water in a sink.
 - 2.5.4 Rinse with clean water.
 - 2.6. To clean the Sharpener:
 - 2.6.1 Remove the sharpener by pushing the lock lever to the left.
 - 2.6.2 Tilt the right side up, clearing the right guide pins, and then lift the sharpener up, clearing the left guide pin.
 - 2.6.3 Wipe out any residue remaining inside the sharpener housing and clean the sharpener in a sink.
 - 2.6.4 Rinse with fresh water.

- 2.7. To clean the Ring Guard and Knife:
 - 2.7.1 Clean completely around the ring guard by working a moistened, folded paper towel between the ring guard and knife.
 - 2.7.2 Insert the towel at the base of the ring guard.
 - 2.7.3 Manually rotate the knife and the towel will wipe the ring guard and the edge of the gauge plate as it follows the knife.
 - 2.7.4 To clean the wash and rinse both sides of the knife by wiping outward from the center.
 - 2.7.5 Use a mild detergent or disinfectant solution only.
 - 2.7.6 Never clean any part of the slicer with steel pads.
 - 2.8. Do not exceed chemical manufacturer's recommended concentrations for detergent or disinfectant. Do not exceed 200 parts per million concentration of available chlorine. For example, mixing 1 tablespoon of 5.25% sodium hypochlorite bleach with 1 gallon of water yields a solution containing 200 ppm of available chlorine. Solution with concentrations greater than 200 ppm will accelerate corrosion of metals. Maximum exposure to disinfectant solution varies with temperature and concentration. Rinse with clean water.
3. Reassembling the Meat Slicer:
- 3.1. Reassemble the sharpener to the mounting bracket by sliding the left slot on the sharpener over the left guide pin on the bracket while tilting slightly. Then, press down on the right side of the sharpener so the locking hole fits over the right guide pin on the bracket. Slide the Lock Lever to the right to lock the sharpener in position. Ensure the sharpener is securely engaged to the pins on the bracket.
 - 3.2. Carefully reassemble the top knife cover by putting it in position (three guide pins). Lock by turning the latch knob to the left while lowering the top knife cover; then, release the latch knob and turn it to the right until snug.
 - 3.3. Replace the deflector below the slicer knife. Guide bottom of socket onto mount and rotate upwards.
 - 3.4. Ensure the digits etched on the key match the last three digits of the slicer serial number.
 - 3.5. To reinstall the Carriage Tray/Support Arm
 - 3.5.1. Hold it with both hands and lower it so the key at the bottom of the support arm fits into the slot of the carriage pivot.
 - 3.5.2. The Carriage Tray should rest almost horizontal.
 - 3.5.3. Return the Carriage Tray to the Gauge Plate by tilting to the left.
 - 3.5.4. Turn the Knob on the Carriage Tray/Support Arm clockwise until snug.
 - 3.6. To clean under the meat slicer, raise the lift lever past center to its stop. After cleaning, return the slicer to its normal position by slowly retracting the lift lever.
 - 3.7. If using a chlorinated disinfectant solution, dilute per manufacturer's guidelines.

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