

Department Standard Operating Procedure

Target Group: Food Service Caregivers	SOP Number: FSS_SOP_566 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 vacuum pack machine as per manufacturer guidelines, preventing risk of accident during the process.

Standard Operating Procedure

1. Cleaning Procedures:
 - 1.1. The machine must be cleaned at regular intervals, following schedule.
 - 1.2. Always ensure that the machine is off and unplugged.
 - 1.3. Do not use cleaning agents containing solvents.
 - 1.4. Do not use a high-pressure spray jet or steam jet to clean the machine.
 - 1.5. The best method of cleaning is to use approved detergent solution with minimum warm water.
 - 1.6. Ensure that no water or cleaning agent enters the intake opening of the vacuum chamber.
 - 1.7. Do not use aggressive or abrasive cleaning agents to clean the lid.
 - 1.8. The welding bars can be raised easily from the lifting cylinders.
 - 1.9. When refitting the bars, please ensure that the cut-off wire is pointing towards the outside of the chamber. The flat sealing wire must lie on the inside of the chamber.
 - 1.10. After cleaning, disinfect with approved solution keep the lid open and let air dry.

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

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| 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