

**Department Standard Operating Procedure**

<b>Target Group:</b> Food Service Caregivers	<b>SOP Number:</b> FSS_SOP_553 <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 keep all working surfaces free from any food residue, marks, dust and contamination.

**Standard Operating Procedure**

1. Prepare the approved chemical to clean surfaces:
  - 1.1. SUMA SAT D1 BAC PLUS, antibacterial for manual wash
  - 1.2. SUMA BAC D10 CONC DETERGENT, disinfectant food contact
  - 1.3. Squeegee
  - 1.4. Paper towel
  - 1.5. Bucket with hot water
2. Use PPE necessary to practice the cleaning and disinfecting:
  - 2.1. Vinyl gloves
3. Remove all food particles and dust on the working surface using a paper towel.
4. Scrub heavy soil with brush using detergent solution, giving attention to the small and unseen area.
5. Rinse it thoroughly with clean water, use surface squeegee to remove excess water if necessary.
6. Dry with paper towel.
7. Apply disinfectant and let air dry.
8. Wash hand following FSS\_SOP\_209 after performing this task.

**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 |
| 4. PPE       | Personal Protective Equipment                          |

**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. PPE guidelines
2. Machines operation manuals