

Good Manufacturing Practices (GMP's) Policy

The purpose of this policy is to ensure compliance with current Good Manufacturing Practice (GMP) regulations for foods.

It is the responsibility of all involved personnel at every level of the organization to act immediately if a risk of violating this policy is detected. Department Managers are accountable for compliance with this policy and the General Manager has final authority concerning any GMP issue.

As food handlers, we have a responsibility to our customers to maintain high standards of food safety. To ensure only safe, high quality products are produced, employees must follow all GMP's listed:

1. Personal Hygiene Requirements

Your personal hygiene is very important. All personnel working in the production area are expected to maintain a high degree of personal cleanliness. The following rules apply to you:

Cleanliness

1.1.1 Nails

- Keep finger nails clean and neatly trimmed. Dirty nails are a popular place for bacteria to hide and grow.
- Nail polish is not permitted in the production area. The polish may flake off and contaminate the product. Bacteria also hide in cracks in the nail polish.

1.1.2 Hair

- You must wear a protective hair net in the production area. There must be no exposed or loose hair protruding from under a hairnet. Hair carries many microorganisms. (1 hair follicle can contain up to 50,000 germs).
- Men with mustaches or beards must cover them fully with a beard net.

Jewelry

- All jewelry, including watches, must be removed when entering the plant. Plain wedding bands without stones or settings are allowed. This is not only to protect our products from contamination, but also to protect you from injury and/or the loss of a valuable possession. (Skin area underneath jewelry is a warm area and together with moisture and a little air, these are ideal conditions for bacteria to grow at a rapid rate).

1.1.3 Hands

Your hands can be the source of many microorganisms. The following rules apply to you: You must wash your hands with soap and water located at each hand washing station:

Good Manufacturing Practices Policy Manual

M Woodhall



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