



GMP and Food Safety Policy

The goal of **Good Manufacturing Practice (GMP)** is to establish guidelines which ensure the **quality and safety of food products**.

The **GMP** area is defined as all production areas, warehouse, freezer, and all coolers.

Personal Hygiene Practices: Good personal hygiene practice reduces the chances of food borne illness. The good personal hygiene practices are given below:

1. Practice good personal hygiene (i.e. regular hand washing and bathing) and wear clean clothing to work.
2. No nail polish or fake fingernails. Keep finger nails clean and properly trimmed.
3. No False make up and strong perfume in GMP areas. (i.e. loose powder, sparkles, or fake eyelashes)
4. Smoking, chewing gums, eating and drinking are not allowed inside the production areas.
5. Wash your hands before entering production areas.
6. Take off all jewelry such as necklaces, bracelets, earrings, etc. Only wedding bands are allowed to be worn.
7. No jewellery, watches or exposed body piercing wearing in GMP areas. Medical alert bracelets are permitted.
8. If Person is any kind of infection, is not admitted into production area. Because the person is carrier of food borne diseases.
9. Report to your supervisor if you have contracted or been exposed to a communicable disease (e.g. Flu, Tuberculosis, Mumps, Measles, Respiratory tract infection etc.) before entering your work station.

Wear personal protective equipment in GMP areas:

Please ensure that you are following the basic Good Manufacturing Practices (GMP) requirement if you need to work or enter the production areas:

1. Wear hairnet/beard net. Make sure hairnet cover ears.
2. Safety Shoes and clean uniform is required in GMP areas.
3. Use disposable gloves and apron while directly handling the food materials.



4. Wear new gloves, mask, hairnet and uniform in every shift. Put dirty uniforms in laundry bins at the end of your shift.
5. Leave your safety shoes in the plant at all times. Do not wear safety shoes outside of the facility.

Sanitary Practices:

1. Wash your hand with soap and water before entering in food production areas.
2. Avoid Skin contact with raw material.
3. Do not touch the food and food surface if you have any open wound.
4. Step on the footbaths.
5. If you lose any tools, please report it to the department supervisor that you are working with.
6. Avoid, and be aware of foreign objects being introducing to products (ie. metal, plastic, cardboard, paper, wood, condensation from ceiling, blood or other bodily fluid). Inform supervisor

HACCP:

1. **HACCP** stands for “**Hazard Analysis Critical Control Point**”. This program is in place to ensure the safety of our product.
2. In HACCP, processing is broken down into many hazard control points. The most important control point is called “**Critical Control Point**” (**CCP**).
3. There are three **CCP**'s in this plant. These are: **1)** metal detection, **2)** cooled product temperature after cooking, and **3)** cooled sauce temperature after cooking.

Allergen control:

- Allergens (i.e. soy, wheat, and coconut) are being handled in this facility. Proper cleaning, handling, segregation and labelling is required at all times to prevent cross contamination.
- No consumption of nuts, or nut products, in the plant. It is a **NUT FREE** facility.



Hereby, we of _____ have been made aware and trained on Peak Season Staffing clients GMP basic requirement to work in the production areas.

Name: _____ Position/title: _____

Signature: _____ Date: _____