

**Central Production Unit Food Safety & Quality Management System**  
**Pre and Post Production Check**



### **Purpose**

To ensure that the processing equipment and the operations are controlled to minimise the risk of cross-contamination.

### **Prior to production**

- Prior to production commencing, lines, machinery, equipment and utensils should be visually checked to ensure that they are clean and in good condition. Buttons, E-stops from machines and equipment should be intact and in good condition
- If any items (utensils, bowls, paddles) are found to be damaged they must be removed from use and replaced
- Pre and post production check sheets should be completed and retained
- Colleagues must report anything that is identified as unclean or damaged to a manager immediately

### **Production**

- During production, hosepipes should not be used. This is to avoid aerosols from water contaminating raw materials and packaging
- During line change overs, all leftover products and packaging must be removed from lines prior to any cleaning commencing
- Any leftover product must be covered, labelled and adequately stored
- Any air guns / jets used must only be used once all leftover products and packaging have been removed from the line (s), production area (s)
- PPE should be changed after each production run and in between tasks
- Any hatches or doors (packaging and waste) should be kept closed to avoid contamination from dirty areas into clean production areas
- Floor level trays must be always covered with a lid to minimise the potential risk of cross-contamination
- During breaks, trays and packaging must be covered
- Packaging and ready-made products should always be covered when not in use

### **Post production**

- Post production, lines, machinery, equipment and utensils should be visually checked to ensure that they are clean and in good condition. Buttons, E-stops from machines and equipment should be intact and in good condition
- Once production has finished, prior to clean down, all ingredient leftovers and packaging must be removed to the waste holding area to minimise the potential risk of contamination

### **Document Control**

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