Checklist for Sanitation Standard Operating Procedure (SSOP)

Directions: Questions address key parts of the SSOP. Answer each question with a "Yes", "No" or "Not applicable". "Yes" answers indicate that a regulatory requirement likely will be met. "No" answers indicate that you might be in danger of failing to meet a regulatory requirement.

1. Is the SSOP signed and dated by the responsible plant person?_____
2. Does the SSOP address sanitation of food-contact surfaces before production begins (pre-op)?_____
3. Does the SSOP address practices during production that might contaminate products (operational)?_____
4. Does the SSOP identify the employee(s) responsible for implementing and monitoring sanitation procedures?_____
5. Does the SSOP tell how often to do pre-op sanitation procedures?_____
6. Does the SSOP require at least daily monitoring of pre-op and operational sanitation procedures?_____
7. Are records kept of monitoring pre-op and operational sanitation procedures on each production day?_____
8. Do the monitoring records indicate that monitoring was done as often as specified by the SSOP?_____
9. Can each SSOP monitoring record be linked to a day's production (are the records properly dated)?_____
10. If a deviation is noted, do corrective action records show that following things were done? _____
    i. You restored sanitary conditions.
    ii. You took action to prevent the deviation from happening again.
    iii. You took action to make sure that no potentially contaminated product was sold

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