

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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