# **1. PURPOSE:**

The purpose of this standard operating procedure (SOP) is to ensure that products are not contaminated by employees or visitors accessing the production areas.

**2. SCOPE:**

The scope of this SOP applies to all personnel that access production, control and storage areas as well as handle materials whether in-process or finished products.

# **3. DEFINITIONS:**

NIL

# **4. REFERENCES:**

* ISO 22716:2007 Cosmetics — Good Manufacturing Practices (GMP) — Guidelines on Good Manufacturing Practices- Clause 3.5: Personnel Hygiene and Health.
* Food Safety Management: Requirements for a Food Safety System based on Prerequisite Programmes and Hazard Analysis and Critical Control Point (HACCP) principles

# **5. AUTHORITY AND RESPONSIBILITY:**

Management ensures that regular hygiene inspections are conduct for all personnel accessing storage and production areas.

**Employees**

All production employees and visitors are responsible to adhering to this SOP.

# **6. METHOD:**

**Personnel hygiene and health**

Hygienic and sanitary facilities are made available to ensure that an appropriate degree of personal hygiene is maintained.

Where appropriate personnel are to wear appropriate personal protective clothing.

Personnel assigned in production area are required to wash their hands with clean waste when;

* Accessing the production area.
* Performing different tasks that could potentially contaminate the products.
* Immediately after using the sanitary facilities and returning to the production area.
* After handling contaminated items or when unsanitary tasks have been performed for example, handling of waste, cleaning.
* After smoking, eating or drinking.
* After touching face, nose, mouth, skin, hair or other exposed body parts.
* After sneezing, coughing or nose blowing.

Personnel with open cuts and wounds are not allowed to handle any materials unless suitable dressing is applied.

Eating, drinking, chewing, smoking or the storage of food, drink or smoking materials or personal

medication in the production, control and storage areas is not allowed.

**Visitors and untrained personnel**

Visitors or untrained personnel should not access the production, control and storage areas unless appropriate awareness conducted regarding their personal hygiene and should use appropriate protective clothing. A Visitor’s Entry Form (GMP Form-SOP02-002) is maintained.

# **7. RECORDS:**

The following records are maintained.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No.** | **Record Title / ID** | **Format** | **Medium** | **Retention Period** | **Custodian(s)** |
| 1 | Personnel hygiene and health checklist | English, Text | Electronic |  |  |
| 2 | Visitor’s Entry Form(GMP Form-SOP02-002) | English, Text | Paper |  |  |

# **8. DOCUMENT AMENDMENT HISTORY:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Version No.** | **Summary of changes from previous version of the document** | **Changes Requested by**  | **Remarks**  |
| V-001 | First version released for implementation. | N/A | Nil |
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