Housekeeping

Effective systems must be in place to ensure production is operated in a clean and tidy manner. Waste and rubbish need to be hygienically stored and disposed of. The following actions are essential:

- Keep your work area clean and tidy
- Use the correct location for storage
- Clear away waste before receptacles get full
- Regularly remove packaging waste
- Prevent pests from gaining access - keep doors and windows shut
- Don’t eat or drink in production areas
- Report signs of pests immediately
- Don’t disturb bait boxes
- Roll up hoses when not in use

Above all take pride in your work area and maintain high standards.

Production

Raw materials, drinks in process, packaging and finished products need to be stored correctly to prevent contamination. There are points in the production process that are critical for quality and food safety. Control of these points is important to preserve drinks properly so they achieve their stated shelf life and are safe. Soft drinks are often preserved in some way to control the growth of micro-organisms. This may include:

- Pasteurisation
- Carbonation
- Acidity Regulation
- Addition of sugar/preservatives

It should be remembered that no treatment is allowed for Natural Mineral Waters. Spring and bottled drinking waters can be treated for microbes and the mineral content adjusted accordingly.

Remember

- Always follow the factory procedures - never cut corners
- We are all responsible for hygiene and quality
- Everyone must work together
- Act if something is not right - report it!
The Importance of Good Hygiene

Good hygiene means:
- Compliance with Food Law
- Reduced consumer complaints
- Consumer confidence
- Enhanced reputation
- And for those involved in production, good working conditions

Poor hygiene can cause:
- Consumer complaints
- Injury to our consumers
- Illnesses, e.g. food poisoning
- Unwillingness by the consumer to purchase again
- Bad publicity
- Loss of reputation and business

Hygiene can be effectively controlled through Good Manufacturing Practice and involves everyone.

Personal Hygiene

Production staff must maintain a high standard of personal cleanliness and appearance, be in good health and adopt hygienic manufacturing principles.

- Cleanliness - wash hands thoroughly. Wear protective clothing and head covering, if required
- Appearance - e.g. - keep hair clean and, if necessary, tied back
- Health - report diarrhoea, vomiting, heavy colds and discharge from eyes and ears. Only return to work when medically clear. Always cover cuts and abrasions with a clean, waterproof dressing
- Hygienic manufacturing principles - identify possible sources of contamination, minimise jewellery, do not eat or smoke in production areas, avoid unhygienic habits

Cleaning

Cleaning is an essential part of hygiene activities

Why clean?
- To remove matter on which micro-organisms might grow
- To allow effective disinfection/sterilization to reduce levels of micro-organisms
- To reduce the risk of contamination of drinks
- To prevent infestation by pests
- To promote a good image to visitors, including customers
- To provide a pleasant and safe working environment

Methods range from cleaning by hand or machine, foam cleaning and Clean in Place (CIP). Instructions and procedures must be followed to achieve good results and to be in line with cleaning schedules and plans. Never reduce the time allowed. Never mix chemicals or transfer them to unmarked drinks containers. Always report cleaning problems or defects.