

SOP AND 5S PRINCIPLES

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Standard Operating Procedures(SOPs)

- SOPs are an important component of Food Safety System because they ensure consistency in daily operations.
- They contain detailed, written instructions of routine operations.
- Example: Storing Utensils, Receiving Raw Materials, Cleaning and Sanitation Procedures

Elements of SOPs

- Title Page
- Table of Contents
- Purpose
- Procedures
- QA/QC

IMPORTANCE OF SOPs

- Standardization and Consistency
- Clarity
- Reduce miscommunications
- Accountability
- Establishing Labor and supply usage
- More Efficient training and Coaching.

SOP should be

- Simple: Concise, Easy to Understand and Easy to follow.
- Detailed: Step-by-step instructions so anyone can perform the task.
- Specific for your facility- Should represent how daily operations are performed in your facility.
- Updated- Periodically reviewed to ensure they are accurate and up-to-date.

5s Principles



Japanese Name	5S Element	Short Description	Examples from the Food Industry
整理 Seiri	SORT <i>"Everything has a purpose"</i>	Select what's needed for the job and remove everything else from the work area.	Color-coding helps visually identify tools used in different hygienic zones.
整頓 Seiton	SET IN ORDER <i>"Everything has its place"</i>	Arrange items so that it is easy to select, use, and return them to their proper location.	Color-coded wall brackets and shadow boards can be used for efficient tool tracking and management.
清掃 Seiso	SHINE <i>"Everything is clean and well maintained"</i>	Spot dirty/nonconforming items, and then clean, repair, or remove them from service.	Using the right cleaning tool for the right job, as well as using hygienically designed tools that can be easily cleaned are important for effective cleaning.
清潔 Seiketsu	STANDARDIZE <i>"Every action is well-known and clearly stated"</i>	Develop and implement visual standards that employees are able to consistently follow.	Color-coded, hygienically designed sanitation and material handling tools can be used with zone planners for easy visual standardization.
躰 Shitsuke	SUSTAIN <i>"Every action can be replicated and be improved upon"</i>	Create a continuous improvement culture among employees so they can find better ways of reducing efforts.	Facilitate employee education, training, and evaluation for continuous 5S and food safety improvements.

5S SUMMARY TABLE

5S PRINCIPLES	POOR		FAIR		EXCELLENT	
1.SORT (SEIRI) Take out necessary items & dispose.	1	A lot of unnecessary things are at the workplace.	3	Unnecessary items are disposed, but not right away.	5	Unnecessary things not found at any time.
2.SYSTEMATIZE/SET IN ORDER (SEITON) Arrange necessary items in good order for use	1	Employee often spend time looking for necessary things.	3	Necessary things are arranged but not in systematic order (not easy to retrieve and use).	5	Necessary things are always arranged in order for quick use.
3. SHINE/ SWEEP (SEISO) Clean your workplace completely.	1	Workplace as well as the machines are dirty and untidy. Many things are scattered around.	3	Workplace and machines are partially cleaned (Center and surface only)	5	Workplace and machines are completely cleaned. Area is free of dust.
4. SANITIZE/STANDARDIZE (SEIKETSU) Maintain high standard of housekeeping	1	No attention is given to keep workplace neat and tidy.	3	Workplace is tidy but not completely clean	5	Dust and dirt are completely shut out.
5. SELF-DISCIPLINE /SUSTAIN (SHITSUKE) Do things simultaneously without being told or ordered	1	No work discipline. People do what they like.	3	People follow rules. But just to start work on time, without enough preparation for the work	5	Prepares for work. Comes early to check machine condition. Cleans work area before and after work.