



Food Manufacture

Policies and Procedures in Food Manufacture

Lesson 1

This course identifies all the policies and procedures required in the personnel department, food safety department and quality management system.





Learning Objectives

- Describe what is a policy and procedure
- Explain the function of policies and procedures in the food industry
- Identify common company rules used in the food industry
- Define the purpose of SOP's and DWI's



Learning Objectives

- List the personnel department policies
- Understand the purpose of personnel department policies
- List other general relevant policies



Learning Objectives

- Describe the function of a food safety and quality management system
- State the different categories in a food safety and quality management system
- Recognise policies, procedures and documents within a food safety and quality management system



All food factories have policies and procedures in place to provide a roadmap of the everyday operations making sure regulations are followed and a safe, legal, good quality product is produced





A policy can be described as the rules which all staff must follow

A procedure can be described as the instructions on how to follow the rules



All staff are issued with or have access to an employee handbook which contains relevant company rules, policies and procedures which an employee should be aware of





**Company rules
will be
extensive,
some common
rules are:**

- Your responsibilities
- Attendance and Timekeeping
- Sickness/injury
- Appointments and holidays
- Smoking and medication usage
- Jury duty
- Telephone usage
- Dress code and behaviour



Some of the policies and procedures make up part of a quality management system and quality management manual.

Every department in the factory have policies and procedures they follow.





As well as rules, policies and procedures factories also have standard operating procedures (SOP) and work instructions for employees to follow. A work instruction outlines employee particular responsibilities.

SOP's tell the employee how operations run and work instructions describe the SOP's in more detail, which are easier to follow. The more detailed these are the better.





Revision Activity 1

What is the difference between a policy and a procedure?