

<b>Document #: Title:</b> <b>FSSOP10500 STANDARD OPERATING PROCEDURES</b>		
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	Approved By: Purushottam Das	Date Approved: 01-Sept-2013

FSSOP1050-01-STANDARD OPERATING PROCEDURE (SOP) FORM

<b>Sri Sri Radha Gopinath Kitchen</b>	
<b>Object/Area:</b> Cleaning and Sanitizing Food Contact Surfaces	<b>Location:</b> Kitchen
<b>Responsible Party:</b> Production	
<b>Date Implemented:</b> 01-sept-2013	By: Radhavallabah Das
<b>Date Reviewed:</b> 01-sept-2013	By: Kiran Tankala
<b>Date Revised:</b> 01-sept-2013	By: Purushottam Das
<p><b>PURPOSE:</b> To prevent food borne illness by ensuring that all food contact surfaces are properly cleaned and sanitized.</p> <p><b>SCOPE:</b> This procedure applies to foodservice employees involved in cleaning and sanitizing food contact surfaces.</p> <p><b>KEY WORDS:</b> Food Contact Surface, Cleaning, Sanitizing</p> <p><b>INSTRUCTIONS:</b></p> <ol style="list-style-type: none"> <li>1. Train foodservice employees on using the procedures in this SOP.</li> <li>2. Follow State or local health department requirements.</li> <li>3. Follow manufacturer’s instructions regarding the use and maintenance of equipment and use of chemicals for cleaning and sanitizing food contact surfaces. Refer to Storing and Using Poisonous or Toxic Chemicals SOP.</li> <li>4. Wash, rinse, and sanitize food contact surfaces of sinks, tables, knives, cutting boards, equipment, utensils, thermometers, chaunce-carts, and equipment: <ul style="list-style-type: none"> <li>• Before each use</li> <li>• Between uses when preparing ready-to-eat foods</li> <li>• Any time contamination occurs or is suspected</li> </ul> </li> </ol>	

5. Wash, rinse, and sanitize food contact surfaces of knives, cutting boards, sinks, tables, equipment, utensils, thermometers, carts, and equipment using the following procedure:
  - Wash surface with detergent solution.
  - Rinse surface with clean water.
  - Sanitize surface using a sanitizing solution mixed at a concentration specified on the manufacturer's label (100 ppm chlorine). Immerse in sanitizing solution for 30 seconds. Test the sanitizing concentration by using an appropriate test kit.
  - Place wet items in a manner to allow air drying.

**MONITORING:**

Foodservice employees will:

1. During all hours of operation, visually and physically inspect food contact surfaces of equipment and utensils to ensure that the surfaces are clean.
2. In the sanitization sink, on a daily basis:
  - Visually monitor that the water is clean.
  - If using chemicals to sanitize, test the sanitizer concentration by using the appropriate test kit for the chemical.

**CORRECTIVE ACTION:**

1. Retrain any foodservice employee found not following the procedures in this SOP.
2. Wash, rinse, and sanitize dirty food contact surfaces. Sanitize food contact surfaces if it is discovered that the surfaces were not properly sanitized. Discard food that comes in contact with food contact surfaces that have not been sanitized properly.
3. In a sanitization sink:
  - Drain and refill sink periodically and as needed to keep the water clean.
  - Adjust the water temperature by adding hot water until the desired temperature is reached.
  - Add more sanitizer or water, as appropriate, until the proper concentration is achieved.

**VERIFICATION AND RECORD KEEPING:**

Foodservice employees will report monitoring activities and any corrective action taken to supervisor to log on the Food Contact Surfaces Cleaning and Sanitizing SOP software. The supervisor will verify that foodservice employees have tested the sanitizer concentration by visually monitoring foodservice employees during the shift and reviewing, initialing, and dating the Food Contact Surfaces Cleaning and Sanitizing SOP software. The records will be kept on file for at least 1 year. The Supervisor will complete the Food Safety Checklist daily. The Food Safety Checklist data is to be kept on file for a minimum of 1 year.

FSSOP1050-02-STANDARD OPERATING PROCEDURE (SOP) FORM

<b>Sri Sri Radha Gopinath Kitchen</b>	
<b>Object/Area:</b> Controlling Time and Temperature During Preparation	<b>Location:</b> Kitchen
<b>Responsible Party:</b> Production	
<b>Date Implemented:</b> 01-sept-2013	By: Radhavallabah Das
<b>Date Reviewed:</b> 01-sept-2013	By: Kiran Tankala
<b>Date Revised:</b> 01-sept-2013	By: Purushottam Das
<p><b>PURPOSE:</b> To prevent food borne illness by limiting the amount of time that potentially hazardous foods are held in the temperature danger zone during preparation.</p> <p><b>SCOPE:</b> This procedure applies to foodservice employees who prepare &amp; serve food: Cooks, Server in Charge.</p> <p><b>KEY WORDS:</b> Cross-Contamination, Time and Temperature Control, Food Preparation, Temperature Danger Zone</p> <p><b>INSTRUCTIONS:</b></p> <ol style="list-style-type: none"> <li>1. Train foodservice employees on using the procedures in this SOP. Refer to the Using and Calibrating Thermometers SOP.</li> <li>2. Follow State or local health department requirements.</li> <li>3. Wash hands prior to preparing foods. Refer to the Washing Hands SOP.</li> <li>4. Use clean and sanitized equipment and utensils while preparing food.</li> <li>5. Separate raw foods from ready-to-eat foods by keeping them in separate containers until ready to use and by using separate dispensing utensils. Refer to the Preventing Cross-Contamination During Storage and Preparation SOP.</li> <li>6. Prepare foods as close to serving times as the menu will allow.</li> <li>7. Prepare food in batches.</li> <li>8. Limit the time for preparation of any batches of food so that ingredients are not at room temperature for more than 1hour before cooking, or being returned to the refrigerator.</li> <li>9. If potentially hazardous foods are not cooked or served immediately after preparation, quickly chill (e.g. sweet rice). Refer to the Cooling Potentially Hazardous Foods SOP.</li> </ol> <p><b>MONITORING:</b></p> <ol style="list-style-type: none"> <li>1. Use a clean, sanitized, and calibrated probe thermometer, preferably a thermocouple.</li> <li>2. Take at least two internal temperatures from each pan of food at various stages of preparation.</li> <li>3. Monitor the amount of time that food is in the temperature danger zone. It should not exceed 4 hours.</li> </ol> <p><b>CORRECTIVE ACTIONS:</b></p>	

1. Retrain any foodservice employee found not following the procedures in this SOP.
2. Begin the cooking process immediately after preparation is complete for any foods that will be served hot.
3. Immediately return ingredients to the refrigerator if the anticipated preparation completion time is expected to exceed 1 hour.
4. Discard food held in the temperature danger zone for more than 4 hours.

**VERIFICATION AND RECORD KEEPING:**

Cook/ Supervisor employees will record the date, product name, start and end times of production, the two temperature measurements taken, any corrective actions taken, and the amount of food prepared on the Production Log. The Chefs/ Supervisor will verify that cooks are taking the required temperatures and following the proper preparation procedure by visually monitoring foodservice employees during the shift and reviewing, initialing, and dating the Production Log daily. Maintain the Production Log as directed by your State agency. The foodservice manager will complete the Food Safety Checklist daily. The Food Safety Checklist is to be kept on file for a minimum of 1 year.

FSSOP1050-03-STANDARD OPERATING PROCEDURE (SOP) FORM

<b>Sri Sri Radha Gopinath Kitchen</b>	
<b>Object/Area:</b> Cooking Potentially Hazardous Foods	<b>Location:</b> Kitchen
<b>Responsible Party:</b> Production	
<b>Date Implemented:</b> 01-sept-2013	By: Radhavallabah Das
<b>Date Reviewed:</b> 01-sept-2013	By: Kiran Tankala
<b>Date Revised:</b> 01-sept-2013	By: Purushottam Das
<p><b>PURPOSE:</b> To prevent food borne illness by ensuring that all foods are cooked to the appropriate internal temperature.</p> <p><b>SCOPE:</b> This procedure applies to foodservice employees who prepare or serve food: Cook &amp; Serving in Charge.</p> <p><b>KEY WORDS:</b> Cross-Contamination, Temperatures, Cooking</p> <p><b>INSTRUCTIONS:</b></p> <ol style="list-style-type: none"> <li>1. Train foodservice employees on using the procedures in this SOP. Refer to the Using and Calibrating Thermometers SOP.</li> <li>2. Follow State or local health department requirements.</li> <li>3. Cook the product to the highest required temperature.</li> <li>4. Cook products to the following temperatures:               <ol style="list-style-type: none"> <li>a. 135 °F(57.2 °C) for 15 seconds                   <ul style="list-style-type: none"> <li>• Fresh, frozen, or canned fruits and vegetables that are going to be held on a steam table or in a hot box</li> </ul> </li> </ol> </li> </ol> <p><b>MONITORING:</b></p> <ol style="list-style-type: none"> <li>1. Use a clean, sanitized, and calibrated probe thermometer, preferably a thermocouple.</li> <li>2. Take at least two internal temperatures from each batch of food.</li> <li>3. Take at least two internal temperatures of each large food item, to ensure that all parts of the product reach the required cooking temperature.</li> </ol> <p><b>CORRECTIVE ACTION:</b></p> <ol style="list-style-type: none"> <li>1. Retrain any foodservice employee found not following the procedures in this SOP.</li> <li>2. Continue cooking food until the internal temperature reaches the required temperature.</li> </ol> <p><b>VERIFICATION AND RECORD KEEPING:</b></p>	

Foodservice employees will record product name, time, the two temperatures/times, and any corrective action taken on the Cooking Temperature Log. Chefs/ Supervisor will verify that foodservice employees has taken the required cooking temperatures by visually monitoring foodservice employees and preparation procedures during the shift and reviewing, initialing, and dating the temperature log at the close of each day. The Cooking and Reheating Temperature Log is to be kept on file for a minimum of 1 year.

FSSOP1050-04-STANDARD OPERATING PROCEDURE (SOP) FORM

<b>Sri Sri Radha Gopinath Kitchen</b>	
<b>Object/Area:</b> Cooling Potentially Hazardous Foods	<b>Location:</b> Kitchen
<b>Responsible Party:</b> Production	
<b>Date Implemented:</b> 01-sept-2013	By: Radhavallabah Das
<b>Date Reviewed:</b> 01-sept-2013	By: Kiran Tankala
<b>Date Revised:</b> 01-sept-2013	By: Purushottam Das
<p><b>PURPOSE:</b> To prevent food borne illness by ensuring that all potentially hazardous foods are cooled properly (sweet rice etc.).</p> <p><b>SCOPE:</b> This procedure applies to foodservice employees who prepare or serve food.</p> <p><b>KEY WORDS:</b> Cross-Contamination, Temperatures, Cooling, Holding</p> <p><b>INSTRUCTIONS:</b></p> <ol style="list-style-type: none"> <li>1. Train foodservice employees on using the procedures in this SOP. Refer to the Using and Calibrating Thermometers SOP.</li> <li>2. Follow State or local health department requirements.</li> <li>3. Modify menus, production schedules, and staff work hours to allow for implementation of proper cooling procedures.</li> <li>4. Prepare and cool food in batches.</li> <li>5. Chill food rapidly using an appropriate cooling method:             <ul style="list-style-type: none"> <li>• Place food in shallow containers no more than 4 inches deep and uncovered on top of a table.</li> <li>• Use a quick-chill unit such as a blast chiller.</li> <li>• Stir the food in a container placed in an ice water bath.</li> <li>• Add ice as an ingredient (if required).</li> <li>• Separate food into smaller or thinner portions.</li> <li>• Pre-chill ingredients and containers used for making bulk items such as salads.</li> </ul> </li> <li>6. Chill cooked, hot food from:             <ul style="list-style-type: none"> <li>• 57.2 °C to 21.11 °C within 2 hours. Take corrective action immediately if food is not chilled within 2 hours.</li> <li>• 21.11 °C to 5 °C or below in remaining time (4 hrs). The total cooling process may not exceed 6 hours. Take corrective action immediately if food is not chilled from 57.2 °C to 5 °C within the 6 hour cooling process.</li> </ul> </li> </ol> <p><b>MONITORING:</b></p> <ol style="list-style-type: none"> <li>1. Use a clean, sanitized, and calibrated probe thermometer to measure the internal temperature of the food during the cooling process.</li> <li>2. Monitor temperatures of products every hour throughout the cooling process by inserting a probe</li> </ol>	

thermometer into the center of the food and at various locations in the product.

**CORRECTIVE ACTION:**

1. Retrain any foodservice employee found not following the procedures in this SOP.
2. Reheat cooked, hot food to 165 °F(73.89 °C) for 15 seconds and start the cooling process again using a different cooling method when the food is:
  - Above 21.11 °C and 2 hours or less into the cooling process; and
  - Above 5 °C and 6 hours or less into the cooling process.
3. Discard cooked, hot food immediately when the food is:
  - Above 21.11 °C and more than 2 hours into the cooling process; or
  - Above 5 °C and more than 6 hours into the cooling process.
3. Use a different cooling method for prepared ready-to-eat foods when the food is above 5 °C and less than 4 hours into the cooling process.
4. Discard prepared ready-to-eat foods when the food is above 5 °C and more than 4 hours into the cooling process.

**VERIFICATION AND RECORD KEEPING:**

Foodservice employees will record temperatures and corrective actions taken on the Cooling Temperature Log. The foodservice manager will verify that foodservice employees are cooling food properly by visually monitoring foodservice employees during the shift and reviewing, initialing, and dating the temperature log each working day. The Cooling Temperature Logs are to be kept on file for a minimum of 1 year.



FSSOP1050-05-STANDARD OPERATING PROCEDURE (SOP) FORM

<b>Sri Sri Radha Gopinath Kitchen</b>	
<b>Object/Area:</b> Date Marking Ready-to-Eat	<b>Location:</b> Kitchen
<b>Responsible Party:</b> Production	
<b>Date Implemented:</b> 01-sept-2013	By: Radhavallabah Das
<b>Date Reviewed:</b> 01-sept-2013	By: Kiran Tankala
<b>Date Revised:</b> 01-sept-2013	By: Purushottam Das
<p><b>PURPOSE:</b> To ensure appropriate rotation of ready-to-eat food to prevent or reduce food borne illness E.g.- Salads, chilli paste, tomato paste etc.</p> <p><b>SCOPE:</b> This procedure applies to foodservice employees who prepare, store, or serve food.</p> <p><b>KEY WORDS:</b> Ready-to-Eat Food, Potentially Hazardous Food, Date Marking, Cross-Contamination</p> <p><b>INSTRUCTIONS:</b></p> <ol style="list-style-type: none"> <li>1. Train foodservice employees on using the procedures in this SOP. The best practice for a date marking system would be to include a label with the product name, the day or date, and time it is prepared or opened. Examples of how to indicate when the food is prepared or opened include: <ul style="list-style-type: none"> <li>• Labeling food with a calendar date, such as “cut pineapple, 5/26/05, 8:00 a.m.,”</li> <li>• Identifying the day of the week, such as “cut pineapple, Monday, 8:00 a.m.,” or</li> <li>• Using color-coded marks or tags, such as cut pineapple, blue dot, 8:00 a.m. means “cut on Monday at 8:00 a.m.”</li> </ul> </li> <li>2. Follow State or local health department requirements.</li> <li>3. Label ready-to-eat, potentially hazardous foods that are prepared on-site and held for more than 24 hours.</li> <li>4. Label any processed, ready-to-eat, potentially hazardous foods when opened, if they are to be held for more than 24 hours.</li> <li>5. Refrigerate all ready-to-eat, potentially hazardous foods at 5 °C or below <b>or serve within 4 hours.</b></li> <li>6. Serve or discard refrigerated, ready-to-eat, potentially hazardous foods within <b>7 days.</b></li> <li>7. Calculate the 7-day time period by counting only the days that the food is under refrigeration.</li> </ol> <p><b>MONITORING:</b></p> <p>A designated employee will check refrigerators daily to verify that foods are date marked and that foods exceeding the 7-day time period are not being used or stored.</p> <p><b>CORRECTIVE ACTION:</b></p> <ol style="list-style-type: none"> <li>1. Retrain any foodservice employee found not following the procedures in this SOP.</li> <li>2. Foods that are not date marked or that exceed the 7-day time period will be discarded.</li> </ol> <p><b>VERIFICATION AND RECORD KEEPING:</b></p> <p>The foodservice manager will complete the Food Safety Checklist daily. The Food Safety Checklist is to</p>	

be kept on file for a minimum of 1 year.

FSSOP1050-6-STANDARD OPERATING PROCEDURE (SOP) FORM

<b>Sri Sri Radha Gopinath Kitchen</b>	
<b>Object/Area:</b> Washing Fruits and Vegetables	<b>Location:</b> Kitchen area
<b>Responsible Party:</b> Production	
<b>Date Implemented:</b> 01-sept-2013	By: Radhavallabah Das
<b>Date Reviewed:</b> 01-sept-2013	By: Kiran Tankala
<b>Date Revised:</b> 01-sept-2013	By: Purushottam Das
<p><b>PURPOSE:</b> To prevent or reduce risk of food borne illness or injury by contaminated fruits and vegetables.</p> <p><b>SCOPE:</b> This procedure applies to foodservice employees who prepare or serve food.</p> <p><b>KEY WORDS:</b> Fruits, Vegetables, Cross-Contamination, Washing</p> <p><b>INSTRUCTIONS:</b></p> <ol style="list-style-type: none"><li>1. Train foodservice employees on using the procedures in this SOP.</li><li>2. Follow State or local health department requirements.</li><li>3. Wash hands using the proper procedure.</li><li>4. Wash, rinse, sanitize, and air-dry all food-contact surfaces, equipment, and utensils that will be in contact with produce, such as cutting boards, knives, and sinks.</li><li>5. Follow manufacturer's instructions for proper use of chemicals.</li><li>6. Wash all raw fruits and vegetables thoroughly before combining with other ingredients, including:<ul style="list-style-type: none"><li>• Unpeeled fresh fruit and vegetables that are served whole or cut into pieces.</li><li>• Fruits and vegetables that are peeled and cut to use in cooking or served ready-to-eat.</li></ul></li><li>7. Wash fresh produce vigorously under cold running water. Packaged fruits and vegetables labeled as being previously washed and ready-to-eat are not required to be washed.</li><li>8. Scrub the surface of firm fruits or vegetables such as apples or potatoes using a clean and sanitized brush designated for this purpose.</li><li>9. Remove any damaged or bruised areas.</li><li>10. Label, date, and refrigerate fresh-cut items.</li><li>11. Serve cut melons within 7 days if held at 41 °F(5 °C) or below. Refer to the Date Marking Ready-to-Eat, Potentially Hazardous Food SOP.</li><li>12. Do not serve raw seed sprouts to highly susceptible populations such as preschool-age children.</li></ol> <p><b>MONITORING:</b></p>	

1. The food safety team leader will visually monitor that fruits and vegetables are being properly washed, labeled, and dated during all hours of operation.
2. Foodservice employees will check daily the quality of fruits and vegetables in cold storage.

**CORRECTIVE ACTION:**

1. Retrain any foodservice employee found not following the procedures in this SOP.
2. Remove unwashed fruits and vegetables service and washed immediately before being served.
3. Label and date fresh cut fruits and vegetables.
4. Discard cut melons held after 7 days.

**VERIFICATION AND RECORD KEEPING:**

The food safety team leader will complete the Food Safety Checklist daily to indicate that monitoring is being conducted as specified in this SOP. The Food Safety Checklist is to be kept on file for a minimum of 1 year.

FSSOP1050-7-STANDARD OPERATING PROCEDURE (SOP) FORM

<b>Sri Sri Radha Gopinath Kitchen</b>	
<b>Object/Area:</b> Preventing Cross-Contamination During Storage and Preparation	<b>Location:</b> Kitchen/Serving area
<b>Responsible Party:</b> Production	
<b>Date Implemented:</b> 01-sept-2013	By: Radhavallabah Das
<b>Date Reviewed:</b> 01-sept-2013	By: Kiran Tankala
<b>Date Revised:</b> 01-sept-2013	By: Purushottam Das
<p><b>PURPOSE:</b> To reduce food borne illness by preventing unintentional contamination of food.</p> <p><b>SCOPE:</b> This procedure applies to anyone who is responsible for receiving, storing, preparing, and serving food.</p> <p><b>KEY WORDS:</b> Cross-Contamination, Preparation, Contamination, Storage, Receiving</p> <p><b>INSTRUCTIONS:</b></p> <ol style="list-style-type: none"> <li>1. Train foodservice employees on using the procedures in this SOP.</li> <li>2. Follow State or local health department requirements.</li> <li>3. Wash hands properly. Refer to the Washing Hands SOP.</li> <li>4. Avoid touching ready-to-eat food with bare hands. Refer to Using Suitable Utensils When Handling Ready-To-Eat Foods SOP.</li> <li>5. Separate unwashed fruits and vegetables from washed fruits and vegetables and other ready-to-eat foods.</li> <li>6. Use only dry, cleaned, and sanitized equipment and utensils. Refer to Cleaning and Sanitizing Food Contact Surfaces SOP for proper cleaning and sanitizing procedure.</li> <li>7. Touch only those surfaces of equipment and utensils that will not come in direct contact with food.</li> <li>8. Place food in covered containers or packages, except during cooling, and store in refrigerator or cooler.</li> <li>9. Designate an upper shelf of a refrigerator as the “cooling” shelf. Uncover containers of food during the initial quick cool-down phase to facilitate cooling.</li> <li>10. Clean the exterior surfaces of food containers, such as cans and jars, of visible soil before opening.</li> <li>11. Store damaged goods in a separate location. Refer to Segregating Damaged Goods SOP.</li> </ol> <p><b>MONITORING:</b></p> <p>A designated foodservice employee will continually monitor food storage and preparation to ensure that food is not cross-contaminated.</p>	

**CORRECTIVE ACTION:**

1. Retrain any foodservice employee found not following the procedures in this SOP.
2. Separate foods found improperly stored.

**VERIFICATION AND RECORD KEEPING:**

The foodservice manager will visually observe that employees are following these procedures and taking all necessary corrective actions during all hours of operation. The foodservice manager will periodically check the storage of foods during hours of operation and complete the Food Safety Checklist daily. The Food Safety Checklist will be kept on file for a minimum of 1 year. Foodservice employees will document any discarded food on the Damaged and Discarded Product Log. The foodservice manager will verify that appropriate corrective actions are being taken by reviewing, initialing, and dating the Damaged and Discarded Product Log each day. The Damaged and Discarded Product Log is to be kept on file for a minimum of 1 year.

## FSSOP1050-8-STANDARD OPERATING PROCEDURE (SOP) FORM

<b>Sri Sri Radha Gopinath Kitchen</b>	
<b>Object/Area:</b> Washing Hands	<b>Location:</b> Basin
<b>Responsible Party:</b> Whole kitchen team	
<b>Date Implemented:</b> 01-sept-2013	By: Radhavallabah Das
<b>Date Reviewed:</b> 01-sept-2013	By: Kiran Tankala
<b>Date Revised:</b> 01-sept-2013	By: Purushottam Das
<p><b>PURPOSE:</b> To prevent food borne illness by contaminated hands.</p> <p><b>SCOPE:</b> This procedure applies to anyone who handles, prepare, and serve food.</p> <p><b>KEY WORDS:</b> Hand washing, Cross-Contamination</p> <p><b>INSTRUCTIONS:</b></p> <ol style="list-style-type: none"> <li>1. Train foodservice employees on using the procedures in this SOP.</li> <li>2. Follow State or local health department requirements.</li> <li>3. Post hand washing signs or posters in a language understood by all foodservice staff near all hand washing sinks, in food preparation areas, and restrooms.</li> <li>4. Use designated hand washing sinks for hand washing only. Do not use food preparation, utility, and dishwashing sinks for hand washing. Do not spit, wash mouth or clean nose.</li> <li>5. Provide running water, soap, and a means to dry hands. Provide a waste container at each hand</li> </ol>	

washing sink or near the door in restrooms.

6. Keeps hand washing sinks accessible anytime employees are present.
7. Use only elbow to turn on and off the tap.
8. Wash hands:
  - Before starting work
  - During food preparation
  - When moving from one food preparation area to another
  - Before putting on or changing gloves
  - After using the toilet
  - After sneezing, coughing, or using a handkerchief or tissue
  - After touching hair, face, or body
  - After smoking, eating, drinking, or chewing gum or tobacco
  - After any clean up activity such as sweeping, mopping, or wiping counters
  - After touching dirty dishes, equipment, or utensils
  - After handling trash
  - After handling money
  - After any time the hands may become contaminated
9. Follow proper hand washing procedures as indicated in the Poster at the sink:
10. Put your hands under hand dryer for atleast 15 seconds , do not use your clothes to dry your hands.
11. Use hand sanitizers in the manner specified by the manufacturer.
12. Replace the soap solution as and when it gets over. Notify the concerned personnel.

**MONITORING:**

1. A Supervisor will visually observe the hand washing practices of the foodservice staff during all hours of operation.
2. The designated employee will visually observe that hand washing sinks are properly supplied during all hours of operation.

**CORRECTIVE ACTION:**

1. Retrain any foodservice employee found not following the procedures in this SOP.
2. Ask employees that are observed not washing their hands at the appropriate times or using the proper procedure to wash their hands immediately.
3. Retrain employee to ensure proper hand washing procedure.

**VERIFICATION AND RECORD KEEPING:**

The Supervisor will complete the PRP Checklist daily to indicate that monitoring is being conducted as specified. The PRP Checklist is to be kept on file for a minimum of 1 year.

FSSOP1050-9-STANDARD OPERATING PROCEDURE (SOP) FORM

<b>Sri Sri Radha Gopinath Kitchen</b>	
<b>Object/Area:</b> Using Time Alone as a Public Health Control to Limit Bacteria Growth in Potentially Hazardous Foods	<b>Location:</b> Kitchen/Serving area
<b>Responsible Party:</b> Whole kitchen team	
<b>Date Implemented:</b> 01-sept-2013	By: Radhavallabah Das
<b>Date Reviewed:</b> 01-sept-2013	By: Kiran Tankala
<b>Date Revised:</b> 01-sept-2013	By: Purushottam Das
<p><b>PURPOSE:</b> To prevent food borne illness by ensuring that potentially hazardous foods are not held in the temperature danger zone for more than 4 hours before being cooked or served.</p> <p><b>SCOPE:</b> This procedure applies to foodservice employees that handle, prepare, cook, and serve food.</p> <p><b>KEY WORDS:</b> Temperatures, Holding, Time As a Public Health Control</p> <p><b>INSTRUCTIONS:</b></p> <ol style="list-style-type: none"> <li>1. Train foodservice employees on using the procedures in this SOP. Refer to the Using and Calibrating Thermometers SOP.</li> <li>2. Follow State or local health department requirements.</li> <li>3. Establish written procedures that clearly identify the: <ul style="list-style-type: none"> <li>• Specific foods for which time rather than temperature will be used to limit bacteria growth.</li> <li>• Corrective procedures that are followed to ensure that foods are cooled properly. Refer to the Cooling Potentially Hazardous Foods SOP.</li> <li>• Marking procedures used to indicate the time that is 4 hours past the point when the food is removed from temperature control, such as an oven or refrigerator.</li> <li>• Procedures that are followed when food is in the danger zone for greater than 4 hours.</li> </ul> </li> <li>4. Cook raw potentially hazardous food within 4 hours past the point when the food is removed from temperature control.</li> <li>5. Serve or discard cooked or ready-to-eat food within 4 hours past the time when the food is removed from temperature control.</li> <li>6. Avoid mixing different batches of food together in the same container. If different batches of food are mixed together in the same container, use the time associated with the first batch of food as the time by which to cook, serve, or discard all the food in the container.</li> </ol> <p><b>MONITORING:</b></p>	

1. Serving In-charge will continually monitor that foods are properly marked or identified with the time that is 4 hours past the point when the food is removed from temperature control.
2. Serving In-charge will continually monitor that foods are cooked, served, or discarded by the indicated time.

**CORRECTIVE ACTION:**

1. Retrain any foodservice employee found not following the procedures in this SOP.
2. Discard unmarked or unidentified food or food that is noted to exceed the 4-hour limit.

**VERIFICATION AND RECORD KEEPING:**

Foodservice employees will mark or otherwise identify food as specified in the Instructions Section of this SOP. The food safety team leader will verify that foodservice employees are following this procedure by visually monitoring foodservice employees and food handling during the shift. The food safety team leader will complete the Food Safety Checklist daily. The Food Safety Checklist is to be kept on file for a minimum of 1 year.

FSSOP1050-10-STANDARD OPERATING PROCEDURE (SOP) FORM

<b>Sri Sri Radha Gopinath Kitchen</b>	
<b>Object/Area:</b> Using Suitable Utensils When Handling Ready-to-Eat Foods	<b>Location:</b> Kitchen/Serving area
<b>Responsible Party:</b> Whole kitchen team	
<b>Date Implemented:</b> 01-sept-2013	By: Radhavallabah Das
<b>Date Reviewed:</b> 01-sept-2013	By: Kiran Tankala
<b>Date Revised:</b> 01-sept-2013	By: Purushottam Das
<p><b>PURPOSE:</b> To prevent food borne illness due to hand-to-food cross-contamination.</p> <p><b>SCOPE:</b> This procedure applies to foodservice employees who prepare, handle, or serve food.</p> <p><b>KEY WORDS:</b> Ready-to-Eat Food, Cross-Contamination</p> <p><b>INSTRUCTIONS:</b></p> <ol style="list-style-type: none"> <li>1. Train foodservice employees on using the procedures in this SOP.</li> <li>2. Follow State or local health department requirements.</li> <li>3. Use proper hand washing procedures to wash hands and exposed arms prior to preparing or handling food or at anytime when the hands may have become contaminated.</li> </ol>	



4. Do not use bare hands to handle ready-to-eat foods at any time unless washing fruits and vegetables.
5. Use suitable utensils when working with ready-to-eat food. Suitable utensils may include:
  - Single-use gloves
  - Deli tissue
  - Foil wrap
  - Tongs, spoodles, spoons, and spatulas
6. Wash hands and change gloves:
  - Before beginning food preparation
  - Before beginning a new task
  - After touching equipment such as refrigerator doors or utensils that have not been cleaned and sanitized
  - After contacting chemicals
  - When interruptions in food preparation occur, such as when answering the telephone or checking in a delivery
  - When handling money
  - Anytime a glove is torn, damaged, or soiled
  - Anytime contamination of a glove might have occurred

**MONITORING:**

A designated foodservice employee will visually observe that gloves or suitable utensils are used and changed at the appropriate times during all hours of operation.

**CORRECTIVE ACTION:**

1. Retrain any foodservice employee found not following the procedures in this SOP.
2. Discard ready-to-eat food touched with bare hands.

**VERIFICATION AND RECORD KEEPING:**

The food safety team leader will verify that foodservice workers are using suitable utensils by visually monitoring foodservice employees during all hours of operation. The food safety team leader will complete the Food Safety Checklist daily. The designated foodservice employee responsible for monitoring will record any discarded food on the Damaged and Discarded Product Log. The Food Safety Checklist and Damaged and Discarded Food Log are kept on file for a minimum of 1 year.

FSSOP1050-10-STANDARD OPERATING PROCEDURE (SOP) FORM

<b>Sri Sri Radha Gopinath Kitchen</b>	
<b>Object/Area:</b> Serving Food	<b>Location:</b> Kitchen/Serving area
<b>Responsible Party:</b> Serving team	
<b>Date Implemented:</b> 01-sept-2013	By: Radhavallabah Das
<b>Date Reviewed:</b> 01-sept-2013	By: Kiran Tankala
<b>Date Revised:</b> 01-sept-2013	By: Purushottam Das
<p><b>PURPOSE:</b> To prevent food borne illness by ensuring that all foods are served in a sanitary manner.</p> <p><b>SCOPE:</b> This procedure applies to foodservice employees who serve food.</p> <p><b>KEY WORDS:</b> Cross-Contamination, Service</p> <p><b>INSTRUCTIONS:</b></p> <ol style="list-style-type: none"> <li>1. Train foodservice employees on using the procedures in this SOP. Refer to the Using and Calibrating Thermometers SOP.</li> <li>2. Follow State or local health department requirements.</li> <li>3. Follow the employee health policy. (Employee health policy is not included in this resource.)</li> <li>4. Wash hands before putting on gloves, each time the gloves are changed, when changing tasks, and before serving food with utensils. Refer to the Washing Hands SOP.</li> <li>5. Avoid touching ready-to-eat foods with bare hands. Refer to the Using Suitable Utensils when Handling Ready-To-Eat Foods SOP.</li> <li>6. Handle plates by the edge or bottom; cups by the handle or bottom; and utensils by the handles.</li> <li>7. Store utensils with the handles up or by other means to prevent contamination.</li> <li>8. Hold potentially hazardous food at the proper temperature. Refer to the Holding Hot and Cold Potentially Hazardous Foods SOP.</li> <li>9. Serve food with clean and sanitized utensils.</li> <li>10. Store in-use utensils properly. Refer to the Storing In-Use Utensils SOP.</li> <li>11. Date mark and cool potentially hazardous foods or discard leftovers. Refer to the Date Marking Ready-to-Eat, Potentially Hazardous Foods, and Cooling Potentially Hazardous Foods SOPs.</li> </ol> <p><b>MONITORING:</b></p> <p>A designated foodservice employee will visually observe that food is being served in a manner that prevents contamination during all hours of service.</p> <p><b>CORRECTIVE ACTION:</b></p> <ol style="list-style-type: none"> <li>1. Retrain any foodservice employee found not following the procedures in this SOP.</li> <li>2. Replace improperly handled plates, cups, or utensils.</li> <li>3. Discard ready-to-eat food that has been touched with bare hands.</li> <li>4. Follow the corrective actions identified in the Washing Hands; Using Suitable Utensils When</li> </ol>	

Handling Ready-To-Eat Foods; Date Marking Ready-to-Eat, Potentially Hazardous Foods; Cooling Potentially Hazardous Foods; and Holding Hot and Cold Potentially Hazardous Foods SOPs.

**VERIFICATION AND RECORD KEEPING:**

The foodservice manager will periodically check the storage and use of utensils during service. In addition, the foodservice manager will complete the Food Safety Checklist daily. The Food Safety Checklist is to be kept on file for a minimum of 1 year.

FSSOP1050-11-STANDARD OPERATING PROCEDURE (SOP) FORM

<b>Sri Sri Radha Gopinath Kitchen</b>	
<b>Object/Area:</b> Receiving Reheating Potentially Hazardous Foods	<b>Location:</b> Kitchen/Serving area
<b>Responsible Party:</b> Whole Kitchen team, serving team	
<b>Date Implemented:</b> 01-sept-2013	By: Radhavallabah Das
<b>Date Reviewed:</b> 01-sept-2013	By: Kiran Tankala
<b>Date Revised:</b> 01-sept-2013	By: Purushottam Das
<p><b>PURPOSE:</b> To prevent food borne illness by ensuring that all foods are reheated to the appropriate internal temperature.</p> <p><b>SCOPE:</b> This procedure applies to foodservice employees who prepare or serve food.</p> <p><b>KEY WORDS:</b> Cross-Contamination, Temperatures, Reheating, Holding, Hot Holding</p> <p><b>INSTRUCTIONS:</b></p> <ol style="list-style-type: none"> <li>1. Train foodservice employees on using the procedures in this SOP. Refer to the Using and Calibrating Thermometers SOP.</li> <li>2. Follow State or local health department requirements.</li> <li>3. Heat the processed, ready-to-eat foods from a package or can, such as canned green beans to an internal temperature of at least 135 °F (57.2 °C) for 15 seconds for hot holding.</li> <li>4. Reheat the following products to 165 °F(73.89 °C) for 15 seconds:               <ul style="list-style-type: none"> <li>• Any food that is cooked, cooled, and reheated for hot holding</li> <li>• Leftovers reheated for hot holding</li> <li>• Products made from leftovers, such as soup</li> <li>• Precooked, processed foods that have been previously cooled</li> </ul> </li> <li>5. Reheat food for hot holding in the following manner if using a microwave oven:               <ul style="list-style-type: none"> <li>• Heat processed, ready-to-eat foods from a package or can to at least 135 °F(57.2 °C) for 15 seconds</li> <li>• Heat leftovers to 165 °F (73.89 °C)for 15 seconds</li> </ul> </li> </ol>	

- Rotate (or stir) and cover foods while heating
  - Allow to sit for 2 minutes after heating
6. Reheat all foods rapidly. The total time the temperature of the food is between 41 °F (5 °C) and 165 °F (73.89 °C) may not exceed 2 hours.
  7. Serve reheated food immediately or transfer to an appropriate hot holding unit.

**MONITORING:**

1. Use a clean, sanitized, and calibrated probe thermometer.
2. Take at least two internal temperatures from each pan of food.

**CORRECTIVE ACTION:**

1. Retrain any foodservice employee found not following the procedures in this SOP.
2. Continue reheating and heating food if the internal temperature does not reach the required temperature.

**VERIFICATION AND RECORD KEEPING:**

Foodservice employees will record product name, time, the two temperatures/times, and any corrective action taken on the Cooking and Reheating Temperature Log. Food safety team leader will verify that foodservice employees have taken the required reheating temperatures by visually monitoring foodservice employees during the shift and reviewing, initialing, and dating the Cooking and Reheating Temperature Log at the close of each day. The temperature logs are kept on file for a minimum of 1 year.

FS1050-12-STANDARD OPERATING PROCEDURE (SOP) FORM

<b>Sri Sri Radha Gopinath Kitchen</b>	
<b>Object/Area:</b> Preventing Contamination at Food Bars	<b>Location:</b> Kitchen/Serving area
<b>Responsible Party:</b> Whole Kitchen team, serving team	
<b>Date Implemented:</b> 01-sept-2013	By: Radhavallabah Das
<b>Date Reviewed:</b> 01-sept-2013	By: Kiran Tankala
<b>Date Revised:</b> 01-sept-2013	By: Purushottam Das
<b>PURPOSE:</b> To prevent food borne illness by ensuring that all items held on food bars are protected from contamination.	

**SCOPE:** This procedure applies to anyone who is responsible for maintaining and monitoring the self-service food bars.

**KEY WORDS:** Contamination, Self-Service, Salad Bars, Food Bars

**INSTRUCTIONS:**

1. Train foodservice employees on using the procedures in this SOP.
2. Follow State or local health department requirements.
3. Follow Employee Health Policy, Personal Hygiene, and Washing Hands SOPs. (Employee health policy is not included in this resource.)
4. Follow manufacturer's instructions for pre-heating and pre-chilling food bar equipment before use.
5. Place all exposed food under sneeze guards.
6. Provide an appropriate clean and sanitized utensil for each container on the food bar.
7. Replace existing containers of food with new containers when replenishing the food bar.
8. Assist customers who are unable to properly use utensils.
9. Ensure that customers use a clean dish when returning to the food bar.
10. Store eating utensils with the handles up or in a manner to prevent customers from touching the food contact surfaces.
11. Avoid using spray chemicals to clean food bars when in use.

**MONITORING:**

1. Monitor and record temperatures of food in accordance with the Holding Hot and Cold Potentially Hazardous Foods SOP.
2. Continually monitor food containers to ensure that utensils are stored on a clean and sanitized surface or in the containers with the handles out of the food.
3. Continually monitor customers' use of the food bar to ensure that customers are not:
  - Touching food with their bare hands
  - Coughing, spitting, or sneezing on the food
  - Placing foreign objects in the food
  - Using the same plate for subsequent trips

**CORRECTIVE ACTION:**

1. Retrain any foodservice employee found not following the procedures in this SOP.
2. Remove and discard contaminated food.
3. Demonstrate to customers how to properly use utensils.
4. Discard the food if it cannot be determined how long the food temperature was above 41 °F(5 °C) or below 135 °F (57.2 °C).

**VERIFICATION AND RECORD KEEPING:**

The foodservice manager will verify that foodservice employees are assigned to maintain food bars during all hours of operation. Foodservice employees will record temperatures of food items and document corrective actions taken on the Hot and Cold Holding Temperature Log. The foodservice manager will complete the Food Safety Checklist daily. This form is to be kept on file for a minimum of 1 year. Foodservice employees will document any discarded food on the Damaged or Discarded Product Log. The foodservice manager will verify that appropriate corrective actions are being taken by reviewing, initialing, and dating the Damaged or Discarded Product Log each day. The Hot and Cold Holding Temperature Log and the Damaged or Discarded Product Log are to be kept on file for a

minimum of 1 year.

FS1050-013-STANDARD OPERATING PROCEDURE (SOP) FORM

<b>Sri Sri Radha Gopinath Kitchen</b>	
<b>Object/Area:</b> Personal Hygiene	<b>Location:</b> Kitchen/Serving area
<b>Responsible Party:</b> Whole Kitchen team, serving team	
<b>Date Implemented:</b> 01-sept-2013	By: Radhavallabah Das
<b>Date Reviewed:</b> 01-sept-2013	By: Kiran Tankala
<b>Date Revised:</b> 01-sept-2013	By: Purushottam Das
<p><b>PURPOSE:</b> To prevent contamination of food by foodservice employees.</p> <p><b>SCOPE:</b> This procedure applies to foodservice employees who handle, prepare, or serve food.</p> <p><b>KEY WORDS:</b> Personal Hygiene, Cross-Contamination, Contamination</p> <p><b>INSTRUCTIONS:</b></p> <ol style="list-style-type: none"><li>1. Train foodservice employees on using the procedures in this SOP.</li><li>2. Follow State or local health department requirements.</li><li>3. Follow the Employee Health Policy. (Employee health policy is not included in this resource.)</li><li>4. Report to work in good health, clean, and dressed in clean attire.</li><li>5. Change apron when it becomes soiled.</li><li>6. Wash hands properly, frequently, and at the appropriate times.</li><li>7. Keep fingernails trimmed, filed, and maintained so that the edges are cleanable and not rough.</li><li>8. Avoid wearing artificial fingernails and fingernail polish.</li><li>9. Wear single-use gloves if artificial fingernails or fingernail polish are worn.</li><li>10. Do not wear any jewelry except for a plain ring such as a wedding band.</li><li>11. Treat and bandage wounds and sores immediately. When hands are bandaged, single-use gloves must be worn.</li><li>12. Cover a lesion containing pus with a bandage. If the lesion is on a hand or wrist, cover with an impermeable cover such as a finger cot or stall and a single-use glove.</li><li>13. Taste food the correct way:<ul style="list-style-type: none"><li>• Place a small amount of food into a separate container.</li><li>• Step away from exposed food and food contact surfaces.</li><li>• Use a teaspoon to taste the food. Remove the used teaspoon and container to the dish room. Never reuse a spoon that has already been used for tasting.</li><li>• Wash hands immediately.</li></ul></li><li>14. Wear suitable and effective hair restraints while in the kitchen.</li></ol>	

**MONITORING:**

- Food safety team leader will inspect employees when they report to work to be sure that each employee is following this SOP.
- The designated foodservice employee will monitor that all foodservice employees are adhering to the personal hygiene policy during all hours of operation.

**CORRECTIVE ACTION:**

1. Retrain any foodservice employee found not following the procedures in this SOP.
2. Discard affected food.

**VERIFICATION AND RECORD KEEPING:**

The Food safety team leader will verify that foodservice employees are following this SOP by visually observing the employees during all hours of operation. The foodservice manager will complete the Food Safety Checklist daily. Foodservice employees will record any discarded food on the Damaged or Discarded Product Log. The Food Safety Checklist and Damaged or Discarded Product Logs are to be kept on file for a minimum of 1 year.

**FSSOP1050-14-STANDARD OPERATING PROCEDURE (SOP) FORM**

<b>Sri Sri Radha Gopinath Kitchen</b>	
<b>Object/Area:</b> Storing and Using Poisonous or Toxic Chemicals	<b>Location:</b> Kitchen/Serving area
<b>Responsible Party:</b> Kitchen team	
<b>Date Implemented:</b> 01-sept-2013	By: Damodar Das
<b>Date Reviewed:</b> 01-sept-2013	By: Kiran Tankala
<b>Date Revised:</b> 01-sept-2013	By: Purushottam Das
<b>PURPOSE:</b> To prevent food borne illness by chemical contamination.	
<b>SCOPE:</b> This procedure applies to foodservice employees who use chemicals in the kitchen.	
<b>KEY WORDS:</b> Chemicals, Cross-Contamination, Contamination, Material Safety Data Sheet	
<b>INSTRUCTIONS:</b>	
<ol style="list-style-type: none"> <li>1. Train foodservice employees on using the procedures in this SOP.</li> <li>2. Follow State or local health department requirements.</li> <li>3. Designate a location for storing the Material Safety Data Sheets (MSDS).</li> <li>4. Follow manufacturer's directions for specific mixing, storing, and first aid instructions on the</li> </ol>	

chemical containers in the MSDS.

5. Label and date all poisonous or toxic chemicals with the common name of the substance.
6. Store all chemicals in a designated secured area away from food and food contact surfaces using spacing or partitioning.
7. Limit access to chemicals by use of locks, seals, or key cards.
8. Maintain an inventory of chemicals.
9. Store only chemicals that are necessary to the operation and maintenance of the kitchen.
10. Mix, test, and use sanitizing solutions as recommended by the manufacturer and the State or local health department.
11. Use the appropriate chemical test kit to measure the concentration of sanitizer each time a new batch of sanitizer is mixed.
12. Do not use chemical containers for storing food or water.
13. Use only hand sanitizers.
14. Label and store first aid supplies in a container that is located away from food or food contact surfaces.
15. Label and store medicines for employee use in a designated area and away from food contact surfaces. Do not store medicines in food storage areas.
16. Store refrigerated medicines in a covered, leak proof container where they are not accessible to children and cannot contaminate food.

**MONITORING:**

Foodservice employees and foodservice manager will visually observe that chemicals are being stored, labeled, and used properly during all hours of operation.

**CORRECTIVE ACTION:**

1. Retrain any foodservice employee found not following the procedures in this SOP.
2. Discard any food contaminated by chemicals.
3. Label and properly store any unlabeled or misplaced chemicals.

**VERIFICATION AND RECORD KEEPING:**

The foodservice manager will complete the Food Safety Checklist daily to indicate that monitoring is completed. Foodservice employees will record the name of the contaminated food, date, time, and the reason why the food was discarded on the Damaged and Discarded Product Log. The food safety team leader will verify that appropriate corrective actions are being taken by reviewing, initialing, and dating the Damaged and Discarded Product Log each day. The Food Safety Checklist and Damaged and Discarded Product Logs are kept on file for a minimum of 1 year.



FS1050-14-STANDARD OPERATING PROCEDURE (SOP) FORM

<b>Sri Sri Radha Gopinath Kitchen</b>	
<b>Object/Area:</b> Using and Calibrating Thermometers	<b>Location:</b> Kitchen/Serving area
<b>Responsible Party:</b> Whole kitchen team	
<b>Date Implemented:</b> 01-sept-2013	By: Damodar Das
<b>Date Reviewed:</b> 01-sept-2013	By: Kiran Tankala
<b>Date Revised:</b> 01-sept-2013	By: Purushottam Das
<p><b>PURPOSE:</b> To prevent food borne illness by ensuring that the appropriate type of thermometer is used to measure internal product temperatures and that thermometers used are correctly calibrated for accuracy.</p> <p><b>SCOPE:</b> This procedure applies to foodservice employees who prepare, cook, and cool food.</p> <p><b>KEY WORDS:</b> Thermometers, Calibration</p> <p><b>INSTRUCTIONS:</b></p> <ol style="list-style-type: none"> <li>1. Train foodservice employees on using the procedures in this SOP.</li> <li>2. Follow State or local health department requirements.</li> <li>3. Follow the food thermometer manufacturer’s instructions for use. Use a food thermometer that measures temperatures from 0 °F (-18 °C) to 220 °F (104 °C) and is appropriate for the temperature being taken. For example: <ul style="list-style-type: none"> <li>• Bimetallic, dial-faced stem thermometers are accurate only when measuring temperatures of thick foods. They may not be used to measure temperatures of thin foods. A dimple mark located on the stem of the thermometer indicates the maximum food thickness that can be accurately measured.</li> <li>• Use only oven-safe, bimetallic thermometers when measuring temperatures of food while cooking in an oven.</li> </ul> </li> <li>4. Have food thermometers easily-accessible to foodservice employees during all hours of operation.</li> <li>5. Clean and sanitize food thermometers before each use. Refer to the Cleaning and Sanitizing Food Contact Surfaces SOP for the proper procedure to follow.</li> <li>6. Store food thermometers in an area that is clean and where they are not subject to contamination.</li> </ol> <p><b>MONITORING:</b></p> <ol style="list-style-type: none"> <li>1. Foodservice employees will use either the ice-point method or boiling-point method to verify the accuracy of food thermometers. This is known as calibration of the thermometer.</li> <li>2. To use ice-point method: <ul style="list-style-type: none"> <li>• Insert the thermometer probe into a cup of crushed ice.</li> <li>• Add enough cold water to remove any air pockets that might remain.</li> </ul> </li> </ol>	

- Allow the temperature reading to stabilize before reading temperature.
  - Temperature measurement should be 32 °F ( $\pm 2$  °F) [or 0 °C ( $\pm 1$  °C)]. If not, adjust according to manufacturer's instructions.
3. To use boiling-point method:
    - Immerse at least the first two inches of the probe into boiling water.
    - Allow the temperature reading to stabilize before reading temperature.
    - Reading should be 212 °F ( $\pm 2$  °F) [or 100 °C ( $\pm 1$  °C)]. This reading may vary at higher altitudes. If adjustment is required, follow manufacturer's instructions.
  4. Foodservice employees will check the accuracy of the food thermometers:
    - At regular intervals (at least once per week)
    - If dropped
    - If used to measure extreme temperatures, such as in an oven
    - Whenever accuracy is in question

**CORRECTIVE ACTION:**

1. Retrain any foodservice employee found not following the procedures in this SOP.
2. For an inaccurate, bimetallic, dial-faced thermometer, adjust the temperature by turning the dial while securing the calibration nut (located just under or below the dial) with pliers or a wrench.
3. For an inaccurate, digital thermometer with a reset button, adjust the thermometer according to manufacturer's instructions.
4. If an inaccurate thermometer cannot be adjusted on-site, discontinue using it, and follow manufacturer's instructions for having the thermometer calibrated.
5. Retrain employees who are using or calibrating food thermometers improperly.

**VERIFICATION AND RECORD KEEPING:**

Foodservice employees will record the calibration temperature and any corrective action taken, if applicable, on the Thermometer Calibration Log each time a thermometer is calibrated. The foodservice manager will verify that foodservice employees are using and calibrating thermometers properly by making visual observations of the employees during the calibration process and all operating hours. The food safety team leader will review and initial the Calibration Log daily. The Calibration Log will be kept on file a minimum of 1 year. The foodservice manager will complete the Food Safety Checklist daily. The Food Safety Checklist is to be kept on file for a minimum of 1 year.

FSSOP1050-15-STANDARD OPERATING PROCEDURE (SOP) FORM

<b>Sri Sri Radha Gopinath Kitchen</b>	
<b>Object/Area:</b> Safety of Gas	<b>Location:</b> Gas storage area, gas tube
<b>Responsible Party:</b> Whole kitchen team	
<b>Date Implemented:</b> 01-sept-2013	By: Damodar Das
<b>Date Reviewed:</b> 01-sept-2013	By: Kiran Tankala
<b>Date Revised:</b> 01-sept-2013	By: Purushottam Das
<p><b>PURPOSE:</b> To prevent any emergency outburst of gas.</p> <p><b>SCOPE:</b> This procedure applies to anyone who handles gas.</p> <p><b>KEY WORDS:</b> Gas Cylinder, Emergency</p> <p><b>INSTRUCTIONS:</b></p> <ol style="list-style-type: none"> <li>1. It should be ensured that when gas comes to our gas storage area, seal should be observed, and under satisfaction condition entry should be logged to the record book.</li> <li>2. Gas cylinders being used should be numbered and dated, the number and date should also be logged in the record book.</li> <li>3. When gas cylinders are started to be used, proper gas connection should be ensured.</li> <li>4. Gas storage area should be kept away from fire.</li> <li>5. The gas lines are properly inspected biannually. If needed it should be replaced by new pipes.</li> <li>6. The burner should also be regularly inspected. If needed it should be replaced with newer ones.</li> <li>7. Once the use of gas is over, the burner should be properly closed.</li> <li>8. The burner should be properly started using the long lighter; the hand should be at a safer distance from the burner.</li> <li>9. There should be a regulator by which we can reduce/stop the flow of gas in pipe when not used.</li> </ol> <p><b>MONITORING:</b></p>	

A designated employee will visually observe the gas connections and cylinder everyday during all hours of operation and while starting and closing .

**CORRECTIVE ACTION:**

1. Retrain any foodservice employee found not following the procedures in this SOP.

**VERIFICATION AND RECORD KEEPING:**

The food safety team leader will complete the Food Safety Checklist daily to indicate that monitoring is being conducted as specified. The Food Safety Checklist is to be kept on file for a minimum of 1 year.

FSSOP1050-16-STANDARD OPERATING PROCEDURE (SOP) FORM

<b>Sri Sri Radha Gopinath Kitchen</b>	
<b>Object/Area:</b> Pest Control	<b>Location:</b> Kitchen
<b>Responsible Party:</b> Whole kitchen team	
<b>Date Implemented:</b> 01-sept-2013	By: Damodar Das
<b>Date Reviewed:</b> 01-sept-2013	By: Kiran Tankala
<b>Date Revised:</b> 01-sept-2013	By: Purushottam Das
<p><b>PURPOSE:</b> To prevent any food safety hazard due to pests.</p> <p><b>SCOPE:</b> This procedure applies to every one in kitchen.</p> <p><b>KEY WORDS:</b> Pest</p> <p><b>INSTRUCTIONS:</b></p> <ol style="list-style-type: none"> <li>1. It should be ensured that no pest is present in Kitchen area.</li> <li>2. It should be ensured that kitchen authorities are aware of potential hiding places of pests.</li> <li>3. There should be a rat trap available in the kitchen.</li> <li>4. Location of pest control devices should also be fixed where it should be more effective in its purpose.</li> <li>5. It should be ensured that pest control devices are properly functioning.</li> <li>6. There should be proper labeling of pest control device.</li> <li>7. Proper complete pest control should be done at least once in six months.</li> <li>8. It should be ensured that pest control devices should be located in such a place that they don't</li> </ol>	

contaminate product.

9. It should be ensured that waste pest control related objects shouldn't be in the kitchen.

**MONITORING:**

A designated employee will visually be responsible for pest control.

**CORRECTIVE ACTION:**

1. Retrain any foodservice employee found not following the procedures in this SOP.

**CONTROL MEASURE:**

1. Reputed Agency
2. Pest Control contracts which documents our requirements.
3. Person Accompanying the Pest Control person doing pest control.
4. Recording

**VERIFICATION AND RECORD KEEPING:**

The food safety team leader will complete the Food Safety Checklist daily to indicate that monitoring is being conducted as specified. The Food Safety Checklist is to be kept on file for a minimum of 1 year.

FSSOP1050-17-STANDARD OPERATING PROCEDURE (SOP) FORM

<b>Sri Sri Radha Gopinath Kitchen</b>	
<b>Object/Area:</b> Digital Lock	<b>Location:</b> Kitchen
<b>Responsible Party:</b> Whole kitchen team	
<b>Date Implemented:</b> 01-Sept -2011	By: Vrajras Das
<b>Date Reviewed:</b> 01-Sept-2011	By: Damodar das
<b>Date Revised:</b> 01-Sept-2011	By: Purushottam Das
<b>PURPOSE:</b> To prevent any food safety hazard due to improper security of food.	
<b>SCOPE:</b> This procedure applies to every one in kitchen.	
<b>KEY WORDS:</b> Digital Lock	
<b>INSTRUCTIONS:</b>	
1. It should be ensured that the password of the digital lock should be known to following persons only- A. FSTL, B. Department Heads, C. Supervisor	
2. All the time the gate should be locked.	
3. For any one to come inside he will call the supervisor or any employee from inside and he will	

open the gate, from inside, it is the responsibility of that employee that the person entering is bonafide.

4. It should be ensured that kitchen authorities are aware of safety of cooking.
5. In case of the password being leaked, it should be immediately changed by resource manager.

**MONITORING:**

Supervisor will monitor, this standard is being followed properly.

**CORRECTIVE ACTION:**

1. Retrain any foodservice employee found not following the procedures in this SOP.

**CONTROL MEASURE:**

1. Proper lock
2. Proper Training

**VERIFICATION AND RECORD KEEPING:**

The food safety team leader will complete the Food Safety Checklist daily to indicate that monitoring is being conducted as specified. The Food Safety Checklist is to be kept on file for a minimum of 1 year.

FSSOP1050-18 STANDARD OPERATING PROCEDURE (SOP) FORM

<b>Sri Sri Radha Gopinath Kitchen</b>	
<b>Object/Area:</b> Peda Cutting Machine	<b>Location:</b> Kitchen
<b>Responsible Party:</b> Whole kitchen team	
<b>Date Implemented:</b> 15-Mar2013	By: Vrajras Das
<b>Date Reviewed:</b> 15-Mar-2011	By: Damodar das
<b>Date Revised:</b> 15-Mar-2011	By: Purushottam Das
<b>PURPOSE:</b> To provide good quality of peda for chapatis	
<b>SCOPE:</b> This procedure applies to every one in kitchen.	
<b>KEY WORDS:</b> peda	
<b>INSTRUCTIONS:</b>	

1. Set the position of the laser as per the size of the Peda required.
2. Once the setting is done, it need not be changed.
3. Clean the laser led before starting.
4. Feed the dough into the hopper
5. Spread a thick layer of dry flour in the collection tray.
6. Switch on the machine.
7. The machine will cut the reqd size balls, which should be transferred to another tray.
8. Keep feeding the dough at regular intervals.
9. Clean the machine thoroughly after use.

**MONITORING:**

Supervisor will monitor, this standard is being followed properly.

**CORRECTIVE ACTION:**

1. Retrain any foodservice employee found not following the procedures in this SOP.

**CONTROL MEASURE:**

1. Proper setup of the lazer
2. Proper Training

**VERIFICATION AND RECORD KEEPING:**

The food safety team leader will complete the Food Safety Checklist daily to indicate that monitoring is being conducted as specified. The Food Safety Checklist is to be kept on file for a minimum of 1 year.

FSSOP1050-19 STANDARD OPERATING PROCEDURE (SOP) FORM

<b>Sri Sri Radha Gopinath Kitchen</b>	
<b>Object/Area:</b> Chapati Making Machine	<b>Location:</b> Kitchen
<b>Responsible Party:</b> Whole kitchen team	
<b>Date Implemented:</b> 15-Mar2013	By: Vrajras Das



<b>Date Reviewed:15-Mar-2013</b>	By: Damodar das
<b>Date Revised: 15-Mar-2013</b>	By: Purushottam Das
<p><b>PURPOSE:</b> To provide good quality of peda for chapati</p> <p><b>SCOPE:</b> This procedure applies to every one in kitchen.</p> <p><b>KEY WORDS:</b> peda</p> <p><b>INSTRUCTIONS:</b></p> <ol style="list-style-type: none"> <li>1. Start the heating of the Pressing plates with cut off temp set to 170 deg Cel.</li> <li>2. When the temp is reached, Switch on the motor, which will bring the conveyer tawas in motion</li> <li>3. Light on the burners of the top two tiers. After appx 5 mins, light on the bottom tier burners for puffing.</li> <li>4. Increase the cut off temp of the pressing tawas to 200 deg Cel.</li> <li>5. Start putting the dough balls, into the mouth of the pressing section.</li> <li>6. A person should monitor that the chapatti does not fold while sliding.</li> <li>7. Adjust the burner flame of the baking section in such as way that nicely cooked and puffed up chapati is formed.</li> <li>8. Collect the chapatis at the end in some tray and apply ghee.</li> <li>9. Switch off the heating of the pressing tawas and the burners after the work is done.</li> <li>10. The machine should be allowed to run for another 5 mins w/o heating, to allow it to cool down.</li> <li>11. Switch off the motor and ensure that the pressing plates are in open position.</li> <li>12. Clean the machine thoroughly after half an hour, when it is completely cooled.</li> </ol> <p><b>MONITORING:</b> Supervisor will monitor, this standard is being followed properly.</p> <p><b>CORRECTIVE ACTION:</b></p> <ol style="list-style-type: none"> <li>2. Retrain any foodservice employee found not following the procedures in this SOP.</li> </ol> <p><b>CONTROL MEASURE:</b></p> <ol style="list-style-type: none"> <li>1. Temperature</li> <li>2. Proper Training</li> </ol> <p><b>VERIFICATION AND RECORD KEEPING:</b> The food safety team leader will complete the Food Safety Checklist daily to indicate that monitoring is</p>	

being conducted as specified. The Food Safety Checklist is to be kept on file for a minimum of 1 year.

<b>Name</b>	<b>Poster number</b>
Atta Chakki	FSSOP16
Power Blender	FSSOP17
Dough Kneeder	FSSOP18
Wet Grinder Machine	FSSOP19
Pulverisor	FSSOP20
Instruction for using sink	FSSOP21
Boiler	FSSOP22
Evacuation Plan	FSSOP23
Run	FSSOP24
Fire Assembly Point	FSSOP25
Most common Food Allergen	FSSOP26
Wash Your Hands	FSSOP27
Foodsafety Policy	FSSOP28
Reminder sheet	FSSOP29
Beware Danger Zone	FSSOP30
Five Keys to safe food	FSSOP31
Commercial Mixer Grinder	FSSOP32
Plate Handling Ettiqute	FSSOP33
Kitchen Organizational Structure	FSSOP34
Emergency Fire Control	FSSOP35
Temperature Log	FSSOP36
Maintaince Log	FSSOP37
Imported Vegetable Cutting Machine	FSSOP38
Oven	FSSOP39
Steps to effective Hand Hygine	FSSOP40
Food Safety Team Responsibility	FSSOP41
Receiving of Food	FSSOP42

#### REVISION HISTORY:

<b>Revision</b>	<b>Date</b>	<b>Description of changes</b>	<b>Approved By</b>
01	18-June-2010	Initial release	Purushottam Das
02	1-April-2013	Two sops are added for chapatti making machine, peda cutting	Purushottam Das

