

Common Standard Operating Procedures

Standard Operating Procedures (SOPs) are a set of procedures that tell staff how to control food safety risks. Your SOPs will depend on the food preparation processes and risk factors in your facility. This reference does not list every possible SOP, but it can help you identify risks and decide which SOPs your establishment needs. Which of these SOPs apply to your establishment?

Food Preparation

- Thawing
- Preparation
- Cooking
- Cooling
- Reheating
- Holding (hot, cold, or time)
- Assembly
- Service
- Allergen management
- Using thermometers

Receiving and Storage

- Purchasing
- Receiving
- Storage
- Date marking and FIFO (First In, First Out)
- Recalls
- Flow of food

Manufacturing

- Packaging
- Labeling

Equipment Maintenance

- Preventive maintenance
- Calibrating thermometers
- Compressed air filtration

Cleaning and Sanitizing

- Cleaning and sanitizing food contact surfaces
- General cleaning
- Period cleaning
- Pest control
- Storing chemicals
- Using chemicals
- Outside property

Personnel Training

- Personal hygiene
- Restriction/exclusion of sick employees
- Handwashing
- Glove use
- Safe employee practices