GOOD HYGIENIC PRACTICES Guideline FOR PACKED/BOTTELED DRINKING WATER

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SECTION I  GHP Field of Application, Use of the Document and Definitions

1.1 - Good Hygienic Practices

Good Hygienic Practices (GHP) are described and defined by the Codex Alimentarius Code General Principles of the Food Hygiene, CAC/RCP Kor.3 (1997), amended in 1999. Information below is based on principals fulfilled by the EU legislation and on practice experience.

The Codex recommends application and treatment (including growing, harvesting, processing, packaging, storing, transportation and selling) of food dedicated for human consumption in order to insure safe, healthy and suitable, products for human consumption.

Although they are voluntary instrument, such guides enables food business sector (the manuals for GHP and application of HACCP principles), such manuals enables food business sector (at the level of primary production and after primary production) to describe in more detail how operators can comply with the legal requirements which are expressed in more general terms in the Regulation.

Guides may also usefully include procedures that must insure a proper implementation of the Regulation, such as:

- Procedures to prevent the introduction of hazards at the level primary production,

- A procedure for the cleaning and disinfection of food businesses,

- A procedure for pest control, and

- A procedure to ensure that the requirement to develop HACCP based procedures is fulfilled.

1.2 Use of the document

The Codex Document ensures basic structure for other and more specific codes applied in particular sectors.
Governments can consider the contents of this document and decide how best they should encourage the implementation of these general principles to:

- protect consumers adequately from illness or injury caused by food;
- policies needed to consider the vulnerability of the population, or of different groups within the population;
- provide assurance that food is suitable for human consumption;
- maintain confidence in internationally traded food; and
- provide health education programmes which effectively communicate the principles of food hygiene to industry and consumers.

- Industry should apply hygiene practices set out in this document to:

- provide food which is safe and suitable for consumption;
- ensure that consumers have clear and easily-understood information, by way of labelling and other appropriate means, to enable them to protect their food from contamination and growth/survival of food borne pathogens by storing, handling and preparing it correctly; and
- maintain confidence in internationally traded food.

Food operator or responsible person appointed from manager has to be responsible for implementation of GHP.

FBO must complied with the requirements of GHP of drinking water

1.3 Definitions

**Bottled/packaged drinking water** - Water filled into hermetically sealed containers of various compositions, forms, and capacities that is safe and suitable for direct consumption without necessary further treatment. Bottled drinking water is considered a food. The terms “drinking” and “potable” are used interchangeably in relation to water.

**Drinking water systems** - Public or private systems providing the consumer with tap water safe and suitable for direct consumption.

**Establishment** - Any suitable building(s), area(s) or surroundings in which water intended for bottling is collected, processed and bottled.

**Food** - For the purposes of this Code, the term includes bottled/packaged drinking water.
**Food handling** - Any operation pertaining to collecting, processing, bottling, packing of bottles, storing, transporting, distributing and marketing of bottled drinking water.

**Ground water** - Water such as spring water, artesian water, and well water which could have effect food safety and quality and nutritional value. originating from subsurface aquifers. Ground water may be classified broadly as protected or unprotected water. Protected ground water is not directly influenced by surface water or the surface environment.

**Ingredient** - Any substance, including food additives, used to manufacture or prepare foods, intentionally added to a finished product, sometimes in a modified form (it may or may not be safe and suitable for human consumption without further treatment).

**Surface water** - Water open to the atmosphere such as streams, rivers, lakes, ponds and reservoirs.

HACCP - Hazard Analysis Critical Control Points (risk analysis and critical control points).

**SECTION II PRIMARY PRODUCTION**

Primary production should be managed in a way that ensures that food is safe and suitable for its intended use. Where necessary, this will include:

- avoiding the use of areas where the environment poses a threat to the safety of food;
- controlling contaminants, pests and diseases of animals and plants in such a way as not to pose a threat to food safety;
- adopting practices and measures to ensure food is produced under appropriately hygienic conditions.

- the transport, storage and handling of primary products at the place of production, provided that this does not substantially alter their nature;

The competent authority shall initiate the development of national guides to good practice for hygiene and for the application of HACCP principles.

**2.1 Environmental hygiene**

2.1.1. Preliminary measures for findings in the place of source

Hydro geological data should determine the watershed and the perimeter (area surrounding the body of water from which supplies are drawn or the water’s
point of origin in the ground) that can be sources of contamination. These critical areas should be protected as much as possible. Potential sources of contamination from the environment should be considered. In particular, primary water production should not be carried on in areas where the presence of potentially harmful substances would lead to an unacceptable level of such substances in food. All possible precautions should be taken within the protected perimeter (zone of protection) to avoid any pollution of, or external influence on, the quality of the ground or surface water.

2.2. Hygienic production (protection) of water supply

2.2.1. Protection of ground water supply
This expression includes the principle origin of any raw material for the production of food and of course the countries should have such standards that products arrive in this country do not contain pollutants. Very special attention should be paid to the control of pests and diseases as many control measures often include chemical, physical or biological, which may pose potential risk to human health.
If contamination is detected, production of bottled water should cease until the water characteristics have returned to established parameters.
Surface water intended for bottling should be protected from contamination to the fullest extent possible even when treatments follow. Surface water may be highly variable, so supplies should be tested frequently.

2.3. Handling, storage and transport of water intended for bottling

2.3.1. Water collection at point of origin
The extraction or collection of water intended for bottling should be conducted in such a manner as to prevent other than the intended water from entering the extraction or collection device. The extraction or collection of water intended for bottling should also be conducted in a hygienic manner to prevent any contamination. Where sampling points are necessary, they should be designed and operated to prevent any contamination of the water. The immediate surrounding of the extraction or collection area should be protected by limiting access to only authorized persons. Wellheads and spring outflows should be protected by a suitable structure to prevent entry by unauthorized individuals, pests, dust and other sources of contamination such as extraneous matter, drainage, floodwaters, and infiltration water.
2.3.2. Maintenance of water collection

Water disposal systems should be designed and constructed so that the risk of contaminating water is avoided. If wells used they should be disinfected after construction of new wells or pump repair or any other activity linked to well maintenance. Water accumulation rooms must be disinfected constantly within a reasonable time.

2.3.3. Transport of water intended for bottled water

When storage and transport of the water intended for bottling from the point of origin to the processing plant is necessary, these operations must be conducted in a hygienic manner to prevent any contamination. Where or when they are necessary, bulk containers and conveyances such as tanks, tanker trucks should be designed and constructed so that they:

- do not contaminate the water intended for bottling;
- can be effectively cleaned and disinfected;
- provide effective protection from contamination, including dust and fumes; and
- allow any situation that arises to be checked easily.

Vehicles should be maintained, and used only to transport water.

SECTION III FACILITIES DESIGNED PREMISES/EQUIPMENTS

Depending on the nature of the operations, and the risks associated with them, premises, equipment and facilities should be located, designed and constructed to ensure that:

- contamination is minimized;
- design and layout permit appropriate maintenance, cleaning and disinfec tions and minimize air-borne contamination;
- surfaces and materials, in particular those in contact with food, are non-toxic in intended use and, where necessary, suitably durable, and easy to maintain and clean;
- where appropriate, suitable facilities are available for temperature, humidity and other controls; and
- there is effective protection against pest access.
3.1. Location

Establishment preferably should be located in areas where the environment is not polluted.
Area should be fenced and cleaned, without unnecessary materials, protected from various sources of pollutants. Rain and other water must be eliminated through a well-functioning sewage system. Gutters must be repaired and cleaned well. Buildings must be designed to meet the conditions of production.

3.2. Buildings and facilities

Interior design and planning of food facilities must allow best practices of food hygiene, including protection against cross contamination between and during working with food. This should be applied as:

- Strong construction and genuine repair
- Building material, this should be entirely of certain quality suitable for use in food industry
- Adequate working space
- Planning this should ensure proper cleaning
- Hazard control
- Penetration-control of environmental pollutants
- Projection, which must be done to ensure separation based on locations or actions that could cause cross contamination
- Clean/contaminated areas with regulated process flow
- Temperature conditions in different rooms can change depending from the product being treated.

3.3. Food treatment premises

List of key words directed by special structures provided as follows:
- Floors (water resistant, non-absorbing, washable, non-slippery, fair and covered with plugs (for water drainage).
- Wall (non-absorbent, washable, light coloured with white tiles up to a certain height)
- Ceilings (easy to clean, anti mould, minimal condensation)
- Windows (easy to clean, nets preventing insects to enter premises if open)
- Doors (smooth, non absorbing and self closing where required)
- Stairs, ladders and additional structures (etc, platforms, stairs and slide channels) must be located and built to not cause contamination
- Upper structures and equipment should be installed in such way to avoid direct or indirect contamination, etc condensation and drainage
- Benches, toilets and places where animals are kept should be completely separate and should not be opened directly in the premises where food is treated.
- Materials like wood or alike are not allowed, except in certain special situations.

**SECTION IV WATER SUPPLY**

An adequate supply of potable water with appropriate facilities for its storage, distribution and temperature control, should be available.

Non-potable water (for use in, for example, fire control, steam production, refrigeration and other similar purposes where it would not contaminate food), shall have a separate system. Non-potable water systems shall be identified and shall not connect with, or allow reflux into potable water systems.

**4.1 Waste disposal and sewage**

Enterprises must have efficient flow of sewage and lines (including duct systems) should be large enough to carry heavy loads.

Continuous overflow of waste should be divided into different groups: biological waste, recycling of paper and cardboard, glass recycling / metal etc.. Regarding solid waste must be remembered that cross-contamination is often the case, if transferred from dirty places to clean.

Should be provided special object for the collection of waste and inedible material prior to removal from the enterprise

Facilities must be designed in such a way as not to m undo het pest penetration and contamination of the surrounding environment.

**4.2. Changing facilities and toilets**

Changing facilities and toilets should have an adequate location to prevent any contamination. Toilets must insure hygienic removal of unnecessary material. Self-closing doors must be provided for all washroom facilities. Changing facilities and toilets must be separate from-and not directly entered from-food-processing and -handling areas.

Facilities must provide cold and hot water taps for hand washing purposes that allow this process without having to touch the tap with hands. Hygienically
washing and drying hands must be carried out by hand paper towels or hand dryer (with hot air). Hand washing notices must be placed showing that hand washing and disinfection is obligatory.

4.3. Hand washing facilities in food processing areas

Hand washing devices must be placed in appropriate manner as described above.

SECTION V LIGHTNING

Adequate natural or artificial lighting should be provided to enable the undertaking to operate in a hygienic manner. The intensity should be adequate to the nature of the operation. Lighting fixtures should, where appropriate, be protected to ensure that food is not contaminated by breakages.

5.1. Ventilation

Adequate means of natural or mechanical ventilation should be provided, in particular to:

- minimize air-borne contamination food, for example, from aerosols and condensation droplets;
- ambient temperatures control
- odours control which might affect the suitability of food; and
- humidity control, where necessary, to ensure the safety and suitability of food.

Ventilation systems should be designed and constructed so that air does not flow from contaminated areas to clean areas and, where necessary, they can be adequately maintained and cleaned.

Adequate ventilation to prevent ever-increasing temperatures, steam condensation or dust in order to allow removal of contaminated air. In case of cross contamination preliminary measures must be engaged for example flow of air from contaminated to uncontaminated areas. It is hard or nearly impossible to define the adequate term because rooms are used for multiple purposes; for smoking, boiling etc in different temperatures and moistures.

5.2. Equipments and utilities, sanitary projection and construction
All equipments used in food treatment areas that may have contact to food must be made of material that:
- do not consists toxic substances, smell or taste
- is corrosion-resistant
- is non-absorbent
- allows repeated cleaning and disinfection
- have smooth surface (no tough)

Many countries in the world have the official body for approval of material intended for use in food industry. Countries in which such bodies are not established often use the criteria adopted by Codex Alimentarius Standards

After appropriate material is selected equipments should be located so that it prevents hygiene hazards and allows full and easy cleaning disinfection and inspection. Immovable equipments must be installed in such way allowing easy access and full cleaning. As regards liquid products that flow through closed tubes it is very important that the tubes are installed in such way allowing welding, connection and filling etc to be washed appropriately.

Containers which used for disposable materials and unnecessary material must be made of metal, plastic or other alike material that allows easy cleaning and may be used alternatively.

SECTION VI CONTROL OF OPERATION

The objective of operation control is to produce bottled water which is safe and suitable for human consumption by:

- formulating design requirements with respect to raw materials, composition, processing, distribution, and consumer use to be met in the manufacture and handling of specific food items; and
- Designing, implementing, monitoring and reviewing effective control systems. Control of risks to food production will be addressed in detail in specific and advanced training course.

6.1. Food control and monitoring equipment

Equipments used in water processing industry are designed to achieve particular purposes. (Example: temperatures and other conditions necessary for safety and suitability can be rapidly achieved and maintained). Such equipment should also be designed to allow current parameters to be monitored and controlled. These requirements are intended to ensure that:
- harmful or undesirable micro-organisms or their toxins are eliminated or reduced to safe levels or their survival and growth are effectively controlled;
- where appropriate, critical limits established in HACCP-based plans can be monitored and
- Temperatures and other conditions necessary to food safety and suitability can be rapidly achieved and maintained.

6.2. Raw material

Acceptance and storage of raw material should be treated in the way that it remains suitable.
Time must be used for product analysis, quick tests to show quantitative quality and organoleptic controls. Only raw material and ingredients that are clean and safe may continue to further processing.

6.3. Prevention, cross contamination

There should be no or minimum contact between incoming material and processing areas because of high risk of cross contamination. If such contact cannot be avoided then extraordinary preliminary measures should be taken and incorporate them as part monitoring procedures, hand washing, changing of footwear and clothes.

SECTION VII TRACEABILITY

7.1 Influence
Food business operators must
- to have the opportunity to identify from where product is received and to whom it is sent;
- have set up systems and procedures that allow this information to be available to the competent authorities in case of submission of this application.

This criterion is based on the approach "a step back" - "one step ahead", which implies that food business operators:
- Must have created a system that enables them to identify the immediate supplier and the consumer directly to their products.
- Connection "supplier-product" should be established (which products are received from that supplier).
Connection "customer-product" should be established (which products are supplied to which customers). However, food business operators must not identify direct customers when they are final consumers.

7.2. Contribution/influence
Although traceability is not a new notion in the food chain is the first time that the obligation of all food business operators to identify suppliers and recipients of their food directly to people or animals, it is defined exactly in the horizontal legal text of the community.

7.3. Reaction time data availability of traceability

Food business operators shall have in place systems and procedures to ensure traceability for their products. Although this article does not give details about these systems, the use of the term "systems" and "procedure" reinforces a structured mechanism that has the possibility of extracting information in the event of a claim by the competent authorities.

• The most important point to have a good created system of traceability, time is needed to present the information accurately and quickly. Delays in the submission of this relevant information to "undermine" an immediate reaction in case of crisis.
• Minimum information that falls within the first category described above should be available without delay to the competent authorities.
• Information that is part of the second category should be available as soon as it is practically reasonable, within the time limits in compliance with the circumstances.

SECTION VIII STORAGE AND PACKAGING

All process phases involved in production and packaging must be completed with no delay in order to prevent possible contamination, or development or pathogenic micro organisms.

Packaging material should be safe, and insure protection from contamination and must be used for other purposes. Packaging must be carried out in such way to prevent product contamination.

8.1. Storage and transport of final product

Storage and transportation are carried out in such way to allowing maintaining of the high hygienic standard achieved during the packaging process. Physical conditions should be in accordance with product characteristics.

8.2. Maintenance and public hygiene

The objective of maintaining public health is to establish effective systems for:
- insuring maintenance and appropriate/adequate cleaning
- control of hazards
- treatment of disposal material and monitory public hygienic procedures
Facilities, equipments, etc. including sewage system must be maintained and repaired in appropriate in order to:
- insure all public hygienic procedures
- function especially during critical phases,
- prevent food contamination from metal shards or other chemical material

**SECTION IX CLEANING**

Cleaning is a physical method (scrubbing, turbulent flow etc) or chemical method (detergents, alkalis and acids) in order to remove gross debris from equipments etc. Before planning cleaning program it is critical to know types of contamination on surfaces which need to be cleaned. If cold water is used more detergent should be added and vice versa.

**9.1. Cleaning equipments**

Cleaning equipments (buckets, brushes etc) must be kept in adequate places. Equipments must be easy to clean and manoeuvre with cold and hot water and steam.

**9.2. Detergents**

Any substance able to substitute necessary mechanic force for removal of residues with physic-chemical forces may be classified as detergent. Detergents have an impact on working force used in cleaning. Only water is inefficient agent because of high surface pressure. When detergent is added into water it enables the contact between water and surface residues allowing water to penetrate the residue.

A good detergent must have characteristics as follow:
- fully smoothes water
- fully soluble in water
- not corrosive to surfaces
- Non-toxic and not bio-degenerate
- Economic to use

Must contain:
- Moisture or good penetration ability
- Ability to emulate with fats
- Ability to solute solid food substances
- dismantle ability
- good washing characteristics
- Ability to avoid rust

No detergent can be considered as universal. No alkali or acid can fulfil requirements of a detergent if used alone.

Types of chemical components that used for cleaning purposes described above are:
- Alkali and basic salts
- Surface-active agent
- Isolating agents
- Inhibitory (anti corrosive agents)
- Acids
- Protective material

9.3. Detergent choice

Types of metals and materials used in construction of spaces that must be cleared strictly limit choice of detergents.

Al and Fe, which is often used as non-galvanized, may quickly strain from detergents containing alkali or acid. Although the detergent may have such formula which does not damage these metals, their efficiency as agents often reduces during cleaning. In cases where it is appropriate to do manual cleaning should be used soft detergents. Automatic cleaning techniques enable the use of extreme detergents.

Depending on current conditions, it is recommended to use a single chemical substance (etc sodium carbonate), if other option definitely has no cleaning agent.

In most cases the choice of suitable detergent must be compromise between the efficiency of detergent, the need for stored metal, building material, and personnel security, methods for cleaning and economical way.

Price of detergent is no indication of its effectiveness. Existing tests only certain detergent during the cleaning process will be very special to witness its effectiveness.

9.4. Disinfection

The main goal of the program to check the activity clearance is adequate for microbiological cleaning. Even though it will eliminate almost all contamination pollution which is present, will not deflect all micro organisms. It requires second-step disinfection.

Disinfection is defined: the destruction of micro organisms but usually bacterial spores too. This does not necessarily involve destruction of all micro organisms, but only reduce their level to no harmful level to human health. The term is applicable in the commercial context for treatment facilities and raw materials.
This definition supposes that when the total number of surviving microorganisms is low unwanted species, such pathogens show up in lower numbers.

Disinfectant methods can be divided into two groups:
- Non-chemical disinfectant methods
- Chemical disinfectant methods

### 9.5. Non-chemical disinfectant methods heat/steam

In many cases the steam is very good for disinfection, but may be inappropriate or impractical as that is expensive, can cause material demolition, change shape equipments and cause condensation problems. Insufficient heating may result in microorganisms’ incubation in impassable in parts of the machine or equipment.

### 9.6. Chemical-disinfectant Methods

The crucial condition of the effective program for chemical disinfection is clean surface. In order to achieve germ control, the program for cleaning disinfection should be complete, fully customizable and efficient. Disinfection will not include practices of improper cleaning. The choice of chemical disinfectant is determined by these factors:
- Public health regulations
- Spectrum efficiency, etc ability to eliminate many species of microorganisms
- Must be effective under conditions of use, etc quick action
- The presence or absence of organic matter
- Corrosive characteristics
- Type space for disinfection
- Non-toxic and gentle to the skin
- Should not affect the taste or smell of food
- Must wash easily, leaving no toxic residue
- Easy to prepare and used
- Should be safe during processing and should not affect the operators using it.

### 9.7. Disinfectants

Manufacturers offer a high number of disinfectants by stating that their product is the best in the market. However, only products which are suitable for the food industry include appropriate chemical substances to one of these groups;
- Chlorine and mixtures, which releases
- Compounds of ammonia
- Phenol compounds
- H2O2
- Ethanol
Chlorine group and its mixtures are the best and most efficient disinfectants. Sodium and calcium are cheap and often used as disinfectants.

Salts produced by acidic salts have characteristic smell which is considered to be active germ killer. A practical defect of disinfectants is that they contain chlorine which represents a risk of corrosion for all common metals.

If the use of salts is very important to ensure that salts acids never mix because of the creation of toxic gases, which can cause severe injuries to personnel.

9.7.1. Choosing disinfectants

Choose of disinfectants depends on several factors; one of these factors is the supply situation. There are cases when a specific disinfectant is sold by a single or few companies.

Disinfectant costs are important therefore one must compare prices with disinfectant characteristics before deciding which one to buy. The disinfectant guarantees no necessary level of previous hygienic cleaning.

9.8. Cleaning / disinfection (PDDs) general concepts

It is recommended that the theoretical study in order to PPD detailed and perfect in order to adequately established routine:
- Space for cleaning
- Collecting for cleaning
- Avoiding unnecessary inert materials
- Pre-washing water
- The application of detergent
- Washing
- Disinfection
- After-washing
- Post-treatment
- Terminal degradation
- Normally new disinfection should be performed before the process continues

Cleaning equipment including pipe lines can be done without dismantle - this is cleaning in place (CIP). Equipment must be designed for this type of cleaning: the minimum speed of the driving current flow and should ensure that all parts of the system are properly cleaned.

PNV must be registered and signed by the person in charge and managing staff should include optimal efficiency considering the optimal food safety. PPD in final form part of the employment base for the HACCP team.

9.8.1. Control cleaning and disinfectants
PPD can be controlled by bacteriological methods and visual inspection. If applied visual control it must be carried out systematically and staff should be trained in particular.

However, neither visual nor bacteriological control will individually provide sufficient information on the effectiveness, however if both applied at the same time it will be possible to evaluate PDP efficiency.

**9.9. Cleaning / General procedures**

Immediately after the completion of work, floor (including drying) supporting structures and spaces where the walls of treated food must be completely cleaned and organized the production process.

By-product and unnecessary material should be treated and removed from the facility in order to avoid contamination of food and drinking water. The space for these products must be clean and disinfected.

Pesticides and other toxic substances that pose a risk to health must be clearly labelled and stored in closed rooms or cabinets and used only by authorized personnel.

**9.10. Control determinants**

Because the harmful event may occur when food reserves are available, PMH should be applied to avoid the environment in which pests can survive. Buildings must be kept in good condition to prevent penetration of harmful and to eliminate potential breeding sites. Cracks, dry material and other places where pests can penetrate must be kept closed.

Treatment of disposal material

Procedures for the removal of disposal material must be established for avoiding their accumulation.

Accumulation sites of disposal material should be cleaned in adequate manner.

**SECTION X PERSONAL HYGIENE**
Personal hygiene will usually be the main element of the term "hygiene", the reason for this is: the bacteria that cause disease or harm may be transferred through surface and food by workers dealing with treatment of food products.

Of course this risk decrease proportionally with the growth of processes especially when the product is moved to closed system.

10.1. Hand washing

Careful and frequent washing of hands will help to reduce contamination. Therefore the hand washing facilities must be available and fully operational. It must be made clear to employees that washing hands must be carried out:
- Before they start to work
- After using the toilets,
- After touching unclean objects and materials
- Before and after smoking and eating

It must be made clear to the staff that their hands will become unclean in case they scratch their scalp (hair), touch their clothes or nose and etc. This way bacteria can be transferred to hands and then to the food that is treated by hand.

Hand washing instructions must be followed. It is recommended the use of special bacterial static soap or immersion of hands after washing and laundring for the extermination of bacteria, etc. Use of nail brushes is recommended because bacteria often hide under nails

10.2. Working clothes

Clothes of food industry workers should be clean. The aim is not to protect contamination but to protect food from contamination.

Work clothes should be used only in the working spaces. Any staff member coming inside from contaminated areas should be stopped if he/she does not change the clothes. Routine work should be planned ahead for workers that will be working in contaminated or uncontaminated areas.

Personnel may be allowed to go from working spaces clean those dirty, but never the opposite, only when changing clothes and washing hands. Work clothes should be comfortable and easy to wash. Their design should impel good hygiene habits, those with light colour should be cleaned more often than those with dark colours.
Work clothes should not have adornments (jewellery, buttons, etc.). Ornaments and watches should be removed during the work because they can be sources of contamination and may complicate hand washing process. Polished wedding ring is normally permitted, however recommended to remove while working.

Clothes for working should be provided by the food production company. However, in order to ensure a certain level of hygiene it is recommended to hire a service company. Arrangements for storage of equipment should be available outside the toilets and baths.

10.3. Hair covering

Hair and beards are normally contaminated with bacteria. In order to prevent contamination of food, covering the hair or beard (moustache too) in working spaces is mandatory.

There are different types of hair covering used in food industry. It’s important that hair be covered permanently with clean covers.

10.4. Gloves

If use of gloves is recommended, then gloves and hands should be kept in good hygienic condition. Otherwise it is better to avoid their use.

Gloves may be of rubber or plastic and used to protect food from contamination.

Gloves can also be used to protect hands from knife cuts but they must be made of steel in this case. I take a high care level in order to maintain hygienic standard of these gloves.

10.5. Staff health provision

People known, or suspected, to be suffering from, or to be a carrier of a disease or illness likely to be transmitted through food, should not be allowed to enter any food handling area if there is a likelihood of their contaminating food. Any person so affected should immediately report illness or symptoms of illness to the management. The management decides whether the employee should leave or stay.

Based on the EU legislation one should undergo medical examination before starting to work in the food industry.
10.6. Injuries

Any person who has cut or wound should not continue with the treatment of food or surfaces in contact with food, before the wound is not protected with steady cover from humidity and have visible colour.

For this purpose facilities must have adequate first aid supplies.

10.7. Visitors

The repair of equipment may be necessary, inspectors have the right to enter, personnel management and the HACCP team visiting manufacturing, processing or handling areas should, where appropriate, wear protective clothing and adhere to the other personal hygiene provisions in this section.

10.8. Hygiene training

Those who are involved in working with food and who are direct or indirect contact with food must be trained and/or instructed on food hygiene to the level suitable for work that is performed.

Training is important for any food hygiene system. Inadequate hygiene trainings are potential risk to food safety. Company management must plan for adequate and ongoing trainings for all sections. Trainings should be on hygienic food handling and personal hygiene in order to understand what precautions necessary to prevent food contamination.

These trainings are mandatory within the EU, before staff employment. Factors to take into account in assessing the level of training required include:

- the nature of the food, in particular its ability to sustain growth of pathogenic or spoilage micro-organisms;
- the manner in which the food is handled and packed, including the probability of contamination;
- the extent and nature of processing or further preparation before final consumption;
- the conditions under which the food will be stored; and
- the expected length of time before consumption.

Training programmes should be routinely reviewed and updated where necessary. Systems should be in place to ensure that food handlers remain aware of all procedures necessary to maintain the safety and suitability of food.
SECTION XI PRODUCT INFORMATION AND CONSUMER AWARENESS

It is important to understand that the customer is an important link to food chain of safety. Thus final security information on the product and awareness are important parameters to be included in the chain from farm to table.

Products should bear appropriate information to ensure that:

- adequate and accessible information is available to the next person in the food chain to enable them to handle, store, process, prepare and display the product safely and correctly;
- the lot or batch can be easily identified and recalled if necessary.

Consumers should have enough knowledge of food hygiene to enable them to:

- understand the importance of product information;
- make informed choices appropriate to the individual; and
- prevent contamination and growth or survival of food borne pathogens by storing, preparing and using it correctly.

Information for industry or trade users should be clearly distinguishable from consumer information, particularly on food labels.

Insufficient product information, and/or inadequate knowledge of general food hygiene, can lead to products being mishandled at later stages in the food chain.

Such mishandling can result in illness, or products becoming unsuitable for consumption, even where adequate hygiene control measures have been taken earlier in the food chain.

SECTION XII GOOD MANUFACTURES PRACTICES (GMP)

After evaluation of the company on grounds of hygienic considering, the following aspects will be addressed in practice. Operations and processes applied in the factory premises shall, equipment, material, personnel and data services to produce sustainable products, which fit their specifications (defined by its object and / or internationally accepted standards) and which are properly protected from contamination and decay. Established manufacturing procedures, including relevant activities and care are necessary to ensure that all persons involved in these procedures understand what should be done, how to avoid mistakes, which can affect the quality and food safety.
Effective work in manufacturing is:

- Production processes, equipment, activities etc are fully determined ahead and reviewed in a systematic manner taking into account the experience,
- Tools required are provided, including:
  - qualified personnel properly adequate
  - premises and appropriate spaces,
  - adequate equipments,
  - specified material
  - storage and appropriate transport.
- Instructions and procedures are written in clear and unambiguous language.
- Operators are trained to carry out and document procedures.
- Notes, records (by hand or record device) during production, to prove that certain procedures are performed
- Records of manufacture (including distribution) that enable the complete history of a batch to be traced are retained in a comprehensible and accessible form
- A system is available for recalling any batch of product from sale or supply.

**SECTION XIII HACCP Hazards Analyses Critical Control Points**

The entire implementation of procedures based on HACCP principles, jointly with application of good hygiene practices, should increase the responsibility of food establishments.

**13.1. Hazard analysis and critical control points**

1. Food business operators shall put in place, implement and maintain a procedure or permanent procedure based on HACCP principles.

2. The HACCP principles referred to in paragraph 1 of this article consist of following:

(a) Identifying any hazards that must be prevented, eliminated or reduced to acceptable levels;
(b) Identifying critical control points at steps which control is essential to prevent or eliminate a hazard or to reduce it to acceptable levels;
(c) Establishing critical limits at critical control points which separate acceptability from unacceptability for the prevention, elimination, or reduction of identified hazards;
(d) Establishing and implementing effective monitoring procedures at critical control points’;
(e) Establishing corrective actions when monitoring indicates that a critical control point is not under control;
(f) Establishing procedures, which shall be carried out regularly, to verify that the measures outlined in subparagraphs (a) to (e) are working effectively; and
(g) Establishing documents and records commensurate with the nature and size of the food establishment to demonstrate that effective application of the measures outlined in subparagraphs (a) to (f).

When any modification is made in the product, process or any step, food establishments shall review the procedure and make the necessary, changes to it.

3. Paragraph 1 shall apply only to food establishments carrying out any stage of production, processing and distribution of food after primary production and those associated operations listed in Annex 1.

4. Food business operators shall:

(a) Provide the competent authority with evidence of their compliance with paragraph 1 in the manner that the competent authority requires, taking in to account of nature and size of the food business
(b) Ensure that any documents describing the procedure developed in accordance with this article are up-to date at all times;
(c) Retain any other documents and records for an appropriate period.

13.2. Critical Control Point “Tree of Decision”

General CCP “Tree of Decision”
General CCP Decision Tree

Q1. IS THERE A HAZARD AT THIS PROCESS STEP? WHAT IS IT?
   - Yes
   - No → Not a CCP → Stop *

Q2. DO PREVENTIVE MEASURE(S) EXIST FOR THE IDENTIFIED HAZARD?
   - Yes
   - No → Modify step, process or material
   - Is control necessary at this step for safety?
     - Yes
     - No → Not a CCP → Stop *

Q3. IS THE STEP SPECIFICALLY DESIGNED TO ELIMINATE OR REDUCE THE LIKELY OCCURRENCE OF THE HAZARD TO AN ACCEPTABLE LEVEL?
   - No
   - Yes

Q4. COULD CONTAMINATION OCCUR AT OR INCREASE TO UNACCEPTABLE LEVEL(S)?
   - Yes
   - No → Not a CCP → Stop *

Q5. WILL A SUBSEQUENT STEP OR ACTION ELIMINATE OR REDUCE THE HAZARD TO AN ACCEPTABLE LEVEL?
   - Yes
   - No → Not a CCP → Stop *

* Stop and proceed with next hazard at the current step or the next step in the described process.
SECTION XIV DOCUMENTS AND RECORD KEEPING

Maintain of documentation and their protocol in effective manner is essential for applying Good Hygiene Practices. Food business operators must keep and retain records relating to measures taken to control hazards in an appropriate manner and for an appropriate period, in accordance with their nature and capacity.

The document for the use of methods and procedures should exist

Records during the training program for the employees

It is important for the operator demonstrating that all principles are applied correctly and the documentation is saved (systemized) according to the nature and operational number.

The documentation of procedures through the all process phases are included in the manual and controlled by the management staff.
### Proof of cleaning and disinfection

Performed cleaning according to the cleaning plan

Establishment:

Month: _______________________  Year: _______________  Area:

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Pest prophylaxis

Establishment:

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Person in charge:

________________________________________________________________

If applicable pest control company:

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Checklist C&D*: Tidiness of Washrooms

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Following equipment should be checked **at least 3 times per day!**

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Staff training on hygiene
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Place/Date:
Duration:
Leader of the introduction:
Topics: ● ● ● ●

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Approved by:
Valdet Gjinovci, Chief Executive Officer of FVA
Date: XX. XX. 2012