

- 1 Turn engine off
- 2 Ring doorbell
- 3 Immediate loading / unloading
- 4 Do not eat, drink
- 5 Hygienic loading and unloading
- 6 No jewellery
- 7 No smoking
- 8 Drive away with closed door

# Hygiene Rules for visitors and (external) mechanics

## Before entering the production area you must be informed of the applicable hygiene regulations

- 1** The production area should only be entered after permission and under the supervision of an assigned employee.
- 2** Do not wear jewellery (watches, necklaces, rings, earrings).
- 3** Clothing must be covered till below the knee.
- 4** Hair should be covered completely.
- 5** Wear prescribed clothing and footwear.
- 6** Do not use heavy make-up or perfumes.
- 7** Wash hands before entering the production area.
- 8** It is not allowed to eat (including medications), drink or smoke.
- 9** Avoid contact with foodstuffs.

## Additional rules for mechanics

- 10** You shall not commit maintenance or repairs in the direct vicinity of foodstuffs. If repairs are required, first call the production manager so that all foods can be adequately protected against product contamination.

## Hand washing

With our hands we hold tools, we process products, use packaging materials and we turn the doorknob of the toilet. Our hands are an important potential source of contamination.

Wash and disinfect your hands therefore:

- before starting work
- before and after each break
- after each toilet visit
- when changing department
- when transferring from an unclean area (such as toilets, canteen, offices and technical workshop) to a clean area (such as production areas and warehouses).

**Note:** wearing plastic gloves is not sufficient. These gloves should be regularly washed or replaced (herewith simultaneously clean your hands).

## Clean headwear

Hairs are distasteful, they often contain microorganisms. During the day we lose hair. Wearing a hat is essential.

## Clean clothing

On the company you put on your work clothes. This avoids the entry of "street dirt" in the production areas. Of course you make sure that you put on clean working clothes.

## Clean boots / shoes

Your boots or shoes are dirt carriers. Avoid the spreading of dirt, when switching from unclean to clean areas, by carefully brushing.

## Plasters on wound surfaces

Cover wounds with prescribed (metal detectable) plasters.

## Cross-contamination

Cross-contamination is the transfer of microorganisms from dirty to clean products, from infected to uninfected products, dirt tool clean products etc. Therefore clean not only your hands but also your resources as gloves, tools, measuring instruments, etc. Avoid cross contamination!

## Eating (including medications), drinking or smoking

Eating, drinking and smoking on the work floor is prohibited. The risk of contamination of products is much too high.

## Jewellery, nail polish, heavy make-up and perfume

Jewellery should not be worn during work. Jewellery are unsafe for yourself and the product. Nail polish is not permitted. It can peel and thereby contaminate the product, moreover you can't see if there's any possible dirt under your nails. Do not use heavy make-up or perfume.

## Garbage

Dispose garbage always in the correct (for this purpose provided) bin.

Remember that hygiene does not end when production stops.

# Hand washing

- Before starting work
- Before entering the production area
- When changing the workplace
- After every break
- After visiting the toilet
- After emptying garbage cans, waste bins
- After touching the mouth, nose, hair, etc. or other people
- After sneezing or coughing into your hands
- When hands are dirty or have food particles stuck to them
- After cleaning activities

## Hand cleaning procedure



Wet your hands



Use soap dispenser



Distribute soap



Palms against each other



Between fingers



Fingertips



With closed fingers



Thumbs into palm



With fingertips in palm



Rinse with water



Use paper wipes



Dry palms and back of hands

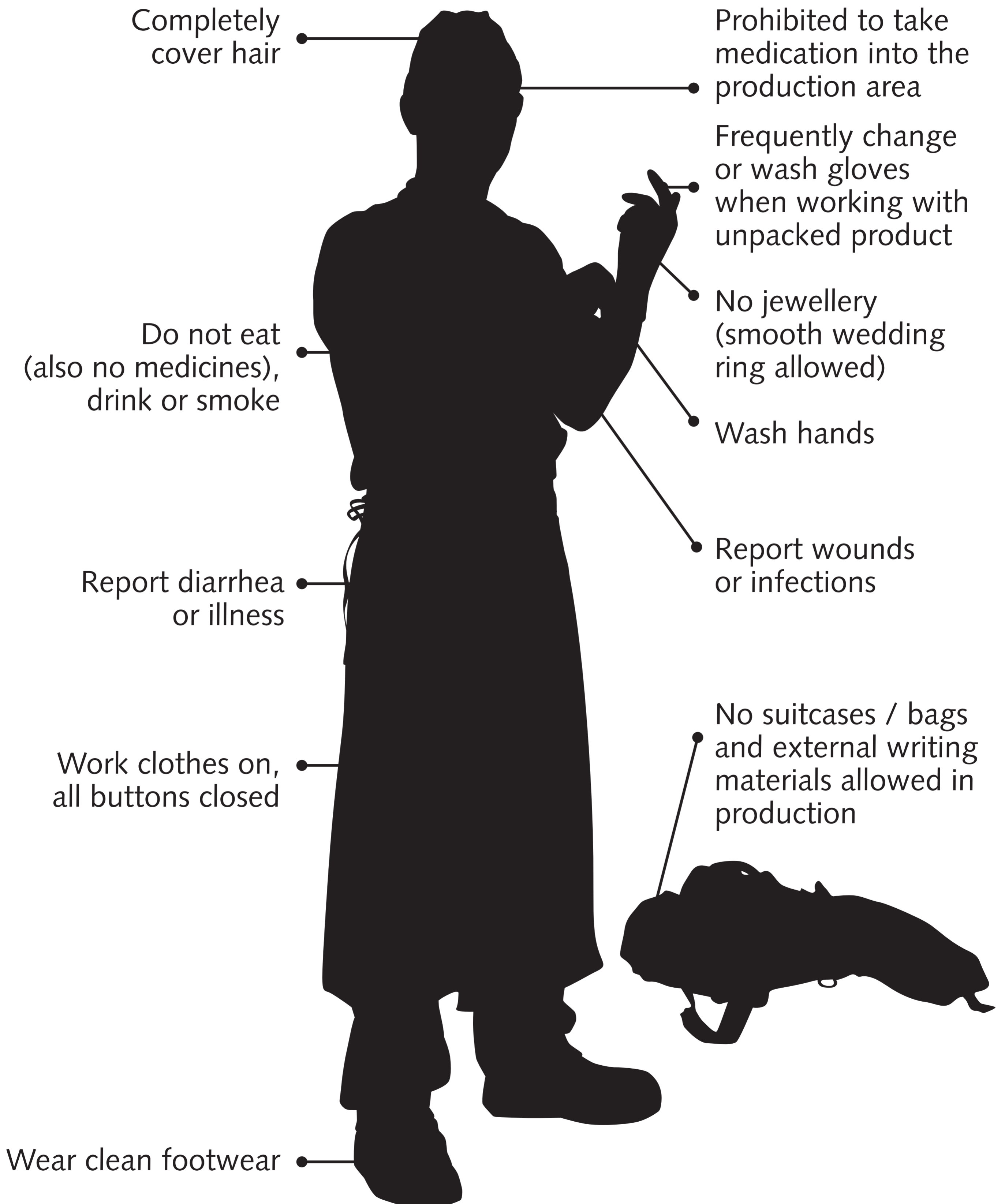


Dry fingers and around the nails



Towels in waste bin without lid

# Overview rules in production areas



## The following rules shall apply

### Hygiene

- Keep the department clean and tidy.
- Do not place product directly on the floor.
- Do not place materials directly on the floor which thereafter can cross-contaminate the product.
- All products should be covered when not in use.
- Avoid cleaning when product is present as much as possible.  
If there is no other possibility: cover product good, place product far away and do not spray in the direction of the product.
- Wood and cardboard (unnecessarily) in the production areas should whenever possible be avoided.
- Do not put crates, buckets etc. on the ground, but on trolleys, roll containers or plastic pallets.
- Cover products during breaks and (temporary) storage with plastic foil.
- Crates and containers must not be put together as this may cause cross contamination (no crates on open product).
- When packing material is present in the production area, and not used, it should be protected against contamination and as quickly as possible to be stored in the right place.

### Other

- Cleaning products and chemicals should always be encoded with the content.
- These products may only be used by trained and designated personnel.
- These products should be stored immediately after use at the prescribed place and should never stand beside uncovered product.
- Keep doors closed as much as possible to prevent temperature fluctuations and to save energy.
- In case of critical allergens there should be strictly acted. Especially with the introduction of peanuts, the whole company must be alert to the possible severe allergic reactions of consumers (such as hives, Oedema or anaphylactic shock).
- Staples, paper clips and snap-off blades are not allowed in the production areas.

- 1** Only receive deliveries from approved suppliers.
- 2** Only receive products, of which approved specifications exist.
- 3** Only receive products under signed supplier conditions of our company.
- 4** The driver may only load / unload, after the vehicle has been signed in.
- 5** The driver and vehicle should comply to our requirements regarding hygiene.
- 6** The driver must comply with the applicable outside rules.
- 7** The receiver checks the delivery on:
  - Order quantity
  - Temperature
  - Transportation Conditions
  - Personal care driver
  - Packaging
  - Labeling
- 8** The temperature requirements in the goods receiving form must be complied.
- 9** This temperature can optionally be measured with a thermometer, which is disinfected before and after use.
- 10** All audit observations, corrective actions and comments must be recorded on the goods receiving form.
- 11** Also the delivery is recorded in the internal traceability system.
- 12** If necessary, a process sample of the delivery can be taken.

## Instruction 1: Maintenance

- 1.1** During maintenance within the company building e.g. machine maintenance, cleaning and replacement of glass, all products in the immediate area of the maintenance must be safely covered or removed.
- 1.2** If maintenance takes some time, all products must be placed (back) in the relevant refrigerators or freezers.
- 1.3** Within the company only food grade (edible) lubricants are allowed for lubricating machinery, etc.
- 1.4** In all places where machinery lubricants are used, and where there is a risk that these may come into contact with the product, its rotating parts are shielded by means of plastic seals.
- 1.5** Maintenance according to service contracts are always registered.
- 1.6** Explicit repairs must be announced with the repair order form.
- 1.7** Logbooks should be kept of all the machines.
- 1.8** Explicit attention should be paid to glass.

## Instruction 2: Programming machines

- 2.1** The programming of the machines of our company is done in consultation with the management. These special adjustments are company secret.
- 2.2** Equipment which is present in our company is adjusted to the product composition. If a device is purchased it therefore must be adjusted to the products that the company conducts.
- 2.3** If necessary, the equipment must be adjusted first before it can be used. This to guarantee product safety, quality and compliance.
- 2.4** If during installation a failure or maintenance takes place, the products must be thoroughly checked for defects to the product.
- 2.5** If the defects repaired they are checked and may be released.
- 2.6** If the shortcoming is seriously the product must be destroyed.