

OPERATIONAL GUIDELINES FOR REBAGGING CSB

Date: 04/06/2010

Version: 1.0

1. Trial:

Working trials should be implemented before to launch the operation on a larger scale.

2. Bag selection

Bag selection to be made according to their state, damaged bags should be discarded and counted as loss.

Dirty bags should be cleaned before to be tipped into the hopper.

3. Opening of CSB Bags

Staff employed to open bags will almost certainly be using knives or cutters. These are at risk of falling into the CSB hopper unless they are attached by a chord to the worker's wrist.

The bagging machine supplier should fit some permanent magnets on the machine to reduce the risk of metal getting into the product, but prevention at the worker's end is recommended.

4. At start up:

- *For clean bags only* -

- For each bag line Man 1 takes bags in readiness for tipping.
- Start the machine.
- Man 2 tips bags into feed hopper while screw conveyor is running.
- While machine is running Man 1 continues to takes bags and Man 2 loads hopper.

5. Unloading bin

- At the bagging end, immediately do bagging.
- Each bag will be weighed – it should contain 25kg net.
- Bag containing good CSB should be immediately stacked with good product.
- If WFP uses a sifter:
 - At the coarse and reject end, immediately do bagging.
 - Each bag will be weighed – the weight should be recorded in a book.
 - Bag containing rejects should be stack in a separate part of the warehouse.

6. Special Note on Bagging

The new bags for the re-processed CSB should have an inner liner but it may need to be stitched along with the outer. Bags need to be folded prior to be doubly stitched.

7. General recommendations

Hygienic conditions must be maintained at any time during the operation. This includes informing workers BEFORE starting the operation and disposal of panels/flipcharts in local language to remind them what their obligations are.

Each worker who is in contact with the product should wear a white hat, nose and mouth mask, white apron, gloves.

Gloves must be changed each time they are in contact with something other than CSB (i.e. ground, external part of the bag, after having been in the rest room, etc.).

The product (CSB) in contact with the ground, floor should NOT be re-bagged as good CSB, it should be discarded as loss.

Hat, gloves disposal container should be accessible at the entry of the restrooms. Restrooms must have hand washing facilities. New gloves disposal should be available near the process area, cloak area and restrooms.

Smoking is strictly forbidden in the process area.

Spitting is strictly forbidden in the process area.

Sweeping of the process area should be done at least once a day but regular check of the cleanliness should be done by a quality supervisor.

Check list for supervisor:

<i>Topics</i>	<i>Yes</i>	<i>N</i>
<i>Equipment location permits adequate maintenance and cleaning</i>		
<i>Equipment location facilitates good hygiene practices, including monitoring</i>		

Building design and layout

<i>Topics</i>	<i>Y</i>	<i>N</i>
<i>Surfaces of walls, partitions and floor are made in impervious material</i>	<i>s</i>	
<i>Walls and partitions have a smooth surface up to a height appropriate to the operations</i>		
<i>Floors are constructed to allow adequate cleaning</i>		
<i>Ceilings and overhead fixtures are constructed and finished to minimize the build up of dirt and condensation, and the shedding of particles</i>		
<i>Windows are easy to clean, are constructed to minimize the build up of dirt and where necessary, is fitted with removable and cleanable insect-proof screens.</i>		
<i>Doors have smooth, non-absorbent surfaces, and are easy to clean.</i>		
<i>Working surfaces that come into direct contact with food are in sound condition, durable and easy to clean, and maintain.</i>		

Equipment

<i>Topics</i>	<i>Yes</i>	<i>No</i>
<i>Equipments are clean and maintained</i>		
<i>Equipments are capable of being disassembled to allow for maintenance, cleaning, disinfection and monitoring.</i>		

Containers for waste and inedible substances

<i>Topics</i>	<i>Yes</i>	<i>N</i>
<i>Containers for waste, or inedible substances are specifically identifiable, and suitably constructed.</i>		
<i>Containers used to hold dangerous substances (fumigants) are identified, and where appropriate are lockable to prevent accidental contamination of food</i>		

Water supply

<i>Topics</i>	<i>Yes</i>	<i>N</i>
<i>Non potable water can not contaminate food</i>		

Waste disposal

<i>Topics</i>	<i>Yes</i>	<i>N</i>
<i>Adequate waste disposal are constructed</i>		

Cleaning

<i>Topics</i>	<i>Yes</i>	<i>N</i>
<i>Facilities are constructed to clean utensils and equipments are available</i>		
<i>Storage facility is constructed to store cleaning products</i>		

Personnel hygiene facilities and toilets

<i>Topics</i>	<i>Yes</i>	<i>N</i>
<i>Adequate means of hygienically washing and drying hands, including wash basins and a supply of water are available</i>		
<i>Lavatories of appropriate hygienic design are available and clean</i>		
<i>Adequate changing facilities for personnel are available and clean</i>		

Air quality and ventilation

<i>Topics</i>	<i>Yes</i>	<i>N</i>
<i>Adequate aeration to avoid contamination of food by dust, droplets, etc.</i>		
<i>Adequate ventilation to control odors which might affect the suitability of food</i>		

Lighting

<i>Topics</i>	<i>Yes</i>	<i>N</i>
<i>Adequate lighting to avoid color misleading</i>		
<i>Lighting fixtures are protected to ensure that food cannot be contaminated by breakages</i>		

Storage

<i>Topics</i>	<i>Yes</i>	<i>N</i>
<i>Facilities are constructed to permit adequate maintenance and cleaning</i>		
<i>Storage facility is constructed to avoid pest access</i>		
<i>Storage provide an environment which minimizes the deterioration of food</i>		

Hygiene of personnel

Personal cleanliness

<i>Topics</i>	<i>Yes</i>	<i>N</i>
<i>Food handlers wear suitable protective clothing (cap, apron, mask, where appropriate)</i>		
<i>Personnel cuts and wounds are correctly covered</i>		
<i>Personnel wash their hands at the start of food handling activities, after using toilet, after handling raw food or contaminated material – especially people handling CSB</i>		

Personal behavior

<i>Topics</i>	<i>Yes</i>	<i>N</i>
<i>Personnel are not smoking within the production facility</i>		
<i>Personnel are not spitting within the production facility</i>		
<i>Personnel are not chewing or eating within the production facility</i>		
<i>Personnel are not sneezing or coughing over unprotected food</i>		
<i>Personnel are not wearing jewellery, watches, pins or other items within food handling areas</i>		

Visitors

<i>Topics</i>	<i>Yes</i>	<i>N</i>
<i>Visitor adhere to hygiene provisions (same appropriate clothing)</i>		