

BROCHURE

4 GENERAL PRINCIPLES
OF HYGIENE

**CLEANLINESS AND
PRODUCT HANDLING
MANAGEMENT**



COLEAD makes this brochure available to producers and exporters of foodstuffs from ACP countries (Africa-Caribbean-Pacific). The instructions illustrated on the next pages are intended for producers and processors seeking to comply with Good Hygiene Practices in production and during packing.

It sets out the main recommendations for cleanliness and product handling management. Instructions laid down in this brochure are part of a set of recommendations to improve compliance with basic hygiene principles. They are based on analysing potential contamination sources using the so-called 5 M method ([raw] material, manpower, [working] method, machinery and milieu).

Brochures on other topics are also available on the COLEAD website (www.colead.link).

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INTRODUCTION

It is up to each actor in the food production and distribution chain to do everything necessary to ensure that products placed on the market are free of all risks to consumer health.

A large proportion of risks attributable to food lies in the failure to comply with hygiene rules in the production areas - in the field and the packing station, during processing and storage or during product transport. The general hygiene rules applicable in the agri-food sector are therefore also valid for primary production. As some foodstuffs (fish, fruit and vegetables, etc.) are consumed raw, maintaining good hygiene is critical in terms of conformity of these products. The lack of hygiene leads to unhealthy and/or unsafe food, generating losses of products or market shares.

Every company must therefore implement general hygiene measures and practices in line with the special features of the location, the type of product, the methods and technologies used and the staff, in order to control and overcome the food risks and thus encourage the production of healthy food.

Simple or cross contamination of products, before or after harvest, can come from numerous sources: cultivation locations, land, inputs (manure), droppings, work surfaces, equipment and staff are all potential carriers of pathogenic micro-organisms. It is however easy to limit the risk considerably in production and packing by applying a series of simple measures relating to basic hygiene principles.

The general hygiene principles listed in the COLEACP brochures relate mainly to:

1. Staff hygiene measures
2. Hygiene measures of production sites and installations
3. Aspects relating to the control of operations, traceability and staff training
4. Cleanliness and management and product handling

LIST OF MESSAGES AND INSTRUCTIONS FOR PRODUCT CLEANING AND HANDLING

CLEAN AND DISINFECT APPROPRIATELY

1. Comply with all the cleaning and disinfecting stages.
2. Choose your products based on the characteristics of the water used for the cleaning.
3. Maintain the premises by storing cleaning and disinfecting products separately, by introducing a pest control plan and by having an efficient wastewater evacuation system.

MANAGE WASTE SO AS TO REDUCE THE RISKS OF PRODUCTION CONTAMINATION

1. Place dustbins in each room.
2. Install garbage collection containers outside the company for regular emptying of the dustbins.
3. Provide for the evacuation.

HANDLE THE PRODUCTS CAREFULLY

1. Tidy and clean the room before handling products in it.
2. Use clean, even drinking water to clean surfaces and during product processing.
3. Store the products in clean containers that have never contained hazardous products like pesticides, fuels, etc.

STORE THE PRODUCTS AND PACKAGINGS IN A CLEAN ROOM

1. Store the products in a clean, ventilated room and if necessary in a cold room.
2. Store the products in clean containers placed on pallets away from products that are harmful to health.
3. Place the empty packagings on pallets in a clean room even if it takes a lot of space.

TRANSPORT THE PRODUCTS WITH CLEAN TRANSPORTATION

1. Sweep up the dump between each transport operation and clean it regularly.
2. Carry only the product in a tarpaulin-covered dump (no people, fertilisers, pesticides, etc.)
3. Have a covered, asphalted loading area to protect the product during loading or unloading.

CLEANING AND DISINFECTING



FOLLOW PRECISELY THE NINE CLEANING AND DISINFECTING STAGES

1. Wear clean clothes.
2. Collect and dispose of waste.
3. Remove deposits and traces as much as possible.
4. Wet the surfaces with detergent.
5. Leave the detergent to act and clean.
6. Rinse the surfaces with clean water.
7. Disinfect the surfaces, allowing the disinfectant time to act (according to the instructions for use).
8. Rinse again with drinking water.
9. Leave the surfaces to dry.

It is not recommended to use a cloth to dry the surfaces (input or transfer of microbes).



CHOOSE YOUR CLEANING AND DISINFECTANT PRODUCTS CAREFULLY

- Select the detergent based on the pH of the water used for the cleaning.
- Adjust the amount of product depending on the water hardness (the harder the water is, the more cleaning product is needed).

- Change disinfectant regularly to avoid the proliferation of microbes resistant to the product use.

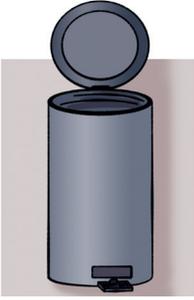
Cleaning is done with clean and ideally hot water. Rinsing after disinfecting requires drinking water.



MAINTAIN THE PREMISES, MATERIAL AND EQUIPMENT

- Store the cleaning and disinfecting products in a closed room separately from food products.
- Establish a pest control plan.
- Have an efficient wastewater evacuation system.
- Maintain the material and equipment regularly.

WASTE MANAGEMENT



PLACE DUSTBINS IN EACH ROOM

- Preferably choose pedal bins.
- Empty the bins as soon as necessary and at least once at the end of the day.
- Clean the bins at the end of the day.

Waste can be thrown away in pedal bins without the hands touching the bin lid. This limits the risks of contamination by hands.



PLACE GARBAGE COLLECTION CONTAINERS OUTSIDE THE BUILDINGS

- Place the containers far enough away from entrances and exits (10m ideally).
- Empty the containers as soon as necessary and at least once a week.
- Clean the containers once a week.

The containers are emptied frequently to avoid attracting pests like rats and flies.



ORGANIZE THE PROCESSING AND PACKING ROOMS IN ORDER TO FACILITATE THE WASTE DISPOSAL

- Evacuate the waste from underneath processing or packing lines.
- Do not dump waste on the ground.
- Provide for anti-backflow system for the wastewater evacuation system.

A well-designed waste management and evacuation system reduces the risk of contamination of products by microbes.

PRODUCT HANDLING

YES

NO!



HANDLE THE PRODUCTS IN A CLEAN, VERY TIDY ROOM

- Store the products temporarily and pack them on clean and clear surfaces.
- Clean and disinfect the work utensils regularly (knives, scissors, etc.).

Packing products in the field cannot ensure good hygiene conditions of the product.



USE DRINKING OR AT LEAST CLEAN WATER

- Use at least clean water to clean the products for the first time.
- Use drinking water for processing the product or producing ice or steam.

Clean water does not meet all the potability standards but it is microbiologically clean.



STORE THE PRODUCT IN A CLEAN CONTAINER

- Clean the bin, crate or bucket in advance.
- Avoid using bags that are difficult to clean.
- Do not re-use a container that has been used to transport pesticides, fertilisers, fuels or any other product hazardous to health.
- Place the container on a tarpaulin or raised surface.

The products can be contaminated by microbes if they are stored in dirty containers.

STORAGE RULES

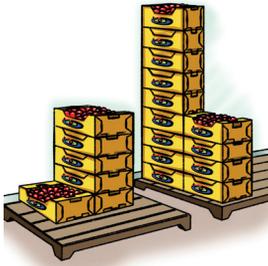


A clean and tidy room allows better conservation of products.

USE A ROOM SUITABLE FOR STORAGE

- Tidy and clean the room.
- Use a covered room that protects from bad weather and the sun.
- Air the room to prevent overheating or condensation.
- If necessary, temporarily store the products in a cold room.

STORE THE PRODUCTS APPROPRIATELY



Products stored directly on the ground or with chemical products risk biological (microbes), chemical (volatile products) and physical (small stones) contamination.

- Place the containers on clean pallets, never directly on the floor.
- Stack the products to a maximum height to ensure good ventilation (not up to the ceiling).
- Separate the starting products physically from the finished products.
- Store chemical products in a separate room from food products.

STORE THE PACKAGINGS CORRECTLY



- Store the boxes in a clean, dry room.
- Keep the empty packaging in a separate room from products.
- Place the packagings on pallets.

Storing packaging takes a great deal of space but impeccable hygiene is essential, even when the boxes are empty.

TRANSPORT CONDITIONS



KEEP THE TRANSPORT SKIP CLEAN

- Sweep the skip between each transport operation.
- Clean the skip regularly with detergent and disinfectant.
- Put a tarpaulin over the skip during transport.

During transport, the dirt in the skip contaminates the products. The sun and bad weather damages the unprotected product.



LOAD THE SKIP CORRECTLY

- Load the harvest to the maximum height.
- Transport the products only (no people, animals, pesticides, fertilisers, etc.).
- Keep the spare wheel other than in the skip.

A good load is the key to good ventilation of products allowing a good conservation. The absence of other products limits the risk of food products contamination.



ARRANGE THE LOADING AREAT

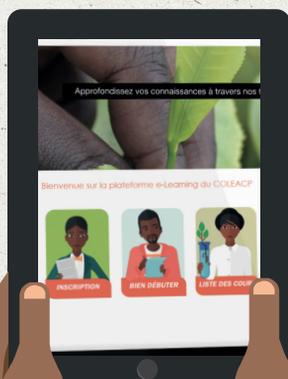
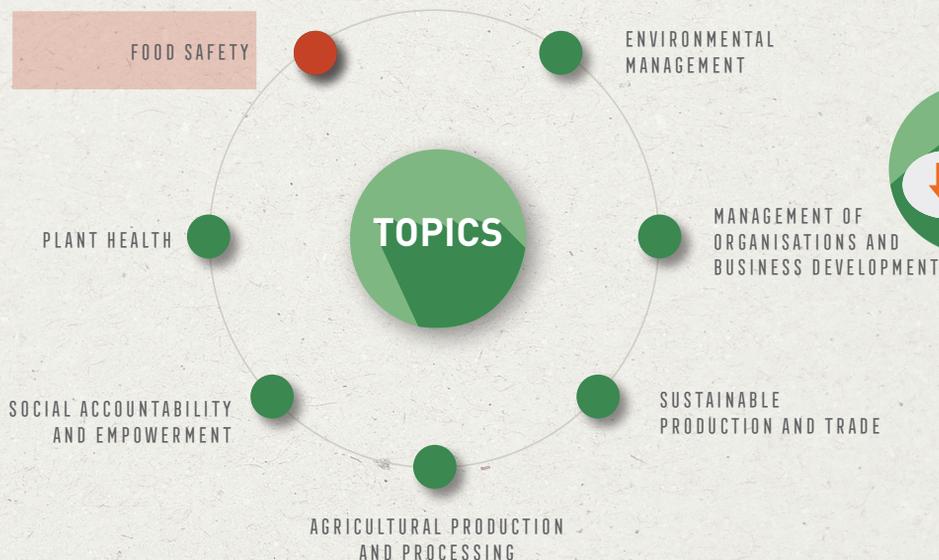
- Put a roof over the loading area.
- Asphalt or cover the loading area to reduce the amount of dust carried by the wind.

The product must be protected from the sun and bad weather even during loading.

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