



COMPANY WORK SYSTEM

Annex for food preservation
transport, freezing, supply ,health
system in cooking places ,and workes'
hygiene

2023



Content





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**Purpose:**

To Ensure the efficiency of suppliers and verify the availability of the required items, materials and services with the required specifications and quantities at the specified time and place, and ensure that these materials are preserved from damage and loss until they are consumed.

Scope: The operation covers items purchased for the company.

-From the stage of selecting suppliers.

-To the stage of receiving materials, storing and saving them, and closing purchase orders.

1. Description and measurement of the process:

The company is keen on the safety and quality of all purchased commodities and that they are free from any contamination by selecting the suppliers of these commodities according to a certain standard and dealing with suppliers licensed by the state and not dealing with street vendors or others during:

-Selecting suppliers and setting specifications.

-Issuing material requests and site requests, then searching for the best offers and issuing purchase invoices or purchase orders.

-Receiving, examining and keeping materials.

-Receiving materials, equipment or sites from the owner after verifying that they meet the purpose.

-Storing and preserving materials in a way that protects them from damage or loss and microbial, chemical and physical contamination.

2. Description of purchased materials and services:

The purchased materials, equipment and services are classified into three categories as follows:

First category:

They are the basic raw materials that are easily contaminated, such as meat, fish, poultry, milk and its derivatives, eggs and its derivatives, vegetables, fruits, drinking water, juices, canned food, etc.

As well as the purchased services such as transportation, handling, cleaning, control, training services, etc., any defect in which will cause a fundamental defect in our services, our company.

Category two:

They are the basic raw materials that are not easily contaminated and do not require handling and storage in refrigerators, such as: rice, pasta, sugar, dry legumes, and others.

Third category:

They are the materials available in the market with fixed and well-known specifications, such as used machines and equipment, refrigerators, and sensitive scales, and do not require special storage





:Purchase mechanism

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The purchase process for the materials of the first, second and third categories is carried out from approved sources in a documented manner through the issuance of purchase invoices and is not documented in the purchase order forms except in the case of import from abroad or in the presence of a permanent supply agreement from a local supplier at a value of \$10,000

The process of purchasing services takes place through the conclusion of a contract or agreement with the supplier from whom it is intended to be purchased, and we are committed to containing our agreements with suppliers and purchase orders on the required specifications and any other conditions

Examination of purchased materials

A physical examination and receipt of all commodities and foods is carried out to ensure that they comply with the required specifications and quantities, and this is documented in the delivery and receipt statements

It is not necessary to document the result of the examination with a report (examination and receipt of the materials received) by the head or a member of the quality and food safety team in the company, except in the case of importing from abroad, or in the existence of a permanent supply agreement with a local supplier whose value exceeds 10,000 dollars, or in the case of purchasing engineering materials

Also, the head of the quality and food safety team and the head of the maintenance and movement department check the quality of the transport cars and the efficiency of their used refrigerators, and make sure that the supplier provides a guarantee for the product that was purchased

:Preservation, handling and storage of purchased materials .5

The company is keen to program and organize the procurement process in a way that ensures that goods are not accumulated and assembled in a manner that is difficult to save, especially with regard to first-class materials that need special storage. In the event of a need to store materials, the company is keen to provide more warehouses to provide a larger capacity for the stored materials. First category materials on a monthly or quarterly basis (depending on the volume of storage





TRANSPORT AND HANDLING

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Purpose

Verify the transportation, handling, packaging, presentation of purchased materials- and their delivery to stations and sites in a way that protects them from damage, .loss, pollution and delay

Range

.Receiving materials from warehouses-

.To Deliver materials to sites, camps and accommodation-

:Description and measurement of the process

The commodities are sorted and classified according to type, and then they are packed in boxes, cars and mobile freezers to be transported to the sites in a way .that guarantees that they will not decompose

Expected dangers

.Damage and decomposition of materials during transport -

Preventive measures

.Use of Car refrigerators, coolers and freezers-

.Management and maintenance of these coolers-

:Monitoring mechanism and corrective action

The Transport Department inspects the tankers and activates their maintenance- .program

Responsibility of the operation

Head of the Quality and Food Safety Team-

Transportation Department

.Maintenance Department

Catering and subsistence

Preparing and providing meals with the required specifications and in accordance- with contract requirements and legal requirements in a manner that guarantees .customer satisfaction and approval, ensuring that no contamination occurs

Range

.From receiving the site-

.To serve meals-

.Until the contract ends and the site is handed over-

Description and measurement of the process:

After contracting and agreeing with the customer, our company will:

- Receive and arrange the site.
- Installing equipment, supplies, ovens and refrigerators
- Equipping the cooking hall.
- Equipping the dining hall and others.
- Receiving the raw materials.
- Classification of materials and foods (vegetables and fruits - meat, fish and chicken - milk and its derivatives - eggs and its derivatives - water and juices - other types) in order to facilitate the process of sorting, cleaning, transporting, preserving and handling.
- Meal scheduling.
- Cooking.
- Preparing meals.
- Presentation and handling.
- Cleaning and Contamination control.

Expected dangers:

- Establishing camps in polluted places or places where there is no safe water or electricity network.
- The occurrence of physical pollution (such as pollution resulting from Occurrence of chemical pollution (such as pollution resulting from the use of chemical detergents or control pesticides, or the frequent use of frying oil and the use of vegetables contaminated with the effects of pesticides).
- Occurrence of microbial contamination (such as pollution resulting from poor hygiene of workers or resulting from rot due to lack of ventilation or lighting, poor lighting, poor hygiene, or the impact of garbage).
- Eat leftover or old foods.





Purpose:

To maintain the cleanliness of the camp and the overnight stay in accordance with the required specifications and in a way that guarantees customer satisfaction and guarantees the safety, security, health and comfort of the residents.

Range

- Receive the site.
- Site cleanliness.
- Operation and maintenance of site facilities.

Description and measurement of the process:

In the event that our company is assigned to manage the camp and the overnight stay, the scope of work will include the accommodation process, which will take place as follows:

- Receipt of the overnight stay of the site or camp
- Daily cleaning of rooms, corridors, halls and toilets.
- Organizing Change of supplies, covers, pillows, etc. on a daily basis (according to the contract).
- Management and operation of the laundry.
- Management and operation of the coffee shop.
- Managing the site through the operation and maintenance of its units and attachments.

Expected dangers:

Disease outbreaks as a result of:

- Contamination of dirty Linens and towels
- Poor condition of the toilets

Preventive measures:

- Daily hygiene programme.
- Rodent and insect control programme.
- Periodic maintenance of the receiving site or residence and service units.





Purpose

Constantly checking the cleanliness of the site and preventing any possibility of contamination, whether bacterial, virological or chemical

Range

This regulation covers the following hygiene matters

- General hygiene of facilities, halls, restaurants, camps and toilets.
- Clean kitchen utensils, equipment, ovens and coolers.
- Sorting, classifying, transporting and creating waste.
- Control of rodents and insects
- Personal cleanliness
- Trading with chemical organizations.

Purpose

-Ensure that food is prepared and cooked in a way that ensures that no contamination occurs. This scheme covers food hygiene requirements for the site and for foods.

Requirements

Requirements related to the site.

Requirements related to foodstuffs.

Requirements related to the site For the cooking area

The place must be designed in such a way as to ensure the following

- To be away from dust, smoke, floods or any water resulting from sewage.
- The site should be easily accessible by regular cars
- The building does not contain emissions.
- The presence of sufficient space that enables workers to move comfortably and smoothly.
- Preparing doors and windows in a way that prevents the entry of insects and rodents (thanks to double doors and windows with nets).
- The cooking equipment must be made of materials that are resistant to corrosion that may result from the use of chemical cleaners.

water supply:

- The need for a source of healthy drinking water originally approved by the official authorities in the country.
- A continuous source of hot water
- A source for making ice from potable water.
- Steam is produced from pure water and it is forbidden to use vapors that contain additives that may cause danger.
- In the event that there is water that is not suitable for drinking and it is necessary to use it for another purpose, it is necessary to place a sign "not suitable for drinking" on the tap.
- Care should be taken while designing the sewage system at the site so as to prevent any possibility of mixing drinking water with sewage water.



Freezing and cooling requirements

Coolers, refrigerators and freezers must have sufficient capacity to store and preserve raw materials to ensure the following required temperature

.C for materials of animal origin° 1-4 •

.degrees Celsius below zero for materials intended for long-term storage 18 •

.It is necessary to provide freezers with temperature indicators •

It is not allowed to freeze the meat received fresh, but it is allowed to freeze the -

.meat received originally frozen





RESTROOMS AND CHANGING ROOMS:

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- The toilets should not be near or opposite the place where food is prepared
- To be airy.
- Hot water and cold water, and a mixer to mix them, should be available in the hand-washing basin.
- To contain anti-bacterial soap for hand washing, and the need to provide dryers (tissue / or air dryers).

-Lighting requirements:

- The place for cooking and the dining hall must have natural lighting (through windows) and artificial lighting that is sufficient to enable workers to distinguish colors and determine their intensity.
- It is forbidden to use lamps that may cause pollution and gas emissions if they are broken.

Ventilation requirements:

- The need to provide ventilation devices and suctions with filters that can be removed and cleaned easily
- The need to provide hoods to remove cooking steam.
- Trying to keep the temperature in the dining room at 15-20 degrees Celsius, in order to provide air conditioners.

Waste collection carts and baskets:

- Designed in a way that makes it difficult to re-extract the discarded waste.





COOKING UTENSILS AND EQUIPMENT

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-It must be made of materials and minerals that do not cause emissions of toxic substances, taste or smell, and that it is resistant to corrosion and detergents, and that its inner surface is smooth. The recommended type is: Stainless steel synthetic wood offices.

-The materials recommended to be excluded are: wood and metal that are easy to corrode.

-The need to clean the utensils immediately after each use

-The necessity of distinguishing waste utensils

-Utensils in which meat and fish are placed must be cleaned separately due to the possibility of microorganisms

-Wood should be avoided for the cutting boards, and it should be distinguished in different colors, so that the cutting boards for red meat can be distinguished in

Requirements for cleanliness in the cooking area:

-The need to distinguish detergents and cleaning tools and their location to prevent the possibility of using them for another purpose.

-The necessity of rinsing the places and utensils (that have been cleaned with chemical detergents) well with water and using pressurized pipes for this purpose.

-The need to constantly provide equipment and cleaning materials.

-The need to develop a continuous program for cleanliness, taking into account that the cleaning team is separate from the cooking and handling team, noting the need for the quality and food safety controller to verify the training of the cleaners.

-Preventing animals, dogs, cats, and all kinds of animals and birds from entering the dining hall and the place where food is prepared.

-In the case of the need to use pesticides to combat rodents and insects, it must be dealt with by a specialized cleaning company that is chosen according to the criteria for selecting suppliers. The quality and food safety controller monitors this service and keeps records showing the quality, quantity, period and effectiveness of the pesticides used.

color, white meat in color, fish in color, vegetables in color, and so on

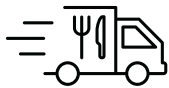
Disposal of litter and waste:

-It is necessary to provide waste baskets in the food hall, and the need to wrap them with plastic bags designated for garbage, and they must also be closed in a way that prevents insects from gathering on them.

-As for other waste, it is disposed in accordance with the hygiene work regulations.

-In the event that there are materials that are not suitable for use and cannot be disposed of immediately for any circumstance that is necessary, and the fear that they will be used by mistake, they must be put under control through the application of the regulation for controlling non-conforming products.





REQUIREMENTS RELATED TO FOODSTUFFS:

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Raw materials:

- Animal derivatives must be kept at temperatures between 1-4 degrees Celsius. As for materials that are to be preserved for a long period, they must be kept at a temperature of minus 18 degrees Celsius, and they must be kept separately from the final products.
- For meat, fish and eggs, control is carried out according to their quality and safety plans.
- It is necessary to wash vegetables and fruits with safe drinking water before using them.

Cooking and frying:

- The oil must be used for one purpose and is not allowed to be reused for another purpose.
- Forbidding excessive heating of oils and greases.
- The necessity to dispose of used oil and replace it with new oil after the change of color, taste or smell.

Preserving cold foods and salads:

- They are kept in refrigerators, the temperature of which does not exceed 4 degrees Celsius, provided that the period of preservation does not exceed five days (the period between food preparation and consumption), taking into account other conditions required for preservation.

Preserving cooked foods and pre-prepared foods:

- Store at a temperature below 18 degrees below zero.
- They are kept in refrigerators, the temperature of which does not exceed 4 degrees Celsius, provided that the period of preservation does not exceed five days (the period between food preparation and consumption), taking into account other conditions required for preservation.

Transport requirements for cooked food:

- Transportation is carried out with coolers with a temperature not exceeding 7 degrees Celsius, and care must be taken not to open the transport containers except at the station where food is to be served.

Reheating food:

- It must be done within a period not exceeding one hour after being taken from the freezer.
- The heating temperature should not be less than 75 degrees Celsius.
- Food must be consumed immediately and it is forbidden to return it for preservation, and in the event that it is not consumed, it must be disposed of and destroyed.

Control of stored foods:

- It is the responsibility of the Quality and Food Safety Controller to monitor the stored foods and verify that they are preserved according to the above.





PERSONAL CLEANLINESS:

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-This must be done by wearing appropriate uniforms and protective clothing, washing hands regularly and implementing strict procedures to educate workers to report any symptoms of illness they have, and to train workers periodically on personal hygiene procedures.

Allergen control:

All restaurant employees should be aware of the 14 most common food allergens and should try to prevent cross-contamination from those allergens.

1. Workers must have a high degree of personal hygiene to prevent contamination of finished products.
2. Workers should take a good shower.
3. The workers' hair must be completely covered with a hair net or a head cover, provided that the cover is clean.
4. The work dress should be good, and the workers should wear clean hats, hair nets, clean clothes and suitable shoes, and they should not wear jewelry and other jewelry in the food processing area.
5. You should not use cosmetics.
6. Nail polish and false eyelashes are not allowed in food processing areas.
7. Nails must always be short in order to provide health safety for both the worker and the final product.

Company hygiene policies:

One of the best ways to make food safe is for the food service manager to implement policies that promote good personal hygiene. These policies should include:

-Personal hygiene.

Practice good hygiene:

Workers should be accustomed to washing their hands frequently and well, and their nails should be trimmed, and they should always use gloves.



Hand washing basics

- Hands are considered one of the most important means through which harmful microorganisms can enter food, and hands may be contaminated with various pollutants when workers perform their usual work.
- There must be a wash basin, which is well equipped with soap, and a way to dry hands.
- Soap may be either liquid or solid and it does not have to be anti-bacterial. It is important to wash hands well. Warm water is more effective than cold water in removing dirt and germs from hands.
- Hands should not be washed in the food preparation basins, as this may contaminate the basin as well as the food prepared in it. Service sinks also should not be used for hand washing as these practices may lead to additional contamination of hands such as wiping water, toxic chemicals and many other liquids commonly used in such sinks.

-Good hand washing Workers:

They must wash their hands after every work that may lead to contamination.

Always wash hands

- After using the restroom.
- After coughing, sneezing, smoking, eating or drinking.
- After clearing a table.
- Before putting on gloves.
- When switching between raw and ready-to-eat food.
- After dealing with dirt and garbage.
- After handling dirty equipment and tools.
- While preparing the food.

Quick hand sanitizers

Quick hand sanitizers are used on well-washed hands. Therefore, workers must use disinfectants on clean hands. Hand sanitizers cannot replace hand washing.