



State of California
Department of Food and Agriculture
Safe Animal Feed Education Program

Prerequisite Program

A Standard Operating Procedure (SOP) is meant to be a step-by-step instruction outline for a specified task. SOP's must be in place for all manufacturing or processing steps and should be followed at all times. In a feed safety plan, standard operating procedures should be in place for all preventive control measures and/or any processing step that may pose a potential risk to animal or human safety.

Title

Objective:

The objective of a standard operating procedure should briefly explain the purpose of the specified task.

Person Responsible:

The designee responsible for completing the task, outlined in this document. (e.g. shift foreman)

Procedure:

An explanation of the task being performed; including step-by-step directions to perform the specified task.

Monitoring: (a firm's established limits or tolerances)

To perform a sequence of observations or measurements to assess the need for a critical control point and to ensure that a critical control point is effective. (AAFCO Feed Industry HACCP Auditor Training)

Frequency:

The frequency in which this standard operating procedure will take place and the frequency that any monitoring activities will occur.

Verification:

Activities, other than monitoring, that establish the legitimacy of the feed safety plan and ensure that the system is operating according to the plan's goals. (AAFCO Feed Industry HACCP Auditor Training)



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Validation:

Process of collecting and evaluating technical and scientific information to determine the effectiveness of the feed safety plan in use. (AAFCO Feed Industry HACCP Auditor Training)

Corrective Action:

A documented action performed by a designated employee when a deviation in the feed safety plan or the processing step occurs. (International HACCP Association)

Related Documents:

This section lists any documents that are used to complete this standard operating procedure as well as any documents that will aid in understanding the relevance or the understanding of the process.

(While this outline does not have to be followed exactly it is a good way to ensure that all criteria is met in the development of the standard operating procedure.)