

GMP 3 Control of Visitors and Sub-Contractors

Introduction

The company has established, documented and implemented a system for the control of visitors and sub-contractors on site, which is maintained in order to meet the requirements of the Food Safety Quality Management System and ensure the safe production of products.

Procedure

The visitor and contractor control procedure ensures that all visitors and contractors to the site are introduced to our standards of operation. By ensuring visitor contractors are informed, the company reduces the risk of dangerous behaviour and product contamination inadvertently occurring.

Visitor Arrangements - All visitors are required to report on arrival to the registration point, which is the 24 hour manned security office at the entrance to the site. Visitors' details are entered into the visitor log book on arrival and they are required to sign to confirm they have received, complied with and understood the following:

Health Screening - using QMR 035 Visitor Questionnaire which is checked before entry to production areas and the questionnaire signed by the security officer to confirm it has been completed and is satisfactory.

Hygiene Instruction - All visitors receive food hygiene instructions for manufacturing areas which are signed to confirm that the visitor understands and agrees to comply with the company hygiene rules.

Health and Safety Instruction - All visitors are made aware of health & safety procedures and what to do in the event of an emergency.

Security Screening - All visitors are required to sign a confidentiality agreement and required to declare all recording equipment brought on site and must agree to submit to search if required by site security staff.

Permit to Work for Contractors - contractors must carry a suitable valid permit to work when on site, outlining the details of the work they are authorised to carry out and the areas they are allowed access to. The permit must be returned on exit. All contractors are required to complete

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a satisfactory QMR 035 Visitor Questionnaire prior to entry to site. In addition Contractors are required to have a Permit to Work from the Engineering Manager prior to commencing work. Both Visitors and Contractors are accompanied at all times on site by a company representative.

Personal Protective Equipment - Company PPE is supplied to all visitors

Visitor Identification - All visitors are issued with a visitor pass which makes them identifiable.

Pass-Out Arrangements - All visitors are required to log out on leaving and all visitor passes and permits to work returned on leaving. The security officer is required to check that all site visitors logged in have left, or if not, of their whereabouts every 12 hours.

All visitors and sub-contractors are accompanied whilst on site by a member of staff. All visitors and sub-contractors must comply with company hygiene procedures prior to entering areas of site operation and wear company supplied personal protective equipment. All personnel are responsible for ensuring visitors are made aware of any special restrictions or safety requirements whilst on site. All Visitors and contractors are required to follow the Good Manufacturing Practices.

The Technical department and line management are required to conduct documented hygiene audits including checking the control of visitors and sub-contractors throughout the site at monthly intervals. Hygiene audits are also conducted at periodic intervals by independent parties.

References

GMP Manual
QMR 035 Visitor Questionnaire

Revision Number	Summary of Changes made from previous revision	Requested By:	Authorised By:
2	Update to meet the requirements of ISO 22000:2005	Technical Manager	Managing Director