

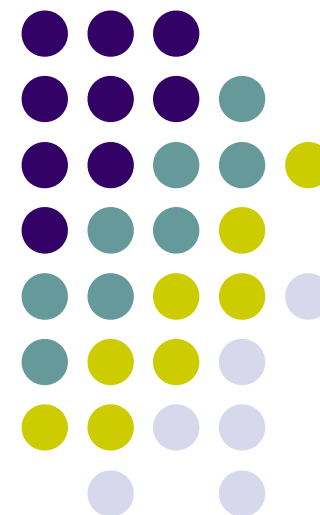
# Quality Control⑤

## Basic Hygiene Management

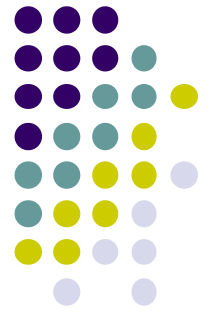
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MTI Food Design Research an Office

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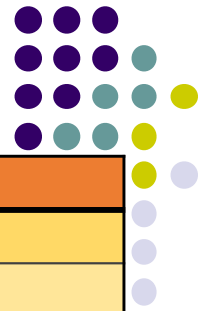


# Content



Level		Topics	Main Point
Basic	1	Basics	Do not ignore the basics! Take it seriously and be very careful!
	2	5S	5S is the KEY to Quality Control (SEIRI(Organize), SEITON(Tidy), SEISO(Clean up), SEIKETSU(Cleanliness), SHITSUKE(Training))
	3	Bacteria Control	Do not touch and increase bacteria. Quickly discover the source of the contamination.
	4	Control Foreign Objects	“Restrict its entry and thus control its exit”
	5	Basic Hygiene Management	According to the general rules of management
	6	HACCP	The development of important topics such as Recycling
Intermediate	7	The Role of Administrator	The manager should fully aware that he the LEADER of the department
	8	Documents and Records	Leave a record and make it visible in order to protects the company.
	9	Compliance	Comply to not just laws, but also common sense. This is why we have strict rules in this company.
	10	Legal Risk	There are a lot of laws relating to food products. Do not violate ANY of them.
	11	Responses to customers	Responding to the customers’ requests is the top priority.
	12	Risk Management	Do you know the different risks faced by the different departments respectively?

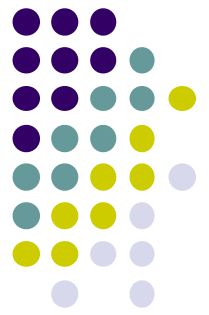
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Topics	Content
Today's mainpoint	Today's mainpoint
I What is basic hygiene management	1.What is basic hygiene management
II Creation of a management criteria statement	1.What is a management criteria
	2.Setting up management criteria
	3.Creation of work procedure manual
	4.Example of work procedure manual
III Maintenance and management of facilities and equipment	1.About facilities and facilities
	2.What is zoning
	3.Important point of zoning layout
	4.Examples of workplace division
	5.Equipments and facilities ~Changing rooms, toilets, and product entrances~
	6.Equipments and facilities ~Entrances for workers~
	7.Equipments and facilities ~Walls, floors, windows, and lights~
	8.Equipments and facilities ~Drain ports, wires, air conditioners~
IV Management of production process	1.Management of production process~Temperature~
	2.Management of production process~Weight, Display~
	3.Product inspection
	4.Management of the storage and transportation of the product
	5.Response to troubles of the production
	6.Management of display lables
	7.Manageability of allergens
	8.Traceability
Today's conclusion	Today's conclusion

# Today's mainpoint

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- Basic hygiene management is the foundation of HACCP
  - Let's learn the points that needs to be managed

- 5S and bacteria management that is mentioned in previous chapters
  - Foreign object management is also a part of basic hygiene management
  - This time, we will talk about other general hygiene management
  - Let's understand what basic hygiene management is to create a production site **free from harms** to products

