

Good Housekeeping Practices

Developing, Implementing and Monitoring Good Housekeeping Practices Concepts

Development

To define detail, scope and purpose.

Development

This information can be used to develop food safety and quality programs that meet the requirements of modern Regulatory, Customer and Industry Standards:

- We take the time to explain the expectations and requirements of food safety and quality compliance as these relate to your food safety and quality programs.
- You may choose to use our Premium Resources to build, enhance or upgrade your food safety and quality program.
- We encourage you to share this webpage with any food compliance associates and peers you believe may benefit from our commitment to providing our users with user-friendly information and resources to achieve a superior Food Compliance Culture.
- We welcome your suggestions for additions of general or specific content through the haccp.com Contact Page.

Key Definitions for Good Housekeeping Practices

- Cross Contact: The unintended transfer of an allergen from one food, surface or utensil to another food.
- Cross Contamination: The transfer of pathogenic microorganisms or other contaminants from one food or food contact surface to another, carried by utensils, hands, equipment or other foods.
- Foreign Matter: Any material in or on food that is not intended to be there, such as glass, metal, plastic, wood or pests.
- Housekeeping: Cleanliness, neatness, and orderliness of an area with the designation of a proper place for everything and everything in its proper place; good housekeeping practices often preclude the occurrence of product contamination within food businesses.
- Physical Hazard: Foreign matter in food that may cause injury or illness to a consumer.

Good Housekeeping Practices Development

When considering the development, documentation, and implementation of Good Housekeeping Practices within food safety and quality management systems, the following information should be considered to ensure effective outcomes:

About Good Housekeeping Practices

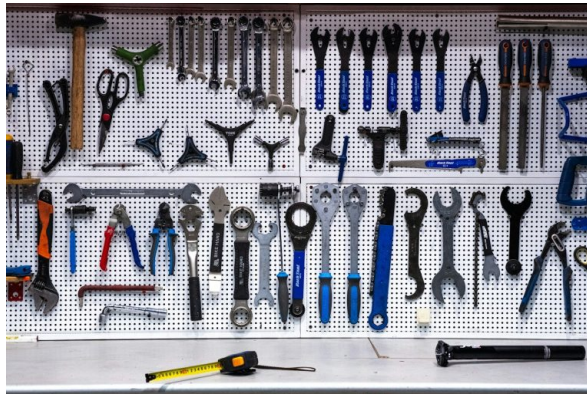
The goals of good housekeeping practices are to reduce potential threats to the safety and quality of foods during all stages of processing, storage, and handling. The advantages of good housekeeping practices include team building and reliance, conservation of time and effort whilst working, improvement of workplace safety, minimised risk of product or process contamination, improved effectiveness of pest control programs, and the protection of machines and equipment used in processing.

The requirements of Good Housekeeping Practices include:

- Regular cleaning;
- Cleaning all spills and breakages as soon as they occur;
- Placing all waste into regularly emptied bins;
- Ensuring all equipment is maintained in a good state of repair and is covered or stored when not in use;
- Cleaning ingredient and raw material containers regularly and removing unused or discarded containers from processing areas immediately; and

- Keeping all processing areas clean.

Placement of Items



Tools and maintenance items belong in a specified area.

Good placement of items includes:

- Keeping all maintenance related items such as tools, nuts and bolts, lubricants, and rags in a specified area;
- Storing hoses and other cords coiled on hooks and off the floor when not in use;
- Ensuring no raw materials or packaging materials of finished products come into direct contact with the floor; and
- Not allowing foods that are not suitable for consumption to be mistaken for other foods.

Maintenance

Good housekeeping supports maintenance activities through:

- Reporting faults in machinery and servicing requirements to appropriate persons as elements of a preventative maintenance system;
- Conducting audits of machinery for operational efficiency and suitability for specified tasks;
- Providing only correct and certified repairs or servicing to machinery, as temporary repairs are not generally acceptable unless they have been risk assessed and are controlled; and
- Not using discarded food containers for storage during servicing, as they may be transported back into the production process.

Storage



Containers should be clean, suitable and stored off the floor.

All food materials need to be stored appropriately to prevent food contamination. Adhering to protocols in storage that reduce the potential for contamination will assist in the final distribution of safe and suitable food. See also Storage and Handling Requirements.

The following points support good storage practices:

- Inspecting raw materials before acceptance against relevant criteria such as temperature and packaging condition and integrity;
- Ensuring ingredient and material containers are suitable for their intended purpose and are cleaned and sanitised periodically to prevent contamination through insect infestation, microbial growth, or physical hazard entry;
- Ensuring storage racking and pallets are constructed of appropriate materials, well maintained, and situated off the floor and away from walls. It is important to consider that some regulatory, certification, and customer standards nominate specified distances for storage off the floor and away from walls;
- Ensuring all chemicals are approved for use, correctly labelled, and stored under monitored conditions, so as not to be confused with food ingredients or become hazards in food production;
- Ensuring pest control systems such as vermin baits allow easy identification of their presence and do not provide the potential for contamination of foods;
- Ensuring designated storage areas are clean and free from contaminating odours, in a good state of repair, and free from vermin and other animals; and
- Ensuring foods and items such as packaging are stored under conditions that do not allow contamination.

Restricted Items in Specified Areas

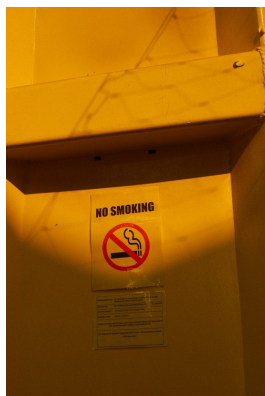
Many materials are prohibited in food production areas due to their potential for causing harm to consumers.

The presence of the following items in production, packaging, storage, and handling areas is of major concern:

- Paper clips;
- Rubber bands;
- Thumbtacks;
- Pins, nails and screws;
- Steel wool;
- Staples;
- Wood, where wooden materials such as wooden pallets must be used. It is highly recommended that they are maintained in a good state of repair;
- Glass, where applicable. Glass may be unavoidable as light fittings and instruments, but the risk can still be controlled through common sense methods of control and management;
- Packaging containers, which can cause contamination during opening, either from external sources or from parts of the packaging breaking loose and contacting the food; and
- Associated physical food hazards. Ingredients such as dried goods can be sifted or screened before use to reduce the possibility of foreign matter within the packaged or stored product being transported further into the

production process.

Cleanliness



Rules on smoking, eating and drinking protect food from contamination.

All persons working in direct contact with food, food-contact surfaces, and food-packaging materials should conform to hygienic practices while on duty to the extent necessary to protect against contamination of food. See also Personal Hygiene Standards.

Methods for maintaining cleanliness include, but are not limited to:

- Wearing outer garments suitable to the operation in a manner that protects against the contamination of food, food-contact surfaces, or food-packaging materials;
- Maintaining adequate personal cleanliness;
- Washing hands thoroughly and sanitising if necessary to protect against contamination with undesirable microorganisms in an adequate hand-washing facility before starting work, after each absence from the workstation, and at any other time when the hands may have become soiled or contaminated;
- Removing all unsecured jewellery and other objects that might fall into food, equipment, or containers, and removing hand jewellery that cannot be adequately sanitised during periods in which food is manipulated by hand. If such hand jewellery cannot be removed, it may be covered by material which can be maintained in an intact, clean, and sanitary condition and which effectively protects against the contamination by these objects of the food, food-contact surfaces, or food-packaging materials;
- If gloves are worn by the food handlers, they should be intact and clean. Regular changing of gloves is paramount. The gloves should be made from an impermeable food-grade material;
- Wearing, where appropriate, in an effective manner, hair nets, headbands, caps, beard covers, or other effective hair restraints and storing clothing or other personal belongings in areas other than where food is exposed or where equipment or utensils are washed;
- Confining the following to areas other than where food may be exposed or where equipment or utensils are washed: eating food, chewing gum, drinking beverages, or using tobacco; and
- Taking any other necessary precautions to protect against contamination of food, food-contact surfaces, or food-packaging materials with microorganisms or foreign substances including, but not limited to, perspiration, hair, cosmetics, tobacco, chemicals, and medications applied to the skin.

Cross Contamination

Cross-contamination can occur when pathogenic microorganisms are transferred from one food or food contact surface to another, carried by utensils, hands, or other foods. Another form of cross-contamination involves allergens, and usually occurs due to improper cleaning between production runs. This is more commonly known as cross contact (see Allergen Management). Cross-contamination can be controlled within the food processing environment through effective and adequate cleaning and sanitising procedures, along with staff participation in procedures implemented to reduce its occurrence. Controlling cross-contamination is critical where raw and ready-to-eat products are being prepared, and certain activities can minimise or eliminate its potential.

Signage



Signs near hand wash stations reinforce hygiene expectations.

Signage is commonly used within all food industry sectors to promote food safety and quality, as well as occupational health and safety. Signage must be appropriately constructed and fitted, so as not to become a food hazard. It is generally accepted that signage should be constructed of flexible, waterproof materials that resist cleaning chemicals. This excludes hard or brittle substances such as rigid plastic or acrylic, which may potentially enter foods as physical hazards.

When signage refers to procedures, policies, or other components of the documented food safety and quality system, it should reflect the content of those documents. The relevant signage should be included within a register, for example the document register, to ensure that the signage is amended whenever the associated policies or procedures are amended.

If your food business supplies foodstuffs manufactured to a customer's specifications, it is important to consider any specific Good Housekeeping Practices Development requirements in relation to their items.

Regulatory and Industry References

The following references provide further information on hygiene and housekeeping in food businesses. Always check that you are working to the current edition and to the requirements that apply in your jurisdiction and to your customers:

- Codex Alimentarius, General Principles of Food Hygiene (CXC 1-1969), available through the Codex Codes of Practice listing;
- ISO 22000:2018, Food safety management systems: Requirements for any organization in the food chain (International Organization for Standardization); and
- World Health Organization, Food safety fact sheet.

Good Housekeeping Practices Development Key Points

- Good Housekeeping Practices programs must be developed to meet relevant Regulatory, Industry, and Customer standards and requirements;
- The Senior Management of your business facilitate a commitment to ensuring adequate resources to the development of your Good Housekeeping Practices program;
- Should you require additional resources for the development of Good Housekeeping Practices program elements, please discuss this with the relevant Senior Management representative;
- A properly developed Good Housekeeping Practices program will provide a strong framework for your business to maintain compliance with relevant Regulatory, Industry, and Customer standards and requirements;
- A poorly-developed Good Housekeeping Practices program will not fully support your business and may contribute to significant non-compliance against Regulatory, Industry, and Customer standards and requirements.

Documentation

To establish the developed detail in a viewable format to facilitate information.

Documentation

Document: A document provides guidance and/or direction for performing work, making decisions, or rendering judgments that affect the safety or quality of the products or services that customers receive.

Documented policies, procedures, work instructions, and schedules form the basis of any food safety and quality management system. The following documentation formats may be considered to ensure ongoing compliance with specified requirements for Good Housekeeping Practices:

- Good Housekeeping Practices policy;
- Good Housekeeping Practices development procedures;
- Good Housekeeping Practices implementation procedures and work instructions;
- Good Housekeeping Practices monitoring procedures;
- Good Housekeeping Practices corrective and preventative action procedures;
- Good Housekeeping Practices verification schedule;
- Good Housekeeping Practices verification procedures;
- Good Housekeeping Practices validation schedule;
- Good Housekeeping Practices validation procedures;
- Good Housekeeping Practices training procedures.

If your food business supplies foodstuffs manufactured to a customer's specifications, it is important to consider any specific Good Housekeeping Practices Documentation requirements in relation to their items.

You may wish to visit the Good Housekeeping Practices Templates section of haccp.com for examples of Good Housekeeping Practices documentation, record, and resource formats commonly applied within food safety and quality systems.

Good Housekeeping Practices Documentation Key Points

- Good Housekeeping Practices programs must be documented to meet relevant Regulatory, Industry, and Customer standards and requirements;
- All documented Good Housekeeping Practices program elements must be controlled to ensure compliance;
- Key documented Good Housekeeping Practices program elements should be available to your business team at all times to ensure they can facilitate required tasks;
- A properly documented Good Housekeeping Practices program will provide a strong framework for your business to maintain compliance with relevant Regulatory, Industry, and Customer standards and requirements;
- A poorly documented Good Housekeeping Practices program will not fully support your business and may contribute to significant non-compliance against Regulatory, Industry, and Customer standards and requirements.

Implementation

To facilitate the application of the documentation.

Implementation

Implementation: Implementation is the application of documented food safety and quality system elements into the actual business operation.

The implementation of Good Housekeeping Practices within any food business requires genuine commitment from senior management, staff, and visitors to ensure the nominated goals of implementation are achievable on an ongoing basis. It is a step that requires significant planning and consideration of general and specific food business circumstances to ensure the outcomes of Good Housekeeping Practices do not negatively impact the safety and

quality of the food items dispatched from the business.

Implementation of Good Housekeeping Practices must include a clear definition of responsibilities and authorities for all levels of participation by senior management, staff, and visitors to the site.

When implementing Good Housekeeping Practices within food safety and quality system, you may wish to consider the following requirements before completion:

- Communication and display of the Good Housekeeping Practices policy;
- Completion of Verification and Validation of Good Housekeeping Practices development procedures;
- Availability of Good Housekeeping Practices implementation procedures and work instructions;
- Availability of Good Housekeeping Practices monitoring procedures and record templates where applicable;
- Availability of Good Housekeeping Practices corrective and preventative action procedures and record templates where applicable;
- Availability of the Good Housekeeping Practices verification schedule;
- Availability of Good Housekeeping Practices verification procedures;
- Availability of the Good Housekeeping Practices validation schedule;
- Availability of Good Housekeeping Practices validation procedures;
- Completion of Good Housekeeping Practices training procedures;
- Completion of product design and development requirements related to Good Housekeeping Practices;
- Completion of process design and development requirements related to Good Housekeeping Practices;
- Completion of training for team members who have responsibilities and involvement within Good Housekeeping Practices;
- Completion of competency approval for team members who have responsibilities and involvement within Good Housekeeping Practices.

If your food business supplies foodstuffs manufactured to a customer's specifications, it is important to consider any specific Good Housekeeping Practices Implementation requirements in relation to their items.

Good Housekeeping Practices Implementation Key Points

- Good Housekeeping Practices programs must be implemented to meet relevant Regulatory, Industry, and Customer standards and requirements;
- Your Good Housekeeping Practices program must be fully implemented as per relevant documented Policies, Procedures, and Work Instructions;
- The implementation of Good Housekeeping Practices requires a commitment to the provision of resources by the Senior Management of your business;
- A properly implemented Good Housekeeping Practices program will provide a strong framework for your business to maintain compliance with relevant Regulatory, Industry, and Customer standards and requirements;
- A poorly implemented Good Housekeeping Practices program will not fully support your business and may contribute to significant non-compliance against Regulatory, Industry, and Customer standards and requirements.

Monitoring

To review, confirm and document evidence of the implementation against documented limits.

Monitoring

Monitoring: Monitoring is the act of reviewing and confirming measurable parameters of a defined process or product status.

Monitoring requirements within food industry sectors are generally identified against limits of acceptability defined within HACCP plans, implementation procedures, and work instructions. Monitoring usually includes some element of record-keeping, which may be maintained manually or through digital systems. It is important to consider that advancements in technology have spawned many systems and processes which are self-monitored and/or

self-adjusted when variances are identified. Regardless of the system used, the goal of any monitoring activity is to provide sufficient evidence that any limit of acceptability has been met.

Traditional Good Housekeeping Practices monitoring requirements include manual recording and the application of corrective actions when the results of monitoring are found to be outside acceptable limits. Corrective actions should also generally be strongly linked to the monitoring process where applied to ensure full traceability of the applied actions.

Common monitoring activities and record formats may apply to Good Housekeeping Practices:

Routine monitoring of housekeeping and hygiene for all food premises is recommended. Daily pre-operational checks allow management and staff to ensure that all items are cleaned, sanitised and suitably stored before the commencement of daily operations.

If your food business supplies foodstuffs manufactured to a customer's specifications, it is important to consider any specific Good Housekeeping Practices Monitoring requirements in relation to their items.

You may wish to visit the Good Housekeeping Practices Templates section of haccp.com for examples of Good Housekeeping Practices documentation, record, and resource formats commonly applied within food safety and quality systems.

Good Housekeeping Practices Monitoring Key Points

- Monitoring provides real-time confirmation and evidence that your risk-based FS&Q Controls are effectively implemented;
- Good Housekeeping Practices programs must be monitored to meet relevant Regulatory, Industry, and Customer standards and requirements;
- Monitoring of Good Housekeeping Practices must be facilitated as per relevant documented Policies, Procedures, and Work Instructions;
- Nominated monitoring records for Good Housekeeping Practices must be maintained as per relevant documented Policies, Procedures, and Work Instructions;
- A properly monitored Good Housekeeping Practices program will provide a strong framework for your business to maintain compliance with relevant Regulatory, Industry, and Customer standards and requirements;
- A poorly monitored Good Housekeeping Practices program will not fully support your business and may contribute to significant non-compliance against Regulatory, Industry, and Customer standards and requirements.

Corrective Action and Preventative Action

To apply "real time" interventions to documented monitoring limits.

Corrective Action and Preventative Action

Corrective Action: Corrective action is mandatory action to be taken when a deviation to the Quality System occurs, particularly with a Critical Control Point.

Preventative Action: At any step in the process where a hazard has been identified, preventative action must be put into place to prevent recurrence.

Corrective Action and Preventative Action are implemented to ensure that any identified non-conformance issues are documented, investigated, and rectified within appropriate timeframes. Corrective action is any action applied to regain control over a product, process, policy, or procedure that has been identified as being non-conforming or outside nominated limits of acceptability. Preventative action is any action applied to prevent any identified non-conformance from reoccurring.

The outcomes of corrective and preventative actions should result in regained process control after effective application. Specified corrective actions are commonly linked to the HACCP Plans and the food business certification process.

Below are Corrective Action and Preventative Action examples which may be associated with Good Housekeeping

Practices related non-conformance:

- Review of the Good Housekeeping Practices policy;
- Review of Good Housekeeping Practices development procedures;
- Review of Good Housekeeping Practices implementation procedures and work instructions;
- Review of Good Housekeeping Practices monitoring procedures;
- Review of Good Housekeeping Practices corrective and preventative action procedures;
- Review of the Good Housekeeping Practices verification schedule;
- Review of Good Housekeeping Practices verification procedures;
- Review of the Good Housekeeping Practices validation schedule;
- Review of Good Housekeeping Practices validation procedures;
- Review of Good Housekeeping Practices training procedures;
- Re-training in Good Housekeeping Practices;
- Review of management review activities to include Good Housekeeping Practices as an agenda item;
- Initiation of 'product hold' procedures where safety or quality may be compromised;
- Initiation of a product recall or product withdrawal procedures where investigations show that there is a substantial safety and/or quality risk to the released product;
- Contacting stakeholders including customers regarding any confirmed or potential Good Housekeeping Practices concerns involving their product.

If monitoring identifies deficient areas, appropriate corrective action should be implemented before production commences. If your food business supplies foodstuffs manufactured to a customer's specifications, it is important to consider any specific Good Housekeeping Practices Corrective Action requirements in relation to their items.

You may wish to visit the Corrective Action and Preventative Action section of haccp.com for examples of best practice applications for this food safety and quality system element.

Good Housekeeping Practices Corrective Action and Preventative Action Key Points

- The implementation of Corrective Action and Preventative Action provides confidence that your FS&Q Program is effectively implemented and that FS&Q criteria is being met;
- Where deviations or variations are observed, Corrective Action and Preventative Actions must be facilitated to meet relevant Regulatory, Industry, and Customer standards and requirements;
- Corrective Action and Preventative Action of Good Housekeeping Practices must be facilitated as per relevant documented Policies, Procedures, and Work Instructions;
- Records of Corrective Action and Preventative Action for Good Housekeeping Practices must be maintained as per relevant documented Policies, Procedures and Work Instructions;
- Proper application of Corrective Action and Preventative Action for your Good Housekeeping Practices program will provide a strong framework for your business to maintain compliance with relevant Regulatory, Industry, and Customer standards and requirements;
- Poor application of Corrective Action and Preventative Action for your Good Housekeeping Practices program will not fully support your business and may contribute to significant non-compliance against Regulatory, Industry, and Customer standards and requirements.

Verification

To review and confirm documented monitoring and corrective actions against documented parameters.

Verification

Verification: The act of reviewing, inspecting, testing, checking, auditing, or otherwise establishing and documenting whether items, processes, services, or documents conform to specified requirements.

Verification is the detailed review of all food safety and quality system elements to confirm that they are effectively developed, documented, implemented, monitored, and reviewed. All food safety and quality system elements,

including documented policies, procedures, training, HACCP plans, and their operational applications must be verified on an ongoing scheduled basis. The verification process commonly includes a defined schedule for which verification activities are required, how often they are conducted, who is responsible, and detailed documented procedures for each nominated verification activity.

The general goal of an established verification process is to ensure any systemic non-conformance issues are identified and rectified within an appropriate time frame. When non-conformance issues are identified through the verification process, Corrective Actions and Preventative Actions should be implemented to ensure they do not impact the effectiveness of the food safety and quality system.

The following examples of verification activities may apply to Good Housekeeping Practices:

- Review of the Good Housekeeping Practices policy;
- Review of Good Housekeeping Practices development procedures;
- Review of Good Housekeeping Practices implementation procedures and work instructions;
- Review of Good Housekeeping Practices monitoring procedures;
- Review of Good Housekeeping Practices monitoring records;
- Review of Good Housekeeping Practices corrective and preventative action procedures;
- Review of the Good Housekeeping Practices verification schedule;
- Review of Good Housekeeping Practices verification procedures;
- Review of the Good Housekeeping Practices validation schedule;
- Review of Good Housekeeping Practices validation procedures;
- Review of Good Housekeeping Practices training procedures;
- Review of Good Housekeeping Practices performance since the last review and historically;
- Analytical testing of product or process to ensure the effectiveness of Good Housekeeping Practices;
- Inclusion of Good Housekeeping Practices as an agenda item within the Management Review Process.

If your food business supplies foodstuffs manufactured to a customer's specifications, it is important to consider any specific Good Housekeeping Practices Verification requirements in relation to their items.

You may wish to visit the Verification Activities section of haccp.com for examples of best practice applications for this food safety and quality system element.

Good Housekeeping Practices Verification Key Points

- Your verification program provides evidence that your FS&Q Controls have worked;
- Good Housekeeping Practices programs must be verified to meet relevant Regulatory, Industry, and Customer standards and requirements;
- The verification of Good Housekeeping Practices must be facilitated as per relevant documented Policies, Procedures and Work Instructions;
- Nominated verification records for Good Housekeeping Practices must be maintained as per relevant documented Policies, Procedures, and Work Instructions;
- A properly verified Good Housekeeping Practices program will provide a strong framework for your business to maintain compliance with relevant Regulatory, Industry, and Customer standards and requirements;
- A poorly verified Good Housekeeping Practices program will not fully support your business and may contribute to significant non-compliance against Regulatory, Industry, and Customer standards and requirements.

Validation

To confirm the documented monitoring or procedural limits.

Validation

Validation: The process of gathering evidence to provide a scientific basis for the documented act of demonstrating that a procedure, process, and activity will consistently lead to the expected results. It often includes the qualification of systems and equipment.

Validation is the provision of evidence to support the limits of control or acceptability for food safety or quality parameters nominated within systemic elements. Limits of control or acceptability are commonly included within documented food safety and quality systems elements such as procedures, HACCP plans, and specifications.

Common sources of validation include regulatory and legislative standards, finished product specifications and customer requirements, industry codes of practice and guidelines, verified and validated research, historical product, and process control outcomes, and analytical testing.

The general goal of an established validation process is to ensure any systemic non-conformance issues are identified and rectified within an appropriate time frame. When non-conformance issues are identified through the verification process, Corrective Actions and Preventative Actions should be implemented to ensure they do not impact the effectiveness of the food safety and quality system.

Validation activities are commonly defined within the verification schedules and procedures of established food safety and quality management systems.

The following examples may apply to validation of the limits of control or acceptability for Good Housekeeping Practices:

- Confirmation of nominated food safety and food quality control limits for Good Housekeeping Practices. These limits may apply to regulatory, industry, customer, or finished product specifications;
- Confirmation of analytical testing methods being used to confirm the effectiveness of Good Housekeeping Practices and ensure the accuracy of outcomes. If your food business supplies foodstuffs manufactured to a customer's specifications, it is important to consider any specific Good Housekeeping Practices Validation requirements in relation to their items.

You may wish to visit the Validation Activities section of haccp.com for examples of best practice applications for this food safety and quality system element.

Good Housekeeping Practices Validation Key Points

- Your validation program provides evidence that your FS&Q Controls will work;
- Good Housekeeping Practices programs must be validated to meet relevant Regulatory, Industry, and Customer standards and requirements;
- The validation of Good Housekeeping Practices must be facilitated as per relevant documented Policies, Procedures, and Work Instructions;
- Nominated validation records and supporting documentation for Good Housekeeping Practices must be maintained as per relevant documented Policies, Procedures, and Work Instructions;
- A properly validated Good Housekeeping Practices program will provide a strong framework for your business to maintain compliance with relevant Regulatory, Industry, and Customer standards and requirements;
- A poorly validated Good Housekeeping Practices program will not fully support your business and may contribute to significant non-compliance against Regulatory, Industry, and Customer standards and requirements.

Training, Competency and Resources

Skills, knowledge and competency requirements to facilitate development, documentation, implementation, monitoring, corrective action, verification and validation of every Food Safety and Quality System Element.

Skills and Knowledge

Skills and Knowledge: Skills and knowledge are attributes of human interactions commonly linked to competency within any specified job-related task.

Training and competency requirements for Good Housekeeping Practices must be ongoing, including regularly scheduled reviews to ensure the effectiveness of training and competency outcomes.

Team members who have defined responsibilities regarding Good Housekeeping Practices should have knowledge including:

- Basic Good Housekeeping Practices requirements;
- Positive outcomes of Good Housekeeping Practices;
- Negative outcomes of a lack of Good Housekeeping Practices;
- Current Good Housekeeping Practices procedures, methods, and techniques;
- General operational, corporate, and social awareness regarding Good Housekeeping Practices;
- Regulatory, industry, and customer requirements regarding Good Housekeeping Practices.

Team members who have defined responsibilities regarding Good Housekeeping Practices should have skills including:

- Competency regarding basic Good Housekeeping Practices;
- Effective application of current Good Housekeeping Practices procedures, methods, and techniques;
- The basic development, documentation, and implementation of HACCP and Prerequisite Programs within the food industry sector.

Team members who have defined responsibilities regarding Good Housekeeping Practices should have access to resources including:

- Good Housekeeping Practices training;
- Good Housekeeping Practices associations and events;
- Regulatory standards, industry and customer information and updates regarding Good Housekeeping Practices;
- Incidents within the food industry sector regarding Good Housekeeping Practices;
- Commitment to Good Housekeeping Practices by senior management;
- Suitably qualified food industry professionals with verified experience in Good Housekeeping Practices;
- Effective communication systems including email, internet, and phone through which Good Housekeeping Practices information can be sent and received within suitable timeframes.

If your food business supplies foodstuffs manufactured to a customer's specifications, it is important to consider any specific Good Housekeeping Practices Training, Competency, and Resources requirements in relation to their items.

You may wish to visit the Training, Competency, and Resources section of haccp.com for examples of best practice applications for this food safety and quality system element.

Good Housekeeping Practices Training, Skills and Knowledge Key Points

- Your Training, Skills, and Knowledge program ensures all participating personnel, visitors, and contractors have the required skills and knowledge to effectively facilitate the requirements of your FS&Q Program;
- Training, Skills and Knowledge programs for Good Housekeeping Practices must be facilitated to meet relevant Regulatory, Industry, and Customer standards and requirements;
- Training, Skills and Knowledge programs for Good Housekeeping Practices must be facilitated as per relevant documented Policies, Procedures, and Work Instructions;
- Training, Skills, and Knowledge records for Good Housekeeping Practices must be maintained as per relevant documented Policies, Procedures, and Work Instructions;
- Properly applied Training, Skills, and Knowledge programs for Good Housekeeping Practices will provide a strong framework for your business to maintain compliance with relevant Regulatory, Industry, and Customer standards and requirements;
- Poorly applied Training, Skills, and Knowledge programs for Good Housekeeping Practices will not fully support

your business and may contribute to significant non-compliance against Regulatory, Industry, and Customer standards and requirements.



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