



# SANTA ROSA PROCEDURE (pSOP)

<b>Title: Good Manufacturing Practices for Visitors</b>	
<b>Department: Quality Assurance</b>	
<b>Original Author: Mary Johnson</b>	<b>Original Date: 2/26/2016</b>
<b>Author of Revision: Juliet Basile</b>	

## 1. PURPOSE

Amy's Kitchen Good Manufacturing Practices are designed to assure that our food is safe to eat. It is important for visitors to be aware of these practices and agree to follow them during their visit at Amy's Kitchen.

## 2. SCOPE

2.1 All manufacturing plants within the Santa Rosa Campus

## 3. RESPONSIBILITY

- 3.1. RECEPTIONIST - responsible for ensuring guests sign into the Envoy guest management system.
- 3.2. AMY's KITCHEN HOST – responsible for providing the GMPs to guests prior to their guest's arrival at the plant, providing smock for guests and ensuring all guests are GMP compliant throughout plant visit.
- 3.3. AMY's KITCHEN HOST-Making sure visitor signs out at departure, or they understand how to sign out when they leave.

## 4. DEFINITIONS

- 4.1. GMP – Good Manufacturing Practices
- 4.2. Envoy – guest management system that uses iPads to log visitors and print visitor badges.

## 5. MATERIALS

- 5.1. NA

## 6. PROCEDURE

Please review the requirements below, and sign if you understand and agree to follow the rules:

### PERSONAL RESPONSIBILITIES:

- 6.1. Enter through the main front door entrance to sign in, on the Envoy guest management system upon entering and leaving the building.
- 6.2. Any Visitor who has a contagious illness is not allowed to enter the Manufacturing or Warehouse Areas.
- 6.3. Wounds must be covered. If on a hand, the hand must also have a glove over the bandage.
- 6.4. No extraneous items are allowed in the Manufacturing or Warehouse Areas.
  - 6.4.1. This includes cellphones, purses, bags, backpacks, etc.
- 6.5. No jewelry (including watches), other than one finger ring without stones, is allowed in the Manufacturing and Warehouse Areas.
- 6.6. Full length pants and slip resistant shoes are required. Closed-toe, closed-heel shoes are required. Dresses, skirts, and high heeled are not permitted.



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- 6.6.1. Closed-toe tennis shoes are acceptable.
- 6.7. Hairnets are required and beard nets are required when applicable.
- 6.8. Smocks are required in the Manufacturing Areas. Your Amy's Kitchen host will provide you with a smock.
- 6.9. No food or drink is allowed in the manufacturing or warehouse areas.
- 6.10. Tobacco/tobacco products are not allowed in the manufacturing or warehouse areas
- 6.11. Upon entering the manufacturing or warehouse areas, one must wash their hands.
  - 6.11.1. Guests wearing nail polish or fake nails must put on white gloves after washing their hands
- 6.12. Do not touch any of the food, ingredients, food contact surfaces, utensils, or equipment
- 6.13. Glass and glass containing objects are not allowed in the Manufacturing and Warehouse Areas.
- 6.14. Your safety and the safety of our team is very important. Please stay with your host and let them know if you are interested in seeing anything. They will make sure this is done safely.

**7. LIMITS & SPECIFICATIONS**

7.1. NA

**8. VERIFICATION**

8.1. QA Audits

**9. CORRECTIVE ACTION**

9.1. N/A

**10. RELATED DOCUMENTS**

10.1. GMPs – Personnel Practices and Processes pSOP

**Agreement**

I acknowledge that I have read, understand, and agree to abide by the Amy's Kitchen Good Manufacturing Practices for Visitors.

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Visitor's Name (Please print) Visitor's Signature Company (Please print)



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\_\_\_\_\_  
Amy's Contact & Title Phone number and Date

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# Document Approval Record



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**Initiator:** Juliet Basile (jbasile)

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**Approver(s):** Juliet Basile (jbasile)

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Austin Hermosillo (ahermosillo)

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