



What are Good Manufacturing Practices (GMPs)?

Good Manufacturing Practices (GMPs) are a code of Federal Regulations. They mandate and define acceptable work practices and procedures for companies that produce food or drugs for human consumption. The purpose of the GMPs is simple: By following them, we can ensure our products are prepared, packed, and held under sanitary conditions, and therefore safe for humans.

What is the GMP Program?

The GMP program helps us apply and adhere to the GMP guidelines. We use it to train you about the guidelines that apply to you and your positions. The program also enables us to provide things like uniforms, gloves, clean facilities, and more. Because GMPs directly affect quality and the condition of our plant, we must always pay close attention to our “good” manufacturing practices.

How does the GMP Program affect you?

Every staff member and visitor must understand and practice GMP guidelines. These guidelines mandate how you work, what you wear in our plants, and how to properly handle food products. The GMP guidelines are extensive, but they are not difficult to learn or to follow. Much of them relate to common sense. For example, there are guidelines for the proper wearing of uniforms, as well as many rules that detail good personal hygiene and sanitary work practices.

What benefits do GMPs have?

By applying, following, and enforcing the GMPs, we help ensure the highest quality in our products. Proper application of the GMPs also provides a clean, orderly, and safe working environment. At the same time, it helps us satisfy the Federally imposed regulations. As you can see, the GMPs exist for the benefit of employees, companies, and consumers alike.

What are elements of the GMP Program?

The GMP guidelines, though extensive and far-reaching, can be categorized into four (4) elements. They are described below, but you will learn much more about them all while working at BEI.

<i>GMP Element</i>	<i>Description and affected areas, systems, and processes</i>
Personnel	<i>Covers personal hygiene, uniforms, work practices, food handling procedures, etc.</i>
Buildings & Grounds	<i>Covers structural conditions both inside and out (air quality, appearance, debris), as well as sanitation facilities (restrooms, trash areas) and sanitation practices (housekeeping, general plant orderliness, and equipment cleanliness/wash-downs).</i>
Equipment/Utensils	<i>Describes rules for the cleaning, storage, set up, and use of equipment & tools</i>
Process Controls	<i>Focuses on quality control efforts like product inspections, HACCP, and rework use</i>

How does the GMP Program work?

While the GMP Program is enforced by Management and Supervisors through training, inspections, checklists, and other means, it is ultimately **your** responsibility to actually perform these “good manufacturing practices.” Therefore, we ask you to apply your training and knowledge of the GMPs while you work. Maintain good personnel hygiene; ensure that your work areas are clean and orderly; voice your questions and concerns. And always remember that your ongoing support in this matter is both essential and appreciated.

Major Points of the GMP Elements

PERSONNEL

- Wear hairnets, clean clothing, and proper footwear
- If you have uniforms, wear them.
- No jewelry, loose hair (facial/other), or loose clothing
- No chewing gum, smoking, eating, or drinking in plant
- Maintain good personal hygiene, stay home when sick
- Wash hands before work and after breaks/restroom trips
- Use clean gloves when handling food or food containers
- Do not store belongings (clothes, food) at work stations
- Heed all signage, instructions, and procedures

BUILDINGS & GROUNDS

- Keep all areas clean and free of debris
- Report any damage, unsanitary conditions, or problems
- Keep food and food containers off floor
- Keep doors/docks closed and vents/screens unclogged
- Use only proper barrels for trash (they are marked)
- Dispose all trash and keep trash areas neat
- All drums containing food must have liner and cover
- Store all equipment, products, and supplies neatly
- Watch for and report the presence of animals or insects

EQUIPMENT

- Inspect all equipment (tools, scoops, etc.) for cleanliness
- Never use dirty equipment for food handling
- Keep all equipment clean and free from contamination
- Do not use broken tools or equipment
- Keep all hoppers and exposed food covered
- Report equipment malfunctions or sanitary problems
- Never try to fix faulty equipment (especially electrical and mechanical systems) if you have not been trained
- Report any unsafe or unsanitary work practices

PROCESS CONTROLS

- Follow all Quality Control rules and requirements
- Inspect all food, containers, and packaging material
- Do not use food or packaging material that is "On Hold"
- If product contains foreign material, DO NOT USE
- Do not use damaged/contaminated packaging material
- Report any damage or contaminated products/materials
- Heed codes, warnings, expiration dates, and other labels or instructions pertaining to products, chemicals, etc.
- Use screens, magnets, and other controls as required