A Standard Operating Procedure, or an "SOP," is a document containing instructions on how to perform a task. It ensures that routine jobs get performed safely and in compliance with applicable regulations.

HACCP- Based SOP’s would entail the following sections;

* Cleaning and sanitizing food contact surfaces
* Controlling time and temperature during preparation
* Cooking potentially hazardous foods
* Cooling potentially hazardous foods
* Date marking ready-to-eat, potentially hazardous foods
* Handling a Food recall
* Holding hot and cold potentially hazardous foods
* Personal hygiene
* Preventing contamination at food bars
* Preventing cross-contamination during storage and preparation
* Receiving deliveries
* Reheating potentially hazardous foods
* Serving food
* Storing and using poisonous or toxic chemicals
* Transporting foods to remote sites
* Using and calibrating thermometers
* Using suitable utensils when handling ready to eat foods
* Using time alone as a public health control to limit bacteria growth in potentially hazardous foods
* Washing fruits and vegetables
* Washing hands

HACCP- SOP Record Keeping would entail:

* Cooking and reheating temperature logs
* Cooling temperatures log
* Damaged or discarded product log
* Food contact surfaces cleaning and sanitizing log
* Production log
* Receiving log
* Refrigeration log
* Thermometer calibration log
* Food safety checklist