



Checklist personal hygiene

Guidelines for obtaining hygiene certificates

Certification in the field of personal hygiene

Worldwide various certifications are used to guarantee the product safety of, among other things, food. Clients, such as supermarket chains and other retailers are increasingly demanding that the producers and suppliers of their products are in possession of such a hygiene certificate. With the Elpress hygiene sluices you meet the criteria that the various certification authorities require.

Two certifications that are implemented worldwide and have become standard practice, are BRC and IFS.

BRC Food

The BRC Global Standard for Food Safety - often simply referred to as BRC Food - is a standard for food safety that has been developed by the British Retail Consortium (BRC). The originally English BRC Food standard is recognized by many retailers and producers around the world and is used to determine the capabilities of their suppliers. If a supplier meets the BRC Food criteria, they also meet the latest legislation and customer requirements. The BRC Food standard is based on the HACCP food safety guarantee system and must be supported by a commitment from higher management.

IFS Food

The International Food Standard - also known as IFS or IFS Food - is a standard for food safety drawn up by HDE, the trade association of German food distributors. The French retail branch association FCD, among others, has also joined the IFS standard. The IFS standard was developed on the basis of the BRC Food standard and forms the German-French counterpart to this certificate.

Check-list

In this white-paper we will give you an insight into the criteria BRC and IFS – and also various smaller certificates – require for personal hygiene. We also list with which Elpress products you will meet these worldwide requirements and take you through an audit with good results.





1

Criteria for personal hygiene

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To be able to qualify for BRC and IFS certificates a food company needs to meet many criteria, among other things in the field of personal hygiene. Elpress has clearly listed here the most important criteria for personal hygiene:

- There must be sufficient personnel facilities available, tailored to the size of the company and designed in such a way as to minimise risks of product contamination and thus guaranteeing food safety. The facilities are well maintained.
- The changing rooms for employees, managers and visitors must give direct access to the production, packaging or storage areas, without having to go through other areas.
- There must be enough lockers for storage of personal items and / or food brought into work. Outdoor clothing, shoes and other personal items must be kept separately from production clothing and shoes.
- Toilets are not to have direct access into the areas where food products are processed. The toilets must have good facilities to wash hands and must have adequate natural or mechanical ventilation.
- There must be suitable and sufficient places for washing hands at the entrance to the production area. At least running drinking water, liquid soap and suitable resources for drying hands must be available here.
- Wanneer wordt gewerkt met zeer bederfelijke voedselproducten, zijn er extra eisen voor handhygiëne:
 - If highly perishable food is processed there are extra requirements for hand hygiene.
 - Hand-contact-free taps.
 - Hand disinfection.
 - Signs / pictogrammes that emphasise the requirement for hand hygiene.
 - Bins that can be opened with a foot pedal.
- If necessary cleaning facilities for boots, shoes and protective clothing must be available.

The above criteria apply generally to the BRC Food Standard and the IFS food Standard, and for various other hygiene certifications. For the specific and additional criteria per certification authority you should contact Elpress.

Audit

When an audit is performed, all the criteria that need to be met to get a hygiene certificate are extensively tested. The auditor assesses whether the various elements of a company's management system for

quality and food safety are documented and implemented, and whether these elements are maintained and continuously improved. Personal hygiene within a company is one of the extensively tested elements. After being awarded the hygiene certificate follow-up audits are planned at predetermined times in order to extend the certification.





3

What facilities do you need to meet the hygiene criteria?

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The minimal facilities required to be eligible for a hygiene certificate are washing basins with clean drinking water, one or more soap dispensers and hand drying facilities. Depending on the type of food that people are working with, additional personal hygiene measures may be necessary. Elpress has a wide range of facilities for personal hygiene that enable you to meet the hygiene requirements and thus be granted a certificate. The minimal requirements are dependant on the adjacent areas and can differ per certification. In practice, we regularly see the following provisions being requested and this sets a broad basis for obtaining certification.

Facilities for hand hygiene.

- **Hand washing**

With an automatic dosing unit or manually operated soap dispenser employees can soap their hands and then wash them over a hygienically designed stainless steel wash basin or gully. The taps can be switched on either with an electronic sensor or a knee-operated control.

- **Drying hands**

Hands can be dried with paper towels from a paper dispenser, an integrated Dyson Airblade Tap, or a Dyson Airblade situated next to the wash basin.

- **Disinfecting hands**

On entering a high care area hand disinfection is compulsory. This happens without contact via disinfection cylinders. The hand disinfection agent, which contains alcohol, needs a contact time of minimally 30 sec. before work can be started.

Facilities for footwear hygiene (extra important in high care / high risk areas)

- **Sole and boot cleaning**

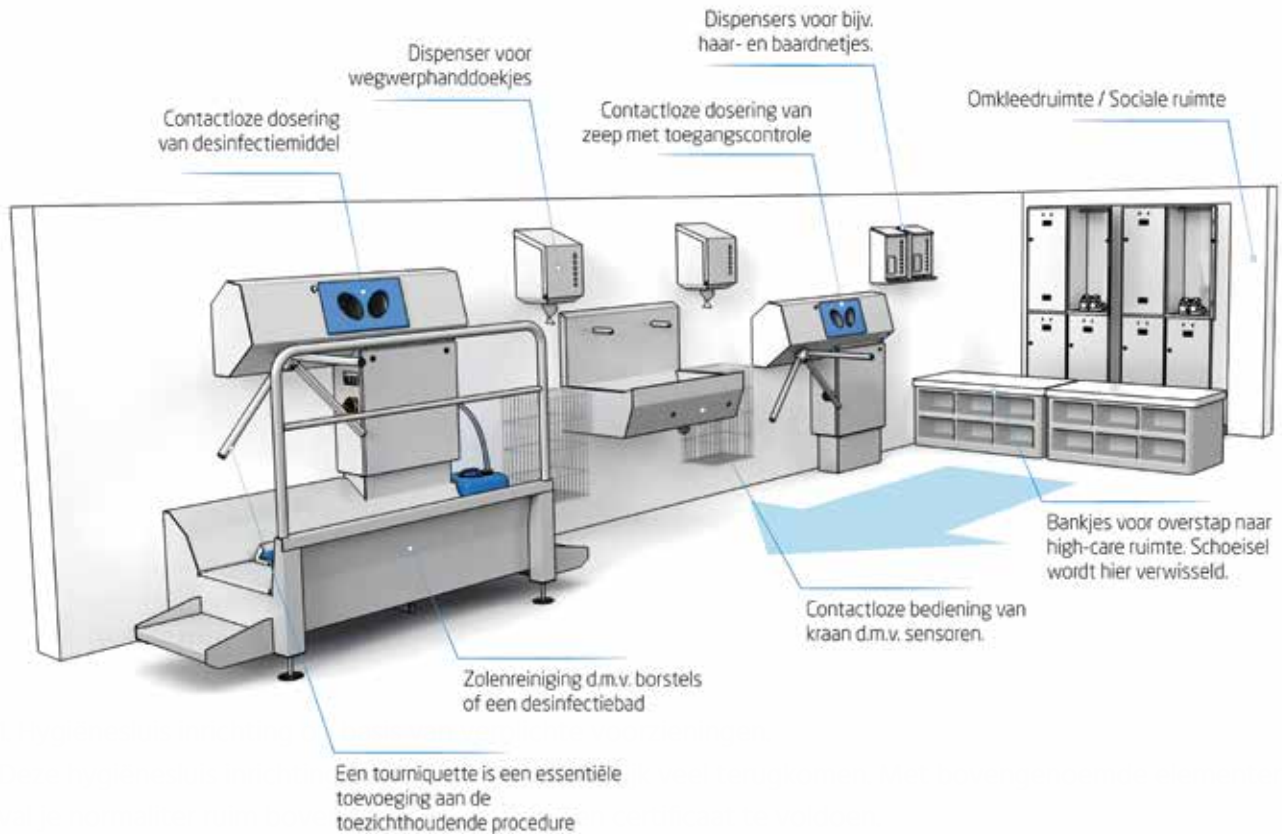
Soles are cleaned with rotating brushes that are activated by a sensor. The water that is used for this contains a prescribed concentration of disinfectant for an effective disinfection. In a hygiene sluice the sole cleaning can be combined with cleaning shoe edges or boot shafts.

- **Sole disinfection**

When entering a high care area shoes must be disinfected in a disinfection bath. This is often combined with hand disinfection in the hygiene entrance.

- **Partitions**

In some cases it is more than sufficient to have a clear partition in the changing room, with footwear meant for the high-care or high-risk area being kept behind it. If such a partition is sufficient, small benches can be used for the crossover so that the two areas are clearly marked.



1. Hygiene entrance set up on the basis of compulsory facilities.

In practice Elpress see this set up quite often. With the above mentioned elements you are normally well above the qualifying norm for a certificate.

Facilities for a social area

This is where employees can change clothes and prepare to enter the hygiene entrance and then the production area. Elpress delivers the entire interior of this dressing room. Consider for example lockers, small benches, boot racks, dispensers for hair nets and gloves, a washing area for cleaning aprons and boots, and facilities for knife and glove cleaning.

Access check

To guarantee food safety and to minimise the risk of product contamination, Elpress advises controlled access to the production area via a turnstile. With a turnstile you can prove during the audit that all employees who enter the production area meet the stated hygiene requirements. This access control is an enormous advantage when obtaining the desired hygiene certificate. When entering a high care area

(where for instance highly perishable food is processed) a supervisory procedure is an essential requirement for obtaining a hygiene certificate.

Hygiene Selector

Would you like to know what personal hygiene measures you need to take to qualify for a hygiene certificate and which hygiene entrance suits your company? Then please fill in the Elpress Hygiene Selector. You will then receive advice concerning personal hygiene suitable for your company, without any obligation.

More information on certifications

Your conclusion after reading this white-paper should be that proper attention to personal hygiene is an absolute must when it comes to eligibility for various hygiene certificates. Would you like more information about the possibilities that Elpress can offer you to meet globally established hygiene standards? Please do not hesitate to contact us. We have a passion for hygiene and would be happy to help you.



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Who is Elpress?

At Elpress we believe in hygiene and not only because it is the law, but because it simply provides better food products. For over 40 years, Elpress has been the leading producer and supplier of hygienic products to the food industry. Our focus is on providing total solutions in the field of hygiene processes. We combine our knowledge with our complete product package to add value to your business. We always offer appropriate advice on hygiene processes, so that we can raise food safety to a higher level.

