



State of California
Department of Food and Agriculture
Safe Animal Feed Education Program

Prerequisite Program

A Standard Operating Procedure (SOP) is a step-by-step instruction outline for a specified task. SOP's should be in place for all manufacturing or processing steps and should be followed at all times.

In a food/feed safety plan, written procedures must be in place for all prerequisite programs which support decisions made in the hazard analysis.

Title

Objective:

The objective of a standard operating procedure should briefly explain the purpose of the specified task.

Person Responsible:

The designee responsible for completing the task, outlined in this document.

Example: Plant Manager, Designated Employee, All Employees

Procedure:

An explanation of the task being performed; including step-by-step directions to perform the specified task.

Example: As shown in the [Flush Verification](#) SOP instructions are provided detailing what products to test, how to obtain samples, what tools to use, and what tolerance level is acceptable.

Monitoring:

Describe the observations or measurements performed to provide assurance tasks are consistently performed.

Example: As shown in the [Routine Cleaning Schedule](#) SOP all inspections outlined in the SOP are documented on specific "check" forms.

Frequency:

The frequency in which this standard operating procedure will take place and the frequency that any monitoring activities will occur.



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Example: As shown in the [Signification Discrepancies](#) SOP the procedure is performed daily.

Verification:

Activities, other than monitoring, which ensure that procedures are consistently implemented and effective, such as calibration, testing, and review of records.

Example: As shown in the [Quality Control Sampling Schedule](#) SOP, scheduled testing for mycotoxins, pesticides, and nutritional adequacies serve as a method of verification that approved suppliers are complying with the agreement made between supplier and firm. It also serves as verification that medicated or concentrated ingredients are being used appropriately and at the proper inclusion rate in formulas.

Example: As shown in the [Drug Room and/or Concentrated Hand-Add Area](#) SOP, the Concentrated Ingredient/Drug Log is completed daily and then reviewed/signed off by either the plant manager or a designated employee as verification that procedures are being followed.

Corrective Action:

A documented action performed by a designated employee when a procedure is not properly implemented. Describe steps taken to identify and correct the problem.

Example: As shown in the [Hold Procedure](#) SOP, use of a “Held” ingredient or product will result in a recall of any product that contained the “Held” ingredient/finished feed. A corrective action will be documented and the employee will be subject to disciplinary action.

Related Documents:

This section lists any documents that are used to complete this standard operating procedure as well as any documents that will aid in understanding the relevance or the understanding of the process.

NOTE: SAFE guidance materials are provided for educational purposes only and do not guarantee adequacy of procedures or compliance with regulations.