

SOP - Handwashing

Food Safety & Quality Template · Provided by GIFSQ

Everyone thinks they know how to wash their hands; most people do it badly. This SOP pins down the technique, the timing, and the facilities - print the technique poster and put it above every basin.

Don't let this go stale. Review the SOP at least annually and every time the process, equipment or chemicals change - and re-brief the team whenever you do.

1. Document control

Field	Details
Document title	SOP - Handwashing
Document no.	[QA-SOP-010]
Version	[1.0]
Effective date	[YYYY-MM-DD]
Prepared by	[Name / Title / Date]
Approved by	[Name / Title / Date]
Review date	[YYYY-MM-DD]

2. Purpose

To ensure effective handwashing by all food handlers at the right times.

3. Scope

Applies to everyone handling food or entering food handling areas at [site name].

4. Responsibilities

Role	Responsibility
All food handlers	Wash hands per this SOP.
Supervisors	Monitor compliance; correct technique on the spot.
Maintenance	Keep basins stocked and working.

5. Materials and equipment

- Designated handwash basins (not food or equipment sinks)
- Liquid soap
- Single-use paper towels or air dryers
- Hot and cold (or appropriately mixed) running water
- Handwashing technique poster at each basin

6. Safety precautions

- Use water at a comfortable temperature - scalding water makes people rush.
- Report blocked or cold-water-only basins immediately.

7. Procedure

Follow the steps in order. Steps marked [CHECK] are the ones people skip under pressure - don't.

1. Wet hands under running water.
2. Apply enough soap to cover all surfaces.
3. Rub palm to palm, backs of hands, between fingers, backs of fingers, thumbs, and fingertips/nails - at least 20 seconds total. [CHECK]
4. Rinse thoroughly under running water.
5. Dry completely with a single-use towel or air dryer - damp hands transfer bacteria far more easily.
6. Use the towel to turn off a manual tap where fitted.
7. Wash: on entering food areas, before handling food, after breaks, after touching face/hair/phone, after handling raw food or waste, after cleaning, and after any contamination. [CHECK]

8. Records

- Training records
- Hygiene audit records (handwashing observations)

9. Revision history

Version	Date	Change description	Changed by
1.0	[YYYY-MM-DD]	Initial issue	[Name]

Approval and control

Role	Name	Signature	Date
Prepared by	[Name]	[Signature]	[Date]
Reviewed by (QA)	[Name]	[Signature]	[Date]
Approved by	[Name]	[Signature]	[Date]

Keep completed forms for [Define retention period, e.g., 2 years beyond shelf life] at [defined location] - and make sure someone besides you knows where that is.

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