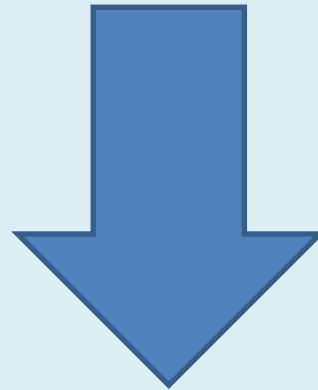


GOOD MANUFACTURING PRACTICES (GMP)

DEFINITION AND OBJECTIVE OF GMP

A set of conditions and rules necessary



to ensure the safety and wholesomeness of food and its production.

CONTAMINATION

Where there is safety, there are also **HAZARDS!**

Biological hazards: pathogenic bacteria, toxins, molds, viruses

Chemical hazards: chemicals (cleaning agents, sanitizers, etc.), pesticide residues and undeclared allergens

Physical hazards: metal, plastic, glass, wood, stones, and other foreign materials (hair, dust, jewelry, etc.)

Contamination can occur through direct contamination or cross-contamination, meaning the food comes into contact with contaminated equipment, work surfaces, or hands.

CONTAMINATION

Product contamination can occur in several ways,
for example:



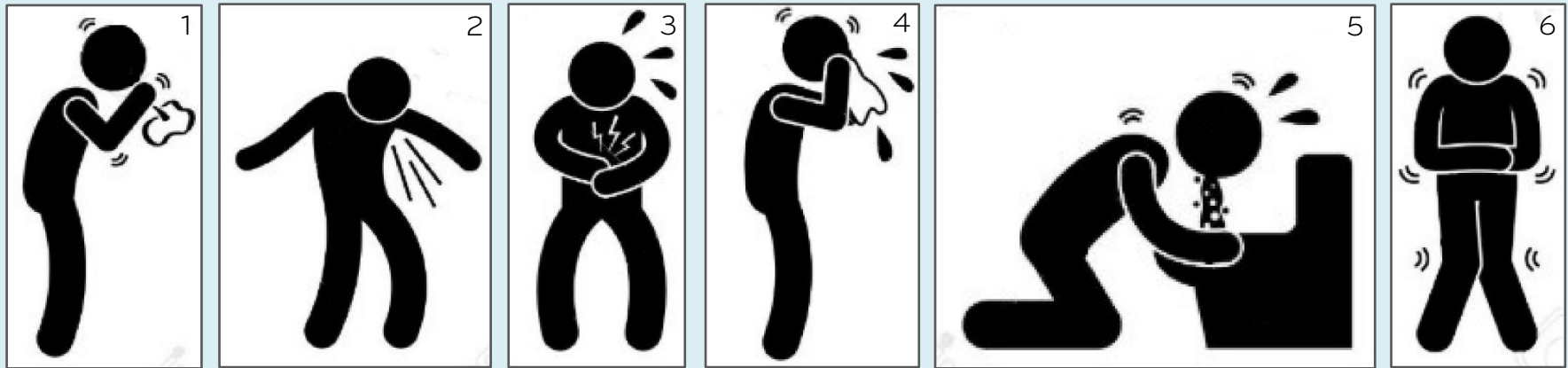
CONTAMINATION BY PERSONNEL

GMP include policies and procedures to prevent contamination by personnel:

- Health status (illnesses and injuries)
- Hand washing
- Gloves
- Hair and beard nets
- Uniforms
- Personal items
- Personal hygiene (perfume, nails, nail polish, makeup, etc.)
- Consumption of food, beverages and tobacco

HEALTH STATUS : ILLNESSES AND INJURIES

Anyone suffering from a contagious illness cannot handle products or participate in processing. Examples include: Gastrointestinal infections (*Salmonella*, *E. coli*, *Shigella*, etc.), viral or bacterial diseases (Hepatitis A, jaundice, botulism, *Listeria* infections, etc.), parasitic infections, skin infections (infected wounds on hands, impetigo, boils, etc.).



1. Sneezing
2. Coughing
3. Stomach pain

4. Runny nose
5. Nausea / vomiting
6. Fever / chills

Healthy carriers, meaning people who carry microorganisms without symptoms, must not handle raw materials, work-in-progress, or finished products.

They must inform Human Resources at hiring or as soon as they become aware of this condition.

HEALTH STATUS : ILLNESS AND INJURIES



Any existing cut, burn, or wound must be covered with a waterproof bandage until fully healed. Only blue, metal-detectable bandages are permitted in the facility. The bandage must be protected with a waterproof plastic glove.

Always inform your supervisor if you have a cut, burn, or wound on your face or on your upper limbs (hands, arms, and forearms). Always inform your supervisor if you have a new injury or any other incident involving bodily fluids during your work so that appropriate corrective actions can be taken (area isolation, destruction of contaminated products, cleaning of equipment according to the appropriate procedure, and inspection).

HAND WASHING

When should hands be washed?

- Before entering production areas
- After using the restroom
- After eating or drinking
- After blowing your nose or touching your face
- After handling contaminated objects
- After touching potentially contaminated surfaces
- Whenever necessary

*Alcohol-based hand sanitizer does not replace hand washing.



HAND WASHING

How should hands be washed?

1 WET	2 SOAP	3 SCRUB	4 RINSE	5 DRY
				
WET YOUR HANDS	APPLY SOAP	RUB NAILS, HANDS, AND WRISTS	RINSE	DRY



REMEMBER: PROPER HANDWASHING TAKES **AT LEAST 20 SECONDS.**

GLOVES

- Gloves must be clean and in good condition
- They are **not a substitute for hand washing.**
- Hands must be washed before putting on gloves and every time they are replaced.
- Gloves are mandatory when handling products **after the oven and during packaging.**
- During breaks, gloves must be stored in the designated boxes.

GLOVES

When should gloves be changed?

- Before entering production areas
- After using the restroom
- After eating or drinking
- After blowing your nose or touching your face
- After handling contaminated objects
- After touching potentially contaminated surfaces
- Whenever necessary...



GLOVES COLOUR CODE (IT-015)

OVEN EXIT EMPLOYEES

- Take a new pair of gloves at the beginning of your shift and after a break.
- Dispose of gloves in the designated grey bin after use.



DOUBLE
FABRIC

PACKAGING EMPLOYEES

- Take a new pair of gloves at the beginning of your shift and after a break.
- Dispose of gloves in the designated grey bin after use.



MAINTENANCE EMPLOYEES

THEY MAY BE:

- Kept in your toolbox, workstation, or workshop.
- Used for 2 or more shifts if they remain clean and in good condition.



THIN
FABRIC

CUT RESISTANT GLOVES

WHEN NEEDED:

- Take a new pair of gloves.
- Dispose of gloves in the trash bin after use.



SANITATION EMPLOYEES

- Take a new pair of gloves at the beginning of the shift or when needed.
- Dispose of gloves in the trash bin at the end of the shift.



SANITATION EMPLOYEES

FOR DRAIN CLEANING ONLY

- Take a new pair of gloves before starting .
- Dispose of gloves in the trash bin after use.



PLASTIC

HAIR AND BEARD NETS

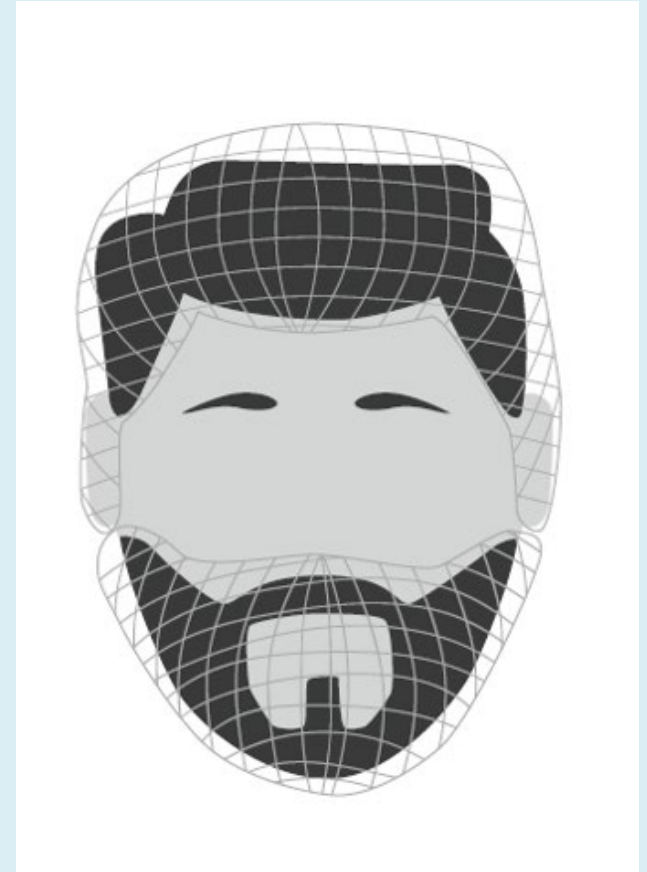
Hairnets are mandatory in production areas.

They must be put on before washing hands.

They must completely cover the hair and ears.

Beard nets are required if there is facial hair (beard, mustache).

They must cover the upper lip.



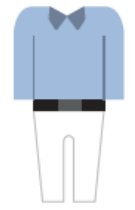
WORK UNIFORM

- Uniforms are mandatory in production.
- They must be kept clean and may be changed during the shift if needed.
- At the end of the shift they must be placed in the designated laundry chute, never on the floor.
- Maintenance employees must wear a grey coat for work performed outside to keep the uniform clean.
- It is forbidden to enter restrooms wearing a coat.
- It is forbidden to go outside wearing your work uniform or work shoes to eat, smoke, or for any other reason.

WORK UNIFORM COLOR CODE

WORK UNIFORMS

Person in charge of Production or Packaging (Supervisor, coordinator, or team leader)

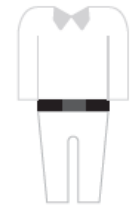


Quality Control Departement

Based on personal preference, QC technicians may wear a white labcoat.



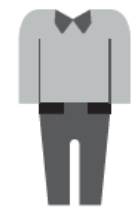
Production, Packaging and agency employees



Maintenance



Sanitation

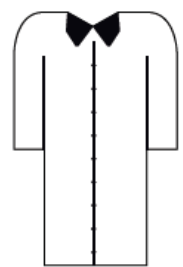


Receiving employees



LABCOATS

Office employees and Visitors



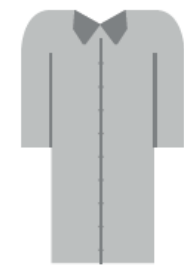
Sanitation supervisor



Contractors



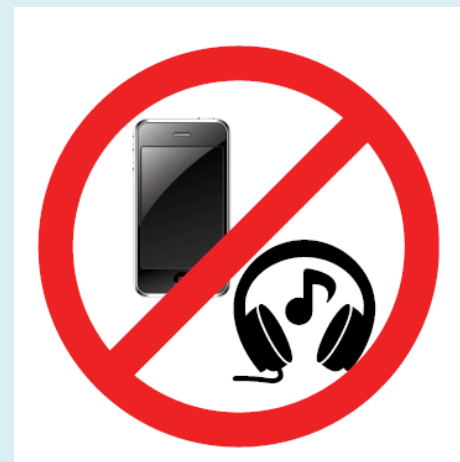
Labcoat for Maintenance employees to work in the workshop or outside the building



PERSONAL ITEMS

Employees are strictly prohibited from bringing personal items into the plant such as:

- Jewelry (watches, bracelets, rings, earrings, piercings, necklaces, etc.)
- Only medical alert jewelry is allowed and must be properly covered
- Cell phones and electronic devices
- Car or house keys (only Boulart keys or badges allowed)
- Wallets and bank cards
- Cigarettes, cigars, vaping devices
- Medications



CELL PHONES AND ELECTRONIC DEVICES: EXCEPTIONS

The only **people authorized** to bring cell phones into the plant are:

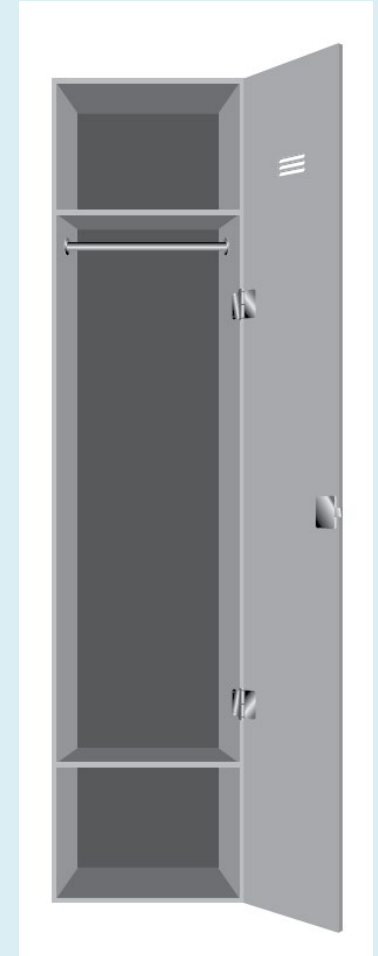
- Employees with company-issued phones
- Supervisors, team leaders and managers
- Quality Control employees
- Employees, contractors or visitors with explicit authorization from management

The following are strictly **prohibited** in production:

- Portable music players and headphones (safety reasons)
- Cameras and tablets unless provided by Boulart for professional purposes

LOCKER ROOMS AND LOCKERS

- Locker rooms must be kept clean and orderly.
- Uniform lockers are strictly reserved for Boulart uniforms only. They must not contain personal clothing.
- Lockers must not contain food or beverages, work tools, gloves or scraper.
- Food and beverages must always be in the cafeteria.



PERSONAL HYGIENE

All employees working in the plant must maintain a high level of personal cleanliness:

- Keep **nails clean and short**. Nail polish is not allowed.
- Artificial nails and false eyelashes are not allowed.
- Strong odors must be limited. Perfume is not allowed.



FOOD AND OTHER CONSUMPTION

In production and packaging areas:

- It is forbidden to eat, smoke, eat candy or lozenges, chew gum.
- Drinking water is allowed, but hands must be washed or sanitized afterwards.



CONTAMINATION IN PRODUCTION

GMP include policies, procedures and controls to prevent contamination during production, for example:

- Rules for handling food and packaging
- Color coding of containers and utensils
- Allergen control
- Procedure in case of glass or hard plastic breakage
- Chemical control
- Good maintenance practices
- Visitor and contractor policy

RULES FOR HANDLING FOOD AND PACKAGING

In the bakery:

- Before opening ingredients, the top of the bags or boxes must be cleaned.
- Ingredient cases must never be stored directly on the floor.

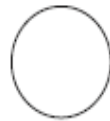
In packaging:

- Finished products and packaging must never be stored directly on the floor. They must be placed on pallets, shelves or tables.
- Finished product cases must not be stacked on top of each other if they contain liners, to prevent contamination.



CONTAINERS AND UTENSILS COLOUR CODE

CONTENANTS / PACKAGING / EMBALAJE



Rognure
Scrap
Recorte



Salubrité et poubelles
Healthiness and trash cans
Salubridad y botes de basura



Maintenance
Maintenance
Mantenimiento



Ingrédients
Ingredients
Ingrediente

BROSSES / BRUSH / CEPILLOS



Surfaces de contact alimentaire
Areas of food contact
Superficies de contacto con alimentos



Plancher
Floor
Suelo



Structures, contenants d'ingrédients
Structures, packagings of ingredients
Estructuras, embalajes de ingredientes



Drains
Drains
Desagües

ALLERGEN CONTROL

Definition: A food allergy is an abnormal immune reaction to proteins found in food.

- Reactions may vary in severity:
 - Skin rash, redness and heat
 - Anaphylactic shock
 - Breathing difficulty
 - **Death**
- There is no cure for food allergies. The only protection is strict avoidance of the allergen.

ALLERGEN CONTROL

Allergens present at Boulart:

- **NUTS**
- **SESAME SEEDS** (products containing 12 grains mix or Everything mix)
- **SOY** (products containing chocolate)

Controls are in place at Boulart to prevent cross-contamination during:

- Receiving (identification)
- Storage (segregation)
- Production (inspection, planning, handling, ...)

WHAT TO DO IN CASE OF GLASS BREAKAGE ?

Notify the production supervisor and Quality Control immediately that will:

- Stop operations immediately
- Establish a safety perimeter
- Evaluate affected product
- Ensure the area is cleaned
- Inspect equipment



CHEMICAL PRODUCTS

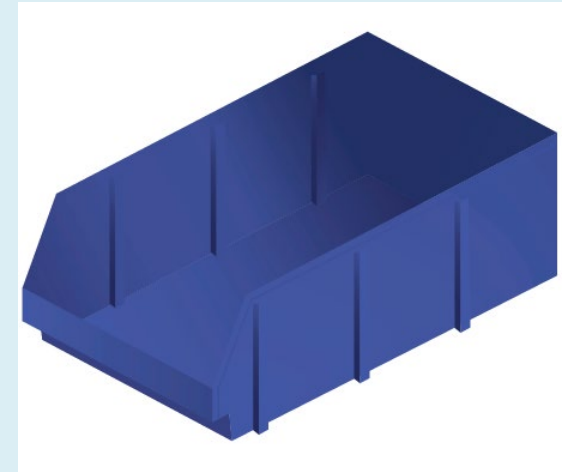
- They must be approved before use and must be listed on the chemical list.
- They must be **properly identified**
 - Maintenance products
 - Sanitation spray bottles
 - Water and oil spray bottles
- They must be stored in a locked storage to limit its access.



GOOD MAINTENANCE PRACTICES

These practices are meant to protect products and consumers.

- Use the blue bin to place tools and parts, never on food surfaces.
- Ensure sanitation cleans equipment contaminated during maintenance work or put a Hold poster on the equipment.
- Report any damaged equipment that could present a risk.
- Keep tools and equipment clean.(toolbox, tools, skyjack, ...).
- Temporary repairs (tape, wood, tie-wraps, etc.) are prohibited.



VISITORS AND CONTRACTORS

Before entering the plant, they must:

- Sign the visitor log
- Follow hygiene and clothing rules (wear labcoat, hair and beard net, no jewelry or personal objects)
- Be accompanied when present in production or packaging areas unless explicitly authorized (see list of exempted suppliers).

EMPLOYEE RESPONSIBILITIES

ALL employees play an **essential role** in maintaining food safety and hygiene.

EVERYONE must **know** and **follow** Good Manufacturing Practices (GMP).

YOU must **report** any food safety or quality concerns to your supervisor or Quality Control.

Failure to follow GMP and procedures related to Food Safety may result in disciplinary action.

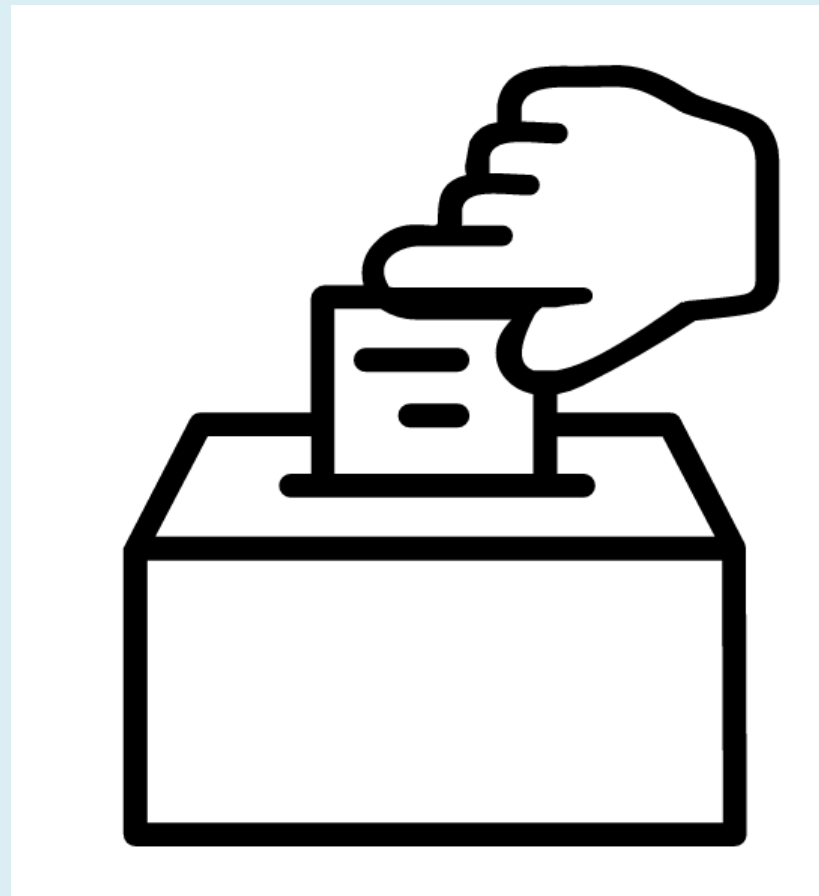
REPORT IMMEDIATELY IF YOU:

- See something or someone suspicious
- See a colleague not following procedures
- Hear unusual noise from equipment
- Witness product contamination



SPEAK UP, SHARE YOUR COMMENTS AND SUGGESTIONS
USING A DESIGNATED BOX.

ALL COMMENTS ARE CONFIDENTIAL AND HELP US IMPROVE
FOOD SAFETY.



**THANK YOU
FOR YOUR
ATTENTION !!**