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Final exam
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PRINCIPLES OF MANAGEMENT

QUESTION :

Take any existing or hypothetical company and develop it's SOPs (Standard operating procedures) At least 25.

ANSWER:

Standard Operating Procedures for drugs for health DFH limited pharmaceutical company sop's :

Personnel and Personal Hygiene:

- **DFH SOP1** - Employee Health and Personal Hygiene mandatory for all employees.
- **DFH SOP1a** - Certified Food Protection Manager.
- **DFH SOP2** – Hand washing regularly after every 20 minutes for all employees
- **DFH SOP3** - Glove and Utensil Usage.
- **DFH SOP4** - Tasting Method.
- **DFH SOP5** - Employees Eating Drinking Workplace with six feet distance.
- **DFH SOP6** - Break Meals, separately for all employees

Facility and Equipment:

- **DFH SOP7** - Equipment Cleaning and Sanitizing.
- **DFH SOP8** - Machine Ware Washing High Temperature.
 - **DFH SOP8a** - Dish Machine Temperature Log Thermal 1 Compartment.
 - **DFH SOP8b** - Dish Machine Temperature Log Thermal 3 Compartment.
- **DFH SOP9** - Machine Ware Washing Chemical Sanitizing.
- **DFH SOP9a** - Chemical Dish Machine Monitoring Form.
- **DFH SOP10** - Manual Ware Washing.
 - **DFH SOP10a** - Manual Ware washing Monitor Form.

Flow of Food

- **DFH SOP11** – Purchasing.
 - Food from Outside Sources.
 - Outside Food Request Form.
 - Food Products from Grower or Producer.

Receiving Temperature Log.

- **DFH SOP12** – Storage.
 - **DFH SOP12a** - Temperature Record for Freezer.
 - **DFH SOP12b** - Temperature Record for Freezer Refrigerator.
 - **DFH SOP12c** - Dry Storage Record.

Temperature Record for Refrigerator.

- **DFH SOP13** - Thawing Food.
- **DFH SOP14** - Preparing Cold Food
- **DFH SOP15** - Cooking Food.
 - o Daily Menu Production Worksheet.
- **DFH SOP16** - Holding Food.
 - o **DFH SOP16a** - Holding Temperatures Log.
- **DFH SOP17** - Cooling Food.
 - o **DFH SOP17a** - Cooling Temperatures Log.
- **DFH SOP18** - Reheating Food (Leftovers).

Communications

- **DFH SOP19** - Responding to a Food-borne Illness Complaint.
 - o **DFH SOP19a** - Food-borne Illness Incidence Report.
- **DFH SOP20** - Responding to a Physical Hazard found in Food.
 - o **DFH SOP20a** - Physical Hazards Incident Report.

Employee Orientation and Training

- **DFH SOP21** - New Employee Orientation.
 - o **DFH SOP21a** - New Foodservice Employee Orientation-Food Safety Checklist.

Food Safety and HACCP Training and Monitoring

- **DFH SOP22** - Food Safety Training Program.
 - o **DFH SOP22a** - Annual Training Calendar.
 - o **DFH SOP22b** - Employee Training Planner.
 - o **DFH SOP22c** - In service Training Session Roster.
- **DFH SOP23** - Self Inspection for Continuous Quality Improvement.
- **DFH SOP24** - Food Safety Program Verification.
- **DFH SOP25** - Record Keeping and Documentation.

THE END