

Minimum Good Brewing Practices for the U.S. Brewing Industry

Based on 21 CFR Part 110

Purpose and Scope

This document defines the minimum Good Brewing Practices (GBP) requirements for all (INSERT COMPANY NAME) manufacturing facilities.

Responsibilities

The (Insert title) is responsible for assuring that all requirements of this document are implemented within their facility, and that required training and self-inspections are performed.

The (Insert title) is responsible for assuring that third party audits of the facilities are performed on an annual basis. The (Insert title) is also responsible for conducting additional internal GBP/system audits to assure that brewery-self inspections and associated corrective actions are adequate.

GBP Requirements

Basic GBP Requirements are based on Good Manufacturing Practices as provided in 21 CFR Part 110. Applicable sections of that regulation are provided below with additional annotations specific to (INSERT COMPANY NAME).

Personnel

The brewery management shall take all reasonable measures and precautions to ensure the following:

(a) *Disease control.* Any person who, by medical examination or supervisory observation, is shown to have, or appears to have, an illness, open lesion, including boils, sores, or infected wounds, or any other abnormal source of microbial contamination by which there is a reasonable possibility of food, food-contact surfaces, or food-packaging materials becoming contaminated, shall be excluded from any operations which may be expected to result in such contamination until the condition is corrected. Personnel shall be instructed to report such health conditions to their supervisors.

(b) *Cleanliness.* All persons working in direct contact with food, food-contact surfaces, and food-packaging materials shall conform to hygienic practices while on duty to the extent necessary to protect against contamination of food. The methods for maintaining cleanliness include, but are not limited to:

(1) Wearing outer garments suitable to the operation in a manner that protects against the contamination of food, food-contact surfaces, or food-packaging materials.

(2) Maintaining adequate personal cleanliness.

(3) Washing hands thoroughly (and sanitizing if necessary to protect against contamination with undesirable microorganisms) in an adequate hand-washing facility before starting work, after each absence from the work station, and at any other time when the hands may have become soiled or contaminated. *[Handwash stations with sanitizing soap shall be provided at appropriate locations in the facilities.]*

(4) Removing all exposed jewelry and other objects that might fall into food, equipment, or containers. *[All exposed jewelry (watches included) are prohibited in production and processing areas. If jewelry cannot be removed, supervisory personnel shall be notified so that appropriate measures can be taken.]*

(5) Maintaining gloves, if they are used in food handling, in an intact, clean, and sanitary condition. The gloves should be of an impermeable material.

(6) Wearing, where appropriate, in an effective manner, hair nets, beard covers, or other effective hair restraints. *[Hardhats, bump caps or other appropriate head covering shall be used in (INSERT COMPANY NAME) facilities as effective hair restraints for head hair.]* For the purposes of quantifying appropriate, beards or mustaches of lengths $\frac{1}{4}$ " or greater require beard covers to cover any exposed facial hair.

Beard covers are required for the following tasks:

- a. Emptying sacks of grain into the grain transport system
- b. Adding ingredients to the brew kettles
- c. Adding additives to the filtration mixing brinks
- d. Adding hops or ingredients to storage tanks
- e. Adding crowns to the crowner hoppers
- f. Harvesting yeast
- g. Adding yeast to the yeast brinks
- h. Other activities where the product is exposed
- i. At glass depal or any area where the final package is exposed prior to sealing

(7) Storing clothing or other personal belongings in areas other than where food is exposed or where equipment or utensils are washed. *[Personal items shall be restricted to designated locker and breakroom facilities.]*

(8) Confining the following to areas other than where food may be exposed or where equipment or utensils are washed: eating food, chewing gum, drinking beverages, or using tobacco. *[Food and beverages may only be stored or consumed in designated areas, smoking is only allowed on (INSERT COMPANY NAME) property in designated areas.]* The only allowed food to be consumed in production areas is plain drinking water to conform to safety requirements.

(9) Taking any other necessary precautions to protect against contamination of food, food-contact surfaces, or food-packaging materials with microorganisms or foreign substances including, but not limited to, perspiration, hair, cosmetics, tobacco, chemicals, and medicines applied to the skin.

Brewery and Grounds

(a) *Grounds.* The grounds about a brewery under the control of the operator shall be kept in a condition that will protect against the contamination of food. The methods for adequate maintenance of grounds include, but are not limited to:

- (1) Properly storing equipment, removing litter and waste, and cutting weeds or grass within the immediate vicinity of the brewery buildings or structures that may constitute an attractant, breeding place, or harborage for pests.
- (2) Maintaining roads, yards, and parking lots so that they do not constitute a source of contamination in areas where food is exposed.
- (3) Adequately draining areas that may contribute contamination to food by seepage, foot-borne filth, or providing a breeding place for pests.
- (4) Operating systems for waste treatment and disposal in an adequate manner so that they do not constitute a source of contamination in areas where food is exposed.
- (5) Maintain Adequate space at building perimeter (minimum 18") to allow for exterior inspection. Space to be free of obstacles, shrubs, etc. (do not allow bushes to grow up against building or items to clutter building in such a manner as to provide harborage for pests.

If the brewery grounds are bordered by grounds not under the operator's control and not maintained in the manner described in paragraph (a) (1) through (3) of this section, care shall be exercised in the brewery by inspection, extermination, or other means to exclude pests, dirt, and filth that may be a source of food contamination.

(b) *Brewery construction and design.* Brewery buildings and structures shall be suitable in size, construction, and design to facilitate maintenance and sanitary operations for food-manufacturing purposes. The brewery and facilities shall:

- (1) Provide sufficient space for such placement of equipment and storage of materials as is necessary for the maintenance of sanitary operations and the production of safe food. *[An 18 inch clear zone shall be maintained around all stored items to allow for inspection and pest control.]*
- (2) Permit the taking of proper precautions to reduce the potential for contamination of food, food-contact surfaces, or food-packaging materials with microorganisms, chemicals, filth, or other extraneous material. The potential for contamination may be reduced by adequate food safety controls and operating practices or effective design, including the separation of operations in which contamination is likely to occur, by one or more of the following means: location, time, partition, air flow, enclosed systems, or other effective means.
- (3) Be constructed in such a manner that floors, walls, and ceilings may be adequately cleaned and kept clean and kept in good repair; that drip or condensate from fixtures, ducts and pipes does not contaminate food, food-contact surfaces, or food-packaging materials; and that aisles or working spaces are provided between equipment and walls and are adequately unobstructed and of adequate width to permit employees to perform

their duties and to protect against contaminating food or food-contact surfaces with clothing or personal contact.

(4) Provide adequate lighting in hand-washing areas, dressing and locker rooms, and toilet rooms and in all areas where food is examined, processed, or stored and where equipment or utensils are cleaned; and provide safety-type light bulbs, fixtures, skylights, or other glass suspended over exposed food in any step of preparation or otherwise protect against food contamination in case of glass breakage.

(5) Provide adequate ventilation or control equipment to minimize odors and vapors (including steam and noxious fumes) in areas where they may contaminate food; and locate and operate fans and other air-blowing equipment in a manner that minimizes the potential for contaminating food, food-packaging materials, and food-contact surfaces.

(6) Provide, where necessary, adequate screening or other protection against pests.

Sanitary operations

(a) *General maintenance.* Buildings, fixtures, and other physical facilities of the brewery shall be maintained in a sanitary condition and shall be kept in repair sufficient to prevent food from becoming adulterated within the meaning of the act. Cleaning and sanitizing of utensils and equipment shall be conducted in a manner that protects against contamination of food, food-contact surfaces, or food-packaging materials.

(b) *Substances used in cleaning and sanitizing; storage of toxic materials.* (1) Cleaning compounds and sanitizing agents used in cleaning and sanitizing procedures shall be free from undesirable microorganisms and shall be safe and adequate under the conditions of use. Compliance with this requirement may be verified by any effective means including purchase of these substances under a supplier's guarantee or certification, or examination of these substances for contamination. Only the following toxic materials may be used or stored in a brewery where food is processed or exposed:

- (i) Those required to maintain clean and sanitary conditions;
- (ii) Those necessary for use in laboratory testing procedures;
- (iii) Those necessary for brewery and equipment maintenance and operation; and
- (iv) Those necessary for use in the brewery's operations.

(2) Toxic cleaning compounds, sanitizing agents, and pesticide chemicals shall be identified, held, and stored in a manner that protects against contamination of food, food-contact surfaces, or food-packaging materials. All relevant regulations promulgated by other Federal, State, and local government agencies for the application, use, or holding of these products should be followed. [See *Chemical Control Procedure for details of (INSERT COMPANY NAME) control of these items.*]

(c) *Pest control.* No pests shall be allowed in any area of a food brewery. The use of insecticides or rodenticides is permitted only under precautions and restrictions that will protect against the contamination of food, food-contact surfaces, and food-packaging materials. [An established pest control program, including a listing of specific pesticides,

location of traps and bait stations, and monitoring of pesticide usage and pest activity shall be maintained by each facility.]

Note: Be sure to understand Federal, State and Local regulations regarding pest control and the use of pest control materials in your facility.

(d) *Sanitation of food-contact surfaces.* All food-contact surfaces, including utensils and food-contact surfaces of equipment, shall be cleaned as frequently as necessary to protect against contamination of food.

(1) Food-contact surfaces used for manufacturing or holding low-moisture food shall be in a dry, sanitary condition at the time of use. When the surfaces are wet-cleaned, they shall, when necessary, be sanitized and thoroughly dried before subsequent use.

(2) In wet processing, when cleaning is necessary to protect against the introduction of microorganisms into food, all food-contact surfaces shall be cleaned and sanitized before use and after any interruption during which the food-contact surfaces may have become contaminated. Where equipment and utensils are used in a continuous production operation, the utensils and food-contact surfaces of the equipment shall be cleaned and sanitized as necessary.

(3) Non-food-contact surfaces of equipment used in the operation of the brewery should be cleaned as frequently as necessary to protect against contamination of food.

(4) Single-service articles (such as utensils intended for one-time use, paper cups, and paper towels) should be stored in appropriate containers and shall be handled, dispensed, used, and disposed of in a manner that protects against contamination of food or food-contact surfaces.

(5) Sanitizing agents shall be adequate and safe under conditions of use. Any facility, procedure, or machine is acceptable for cleaning and sanitizing equipment and utensils if it is established that the facility, procedure, or machine will routinely render equipment and utensils clean and provide adequate cleaning and sanitizing treatment.

(e) *Storage and handling of cleaned portable equipment and utensils.* Cleaned and sanitized portable equipment with food-contact surfaces and utensils should be stored in a location and manner that protects food-contact surfaces from contamination.

[Each facility shall develop and maintain specific procedures and schedules for the cleaning and sanitizing of equipment and facilities.]

Note: It is highly recommended that a Master Sanitation Schedule be developed and maintained.

Sanitary facilities and controls

Each brewery shall be equipped with adequate sanitary facilities and accommodations including, but not limited to:

(a) *Water supply.* The water supply shall be sufficient for the operations intended and shall be derived from an adequate source. Any water that contacts food or food-contact surfaces shall be safe and of adequate sanitary quality. Running water at a suitable temperature, and under pressure as needed, shall be provided in all areas where required for the processing of food, for the cleaning of equipment, utensils, and food-packaging materials, or for employee sanitary facilities.

Note: It is highly recommended that records be kept that show "Proof of Potability" of the water supply. The schedule of testing may vary based on the source of the water.

(b) *Plumbing.* Plumbing shall be of adequate size and design and adequately installed and maintained to:

- (1) Carry sufficient quantities of water to required locations throughout the brewery.
- (2) Properly convey sewage and liquid disposable waste from the brewery.
- (3) Avoid constituting a source of contamination to food, water supplies, equipment, or utensils or creating an unsanitary condition.
- (4) Provide adequate floor drainage in all areas where floors are subject to flooding-type cleaning or where normal operations release or discharge water or other liquid waste on the floor.
- (5) Provide that there is not backflow from, or cross-connection between, piping systems that discharge waste water or sewage and piping systems that carry water for food or food manufacturing.

(c) *Sewage disposal.* Sewage disposal shall be made into an adequate sewerage system or disposed of through other adequate means.

(d) *Toilet facilities.* Each brewery shall provide its employees with adequate, readily accessible toilet facilities. Compliance with this requirement may be accomplished by:

- (1) Maintaining the facilities in a sanitary condition.
- (2) Keeping the facilities in good repair at all times.
- (3) Providing self-closing doors.
- (4) Providing doors that do not open into areas where food is exposed to airborne contamination, except where alternate means have been taken to protect against such contamination (such as double doors or positive air-flow systems).

(e) *Hand-washing facilities.* Hand-washing facilities shall be adequate and convenient and be furnished with running water at a suitable temperature. Compliance with this requirement may be accomplished by providing:

- (1) Hand-washing and, where appropriate, hand-sanitizing facilities at each location in the brewery where good sanitary practices require employees to wash and/or sanitize their hands.
- (2) Effective hand-cleaning and sanitizing preparations.
- (3) Sanitary towel service or suitable drying devices.
- (4) Readily understandable signs directing employees handling unprotected food, unprotected food-packaging materials, or food-contact surfaces to wash and, where appropriate, sanitize their hands before they start work, after each absence from post of duty, and when their hands may have become soiled or contaminated. These signs may be posted in the processing room(s) and in all other areas where employees may handle such food, materials, or surfaces.
- (5) Refuse receptacles that are constructed and maintained in a manner that protects against contamination of food.

(f) *Rubbish, waste beer and beer by-products disposal.* Rubbish shall be so conveyed, stored, and disposed of as to minimize the development of odor, minimize the potential for the waste becoming an attractant and harborage or breeding place for pests, and protect against contamination of food, food-contact surfaces, water supplies, and ground surfaces.

Equipment and utensils

(a) All brewery equipment and utensils shall be so designed and of such material and workmanship as to be adequately cleanable, and shall be properly maintained. The design, construction, and use of equipment and utensils shall preclude the adulteration of food with lubricants, fuel, metal fragments, contaminated water, or any other contaminants. All equipment should be so installed and maintained as to facilitate the cleaning of the equipment and of all adjacent spaces. Food-contact surfaces shall be corrosion-resistant when in contact with food. They shall be made of nontoxic materials and designed to withstand the environment of their intended use and the action of food, and, if applicable, cleaning compounds and sanitizing agents. Food-contact surfaces shall be maintained to protect food from being contaminated by any source, including unlawful indirect food additives.

(b) Seams on food-contact surfaces shall be smoothly bonded or maintained so as to minimize accumulation of food particles, dirt, and organic matter and thus minimize the opportunity for growth of microorganisms.

(c) Equipment that is in the manufacturing or food-handling area and that does not come into contact with food shall be so constructed that it can be kept in a clean condition.

(d) Holding, conveying, and manufacturing systems, including gravimetric, pneumatic, closed, and automated systems, shall be of a design and construction that enables them to be maintained in an appropriate sanitary condition.

(e) Each cold storage compartment used to store and hold food capable of supporting growth of microorganisms shall be fitted with an indicating thermometer, temperature-measuring device, or temperature-recording device so installed as to show the temperature accurately within the compartment, and should be fitted with an automatic control for regulating temperature or with an automatic alarm system to indicate a significant temperature change in a manual operation.

(f) Instruments and controls used for measuring, regulating, or recording temperatures, pH, acidity, water activity, or other conditions that control or prevent the growth of undesirable microorganisms in food shall be accurate and adequately maintained, and adequate in number for their designated uses.

(g) Compressed air or other gases mechanically introduced into food or used to clean food-contact surfaces or equipment shall be treated in such a way that food is not contaminated with unlawful indirect food additives.

Production and Process Controls

All operations in the receiving, inspecting, transporting, segregating, preparing, manufacturing, packaging, and storing of beer shall be conducted in accordance with adequate sanitation principles. Appropriate quality control operations shall be employed to ensure that food is suitable for human consumption and that beer-packaging materials are safe and suitable. Overall sanitation of the plant shall be under the supervision of one or more competent individuals assigned responsibility for this function. All reasonable precautions shall be taken to ensure that production procedures do not contribute contamination from any source. Chemical, microbial, or extraneous-material testing procedures shall be used where necessary to identify sanitation failures or possible food contamination. All food that has become contaminated to the extent that it is adulterated within the meaning of the act shall be rejected, or if permissible, treated or processed to eliminate the contamination.

(a) Raw materials and other ingredients. (1) Raw materials and other ingredients shall be inspected and segregated or otherwise handled as necessary to ascertain that they are clean and suitable for processing into beer and shall be stored under conditions that will protect against contamination and minimize deterioration. Raw materials shall be washed or cleaned as necessary to remove soil or other contamination. Water used for washing, rinsing, or conveying food shall be safe and of adequate sanitary quality. Water may be reused for washing, rinsing, or conveying food if it does not increase the level of contamination of the food. Containers and carriers of raw materials should be inspected on receipt to ensure that their condition has not contributed to the contamination or deterioration of food.

(2) Raw materials and other ingredients shall either not contain levels of microorganisms that may produce food poisoning or other disease in humans, or they

shall be pasteurized or otherwise treated during manufacturing operations so that they no longer contain levels that would cause the product to be adulterated within the meaning of the act. Compliance with this requirement may be verified by any effective means, including purchasing raw materials and other ingredients under a supplier's guarantee or certification.

(3) Raw materials and other ingredients susceptible to contamination with aflatoxin or other natural toxins shall comply with current Food and Drug Administration regulations and action levels for poisonous or deleterious substances before these materials or ingredients are incorporated into finished food. Compliance with this requirement may be accomplished by purchasing raw materials and other ingredients under a supplier's guarantee or certification, or may be verified by analyzing these materials and ingredients for aflatoxins and other natural toxins.

(4) Raw materials, other ingredients, and rework susceptible to contamination with pests, undesirable microorganisms, or extraneous material shall comply with applicable Food and Drug Administration regulations and defect action levels for natural or unavoidable defects if a manufacturer wishes to use the materials in manufacturing food. Compliance with this requirement may be verified by any effective means, including purchasing the materials under a supplier's guarantee or certification, or examination of these materials for contamination.

(5) Raw materials, other ingredients, and rework shall be held in bulk, or in containers designed and constructed so as to protect against contamination and shall be held at such temperature and relative humidity and in such a manner as to prevent the food from becoming adulterated within the meaning of the act. Material scheduled for rework shall be identified as such.

(6) Frozen raw materials and other ingredients shall be kept frozen. If thawing is required prior to use, it shall be done in a manner that prevents the raw materials and other ingredients from becoming adulterated within the meaning of the act.

(7) Liquid or dry raw materials and other ingredients received and stored in bulk form shall be held in a manner that protects against contamination.

(b) ***Manufacturing operations.*** (1) Equipment and utensils and finished food containers shall be maintained in an acceptable condition through appropriate cleaning and sanitizing, as necessary. Insofar as necessary, equipment shall be taken apart for thorough cleaning.

(2) All beer manufacturing, including packaging and storage, shall be conducted under such conditions and controls as are necessary to minimize the potential for the growth of microorganisms, or for the contamination of food. One way to comply with this requirement is careful monitoring of physical factors such as time, temperature, humidity, aw, pH, pressure, flow rate, and manufacturing operations such as freezing, dehydration, heat processing, acidification, and refrigeration to ensure that mechanical

breakdowns, time delays, temperature fluctuations, and other factors do not contribute to the decomposition or contamination of food.

(3) Food that can support the rapid growth of undesirable microorganisms, particularly those of public health significance, shall be held in a manner that prevents the food from becoming adulterated within the meaning of the act. Compliance with this requirement may be accomplished by any effective means, including:

(i) Maintaining refrigerated foods at 45 °F (7.2 °C) or below as appropriate for the particular food involved.

(ii) Maintaining frozen foods in a frozen state.

(iii) Maintaining hot foods at 140 °F (60 °C) or above.

(iv) Heat treating acid or acidified foods to destroy mesophilic microorganisms when those foods are to be held in hermetically sealed containers at ambient temperatures.

(4) Measures such as sterilizing, irradiating, pasteurizing, freezing, refrigerating, controlling pH or controlling aw that are taken to destroy or prevent the growth of undesirable microorganisms, particularly those of public health significance, shall be adequate under the conditions of manufacture, handling, and distribution to prevent food from being adulterated within the meaning of the act.

(5) Work-in-process shall be handled in a manner that protects against contamination.

(6) Effective measures shall be taken to protect finished food from contamination by raw materials, other ingredients, or refuse. When raw materials, other ingredients, or refuse are unprotected, they shall not be handled simultaneously in a receiving, loading, or shipping area if that handling could result in contaminated food. Food transported by conveyor shall be protected against contamination as necessary.

(7) Equipment, containers, and utensils used to convey, hold, or store raw materials, work-in-process, rework, or beer shall be constructed, handled, and maintained during manufacturing or storage in a manner that protects against contamination.

(8) Effective measures shall be taken to protect against the inclusion of metal or other extraneous material in beer. Compliance with this requirement may be accomplished by using sieves, traps, magnets, electronic metal detectors, or other suitable effective means.

(9) Food, beer, raw materials, and other ingredients that are adulterated within the meaning of the act shall be disposed of in a manner that protects against the contamination of other food. If the adulterated food is capable of being reconditioned, it shall be reconditioned using a method that has been proven to be effective or it shall be

reexamined and found not to be adulterated within the meaning of the act before being incorporated into other food.

(10) Mechanical manufacturing steps such as washing, peeling, trimming, cutting, sorting and inspecting, mashing, dewatering, cooling, shredding, extruding, drying, whipping, defatting, and forming shall be performed so as to protect food and beer against contamination. Compliance with this requirement may be accomplished by providing adequate physical protection of food from contaminants that may drip, drain, or be drawn into the food. Protection may be provided by adequate cleaning and sanitizing of all food-contact surfaces, and by using time and temperature controls at and between each manufacturing step.

(13) Filling, assembling, packaging, and other operations shall be performed in such a way that the beer is protected against contamination. Compliance with this requirement may be accomplished by any effective means, including:

- (i) Use of a quality control operation in which the critical control points are identified and controlled during manufacturing.
- (ii) Adequate cleaning and sanitizing of all food-contact surfaces and food containers.
- (iii) Using materials for food containers and food- packaging materials that are safe and suitable, as defined in § 130.3(d) of this chapter.
- (iv) Providing physical protection from contamination, particularly airborne contamination.
- (v) Using sanitary handling procedures.

(16) When ice is used in contact with food, it shall be made from water that is safe and of adequate sanitary quality, and shall be used only if it has been manufactured in accordance with current good manufacturing practice as outlined in this part.

(17) Food-manufacturing areas and equipment used for manufacturing human food should not be used to manufacture nonhuman food-grade animal feed or inedible products, unless there is no reasonable possibility for the contamination of the human food.

Warehousing and distribution.

Storage and transportation of finished food shall be under conditions that will protect food against physical, chemical, and microbial contamination as well as against deterioration of the food and the container.

Glass Control

Refer to Glass Policy

Lighting

Lighting is an unavoidable source of glass in the facility. Sealed fixtures and/or coated shatterproof bulbs shall be used to protect food products, equipment, and package materials from glass.

Note: An annual self-audit of facility lighting is recommended and the records of these audits should be kept with other food safety documentation.

Visitors and Contractors

Visitors and contractors must observe basic GBPs to assure the safety of products. All visitors and contractors who will be entering production or processing areas shall be asked to carefully read the Visitors and Contractors GBP Guidance. This document provides a brief overview of basic personnel practices that must be followed in the facility.

Contractors, who will be performing significant maintenance, repair, or construction work in the facility shall receive additional instructions related to product protection and GBP requirements. It is the responsibility of the person contracting the work to review the guidance with the contractor.

Guidance documents are provided in Appendix I.

GBP Inspections

Each facility shall maintain a documented self-inspection program to assure compliance with these requirements. Self-inspection programs shall include corrective actions to findings from the inspections. Self-inspections shall be conducted at least monthly.

The (Insert title) shall maintain an internal and/or third party audit program to assure compliance with these requirements. Such audits shall be conducted at least every 12 months, and may include a combination of internal and third party audits. Customer audits may be included as part of the overall program. A contracted third party audit shall be conducted at least annually.

Revision History

Date	By (Init.)	Description of Revision

Appendices

Appendix I: Visitor and Contractor GBP Guidance
Repair, Maintenance and Construction Contractors Product Protection
Guidance

Appendix II: Instructions for Greeting Visitors

Appendix I

Visitors and Contractors GBP Guidance

All visitors and contractors to (INSERT COMPANY NAME) facilities must observe basic **Good Brewing Practices** to assure the safety and quality of our products. Please read the following guidelines and observe them throughout your visit to our facilities:



Hard Hats/Bump Caps/Hair Restraints must be worn in all production and processing areas. Please be sure that all of your hair is contained by the hair restraint. Men with beards longer than $\frac{1}{4}$ inch are also required to wear a beard restraint where needed.



Food and Beverages are allowed only in designated areas of the facilities, such as break rooms and lunch rooms. Please do not take food or beverage items out of designated areas. Also, please note that smoking is only allowed on (INSERT COMPANY NAME) properties in designated areas.



Jewelry may not be worn in any production or processing areas. Please remove all rings, watches, earrings, bracelets, necklaces, etc. before entering the facility. A plain wedding band may be worn. If you have jewelry that cannot be removed or medical alert jewelry please let us know so that we can take appropriate precautions.



Handwashing While you may not be handling products, clean hands are important to food safety. Please thoroughly wash your hands before entering processing areas, after using the restroom, after eating or drinking, or anytime they become soiled.



Shirt pockets must be kept free of all items. Please do not carry any items in exposed shirt or coat pockets above your waist.



Disease control If you have any communicable disease, or any open sores, cuts or wounds please let us know.

The company reserves the right to inspect visitor, inspector, contractor and vendor items, bags, vehicles, etc. at any point while on the company's property.

Maintenance and Construction Contractors Product Protection Guidance

It is critical that all contractors working in the facility play careful attention to protecting the integrity of our products. All contractors must agree to comply with the following guidelines, and to instruct all of their personnel to observe the following rules.

1. Each contractor employee performing work in (INSERT COMPANY NAME) facilities shall agree to follow the personal practices outlined in the Visitors and Contractors GBP Guidance. The contractor shall review these requirements with all employees prior to their entering the worksite. The contractor shall assure that new employees receive a copy of the guidance. Workers shall follow these guidelines at all times.
2. Contractors shall assure that work areas are kept clean and free of clutter or debris. Small parts, tools, nuts, bolts, etc. shall be properly stored and not allowed to accumulate in work areas.
3. Doors and other openings to the brewery must be kept closed or screened. When the nature of the work requires that a door or other exterior opening be left open for an extended period of time the contractor shall notify the area supervisor or brewery quality control before commencing work.
4. Anytime work is performed that has the potential to generate contaminates, appropriate action shall be taken to protect product and equipment. Such action includes removing product (including bag or drummed product and materials) from the area, covering product, and covering equipment. Work with the potential to generate contaminates includes welding, cutting, grinding, electrical work and any work involving small parts.
5. As much as possible work will not be conducted in active processing or production areas. When such work is unavoidable the contractor shall discuss the work to be done with the area supervisor to assure that appropriate actions are taken to protect the product.

By signing below you signify that you have reviewed the above material and understand what restrictions apply while you are in a (INSERT COMPANY NAME) facility.

Contractor/Vendor Signature _____

Contractor Name _____

Company Employed By _____

Date _____

The company reserves the right to inspect visitor, inspector, contractor and vendor items, bags, vehicles, etc. at any point while on the company's property.

Appendix II

Reviewed by: _____ Signature: _____ Date: _____

Instructions for Greeting Visitors

1. Determine if the person is a visitor or contractor.
2. Establish the person's credentials.
 - a. Business Card.
 - b. Other Company Identification.
 - c. Known to Responsible (INSERT COMPANY NAME) Employee.
3. Provide infrequent and first time visitors/contractors with a copy of the **Visitors and Contractors GBP Guidance**. Ask them to read the guidance.
4. Issue a visitor or contractor badge. Affix a sticker with the date of the visit clearly written on it.
5. Ask the person to sign the visitor registry.
6. Ask visitors to wait in the reception area until they are greeted by a (INSERT COMPANY NAME) employee.
7. Contractors who are known to you and who are working in the facility on a routine basis may be allowed access without an escort.

The company reserves the right to inspect visitor, inspector, contractor and vendor items, bags, vehicles, etc. at any point while on the company's property.