

Record Sheet 15

Standard Operating Procedures

Standard Operating Procedures (SOPs) are part of the Quality Management System (QMS) which provide detailed guidance on all aspects involved in running the plant

Company Details and Responsible Person.

Company Name			
Address			
Telephone		Fax	

Site Address (if different)			
Telephone		Fax	

Name of person with overall responsibility of the QMS	
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Under the following headings (where applicable), describe the procedures in place for your facility.

1. General Items

- 1.1 General Description of Facility
- 1.2 Processes employed
- 1.3 Digested material output types produced

2. Operating Procedures (including Critical Control Points and Critical Limits)

- 2.1 Input Materials, including type(s), sources, rejection and traceability
- 2.2 Reception Area, including shredding and conditioning
- 2.3 Storage or Holding prior to Digestion

2.4 Digestion Conditions, including temperatures and retention times

2.5 Pasteurisation, including minimum requirements

2.6 Separation of Digestate

2.7 Storage of Whole Digestate, Liquor and Fibre

2.8 Sampling of Whole Digestate, Liquor and Fibre

2.9 Dispatch including traceability

2.10 Odour Control

3. Testing

3.1 'In House' Testing Procedures

3.2 Independent Laboratory Testing Procedures

3.3 Minimum Testing Frequencies and Parameters

3.4 Comparison of Test Results with PAS110

3.5 Procedures in the event of Test Result not reaching PAS110 Standard

4. Records

4.1 Procedures for Document Control

4.2 Procedures for Record Keeping

5. Reviews (Procedures and Frequencies)

5.1 Review of HACCP System

5.2 Review of Operating Procedures

5.3 Review of Process Control and Monitoring