

Milk on Tap Operating Procedure



Purpose

This procedure outlines the standard method for operating and maintaining the "Milk on Tap" system to ensure safe, efficient, and hygienic milk distribution, upholding product quality, minimising waste, and meeting health and safety standards.

Scope

This procedure applies to all personnel involved in the operation, maintenance, and cleaning of the "Milk on Tap" system, ensuring optimal function and high food safety and quality standards.

Responsibilities

All staff operating the Milk on Tap system.

Procedure Steps

Note: Wash hands thoroughly using good techniques before changing or connecting milk lines. Food-grade gloves may be worn and should be disposed of between uses.

Operation

1. **Check Cleaning:** Before starting, confirm that cleaning was completed the previous day using the Daily Cleaning Log and a visual inspection.
2. **Wash Hands:** Wash hands thoroughly and wear food-grade gloves (if available).
3. **Fit Dispensing Lids:** If the kegs aren't fitted with Dispensing Lids, remove the delivery lid and replace it with a Dispensing Lid.
Note: Store unused Dispensing Lids in a sealed, sanitary container to prevent cross-contamination. Never place lids on the floor or touch the end that goes into the keg. Only remove lids from the container when ready to use.
4. **Connect Milk Lines:** Once the kegs have Dispensing Lids, remove the milk line covers and connect to the kegs.
5. **Remove Excess Water:** Press the button on the milk taps to clear any excess water in the milk lines from the previous clean.
6. **System Ready:** The Milk on Tap system is now ready for use. Maintain hand hygiene and avoid touching the dispensing area of the tap.
7. **End of Day:** At the end of each day, follow the Cleaning Procedure and complete the Cleaning Log.

Note: Report any maintenance or food safety concerns to your Food Safety Supervisor immediately.

Verification

- Ensure cleaning logs are completed daily and check weekly that staff are maintaining logs.
- Visually inspect the system daily after cleaning.