

Example Procedure

CLEANING & SANITATION

1. PURPOSE

This Good Manufacturing Practice describes how [insert company name] will address the cleaning and sanitation programs that it has documented and established to assure the safety and quality of [the products it manufactures/distributes/provides].

Steps required for satisfactory cleaning and sanitation:

- Preparation prior to commencement of cleaning and/or sanitation
- Cleansing
- Rinsing
- Sanitation
- Finishing Rinse

2. SCOPE

This standard applies to all cleaning and sanitisation programs that will be used by [insert company name]. This GMP will specify:

- Areas, items of equipment and utensils to be cleaned;
- Staff responsibilities for particular tasks;
- Methods and frequency of cleaning;
- Monitoring arrangements;
- Records that must be maintained.

The [insert relevant positions] are directly responsible for this procedure.

3. TERMS & DEFINITIONS

Cleaning - generally refers to the physical process of removing potential contaminants, and can include the use of detergents and other cleaning agents.

Sanitisation- generally refers to use of heat and/or chemical sanitisers such as disinfectants or bleaches, to remove microbial food safety risks.

4. PROCESS

Site requirements

Details how the site or areas within the site have been designed or modified to facilitate cleaning and sanitation, such as surfaces, walls and access points.

Includes installation and allowance for cleaning and sanitisation activities, including hand wash stations.

Staff processes and responsibilities

Details which staff are responsible for cleaning and sanitising activities.

Manufacturing processes



Details which manufacturing steps require cleaning/sanitising, the frequency of cleaning/sanitising activities (by shift, end of shift, end of week, etc.) and approval of the activity prior to re-commencement of manufacturing activities.

Highlights any specific and critical manufacturing and equipment that requires particular cleaning and sanitation, such as Critical Control Points.

Equipment may include:

- Cleaning utensils (brooms, brushes, scourers, etc)
- Detergents (acid/alkaline)
- Sanitising agents (disinfectants, bleaches, etc0
- Monitoring
- Environment swabs
- Thermometers
- Test kits

5. DOCUMENTATION & RECORDS

The following records shall be maintained to assure this program was conducted according to the Quality Policy.

- Cleaning Schedule
- Cleaning Checklist
- GMP Monitoring
- Non-Conformance Reports

6. DOCUMENT HISTORY

Version No.:			
Last saved by:		Date:	
Original Author:		Date:	
Approved by:		Date:	

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