

HACCEuropa.com	QUALITY SYSTEMS MANUAL	Issue: 1	Ref No:
		Issued by:	
	Approved by:		
	Manual Cleaning		Issue date:
			Approval date:
		Page: 1 of 4	

PURPOSE: The purpose of this procedure is to ensure an effective management system is in place for the organisation and control of cleaning of all production equipment and structural surfaces.

RESPONSIBILITY: The Department Manager is responsible for ensuring this procedure is communicated and adhered to by all staff.

INSTRUCTIONS:

CLEANING EQUIPMENT

Construction of Equipment

1. Brush stocks must be made from solid materials such as polypropylene (not wood). Foamed construction is not recommended as it breaks more easily and is more prone to contamination.
2. Filaments must be made from coloured polyester and should be firmly secured.
3. Sweeping brush handles and squeegees must be of anodised aluminium and securely attached to the stock e.g. screw in. Coated coloured plastic sleeves are not recommended due to the potential for foreign body contamination.
4. Equipment such as hand held scrapers which will be in direct food contact must be constructed of materials that are robust and suitable for the application. They should be coloured to contrast with food products.
5. Squeegees must be constructed in such a way that they can be easily cleaned and disinfected.
6. Shovels made of plastic must be of one piece construction. Stainless steel shovels should have metal to metal joints only and be continuously welded with a smooth finish.
7. Mobile vacuum cleaners must be regularly cleaned and the flexible pipework kept in good order. Damaged suction pipes/tooling must be replaced or appropriately repaired. The use of tape is not an acceptable method of repair.
8. When items of cleaning equipment become damaged they must be replaced. The condition of cleaning equipment should be included in hygiene internal audits.
9. Cleaning equipment must be regularly inspected and any damaged items must be immediately discarded.

HACCPEuropa.com	QUALITY SYSTEMS MANUAL	Issue: 1	Ref No:	
		Issued by:		
	Approved by:			
	Manual Cleaning		Issue date:	Approval date:
			Page: 2 of 4	

Colour Coding of Equipment

1. Cleaning equipment must be colour coded to distinguish between the following uses:
 - Food contact/production equipment surfaces
 - Floors
 - Toilets
 - Engineering
 - Non food areas, corridors, external areas
2. It is necessary to use colour coded equipment in different areas of food production e.g. 'high care' and 'low risk' areas.
3. The principles of colour coding must be extended to all items of cleaning equipment e.g. mop buckets, brush handles, scouring pads and cleaning cloths.

Cleaning and Disinfection of Cleaning Equipment

1. New cleaning equipment must be cleaned and, if necessary, disinfected before use. Any labels should be removed.
2. All cleaning equipment must be cleaned after each use and always stored in a clean condition.
3. Appropriate non-food tainting chemicals must be used for cleaning and disinfecting the equipment.
4. The use of mops is prohibited in open food areas, however where they are used the heads must be either renewed daily or, after use, washed, disinfected and allowed to air dry.

Storage of Cleaning Equipment

1. Equipment must be stored separately, in accordance with colour coding to prevent risks of cross-contamination.
2. All cleaning equipment must be stored off the floor in a suitable area designated for the purpose.
3. Brushes, squeegees, mops etc must be stored head down to prevent contamination of handles.

CLEANING CHEMICALS

1. Cleaning chemicals must be appropriate to the specific cleaning tasks. Cleaning chemicals must be handled only in line with Health and Safety and COSHH

HACCPEuropa.com	QUALITY SYSTEMS MANUAL	Issue: 1	Ref No:
		Issued by:	
	Manual Cleaning	Approved by:	
		Issue date:	
		Approval date:	
		Page: 3 of 4	

requirements to protect operator safety. The chemicals selected should be compatible with and appropriate for the equipment being cleaned.

2. Chemicals must be handled and diluted/dosed in accordance with the manufacturers instructions including adherence to all recommended safety procedures. Where manual make-up of concentrations is carried out, the vessels/spray bottles containing the solution should be appropriately labelled.
3. Cleaning chemicals must be stored in a secure/locked-off area and not in food production areas.

CLEANING METHODS

1. High pressure water hoses must not be used due to the potential for contamination of foods and equipment surfaces.
2. The sequence of cleaning operations must be organised to prevent any re-contamination of equipment.

EQUIPMENT WASHING AREAS

1. All areas used for the washing of equipment must be appropriately located, of suitable construction and easily cleanable.
2. Drainage must be efficient and extract ventilation sufficient to remove steam and prevent excessive condensation.
3. Equipment must not be washed directly on the floor. Suitable racks, tables or frames are provided to prevent this where manual cleaning is carried out.

PERSONNEL

1. All personnel employed in cleaning must receive training in cleaning methods and specific work instructions for all cleaning tasks they are required to carry out. Training for each element of their job must be recorded and the records retained for future reference.
2. Personnel employed to clean toilet areas should be separate from personnel employed to clean within food production areas.
3. Clothing used for cleaning tasks must be colour coded and adequately separated through laundering and return delivery systems e.g. low risk areas, high care areas.
4. Protective clothing used by toilet cleaning staff must be changed at least daily and both clean and dirty clothing stored totally separately from food handler's protective clothing.

HACCPEuropa.com	QUALITY SYSTEMS MANUAL	Issue: 1	Ref No:
		Issued by:	
	Manual Cleaning	Approved by:	
		Issue date:	
		Approval date:	
		Page: 4 of 4	

MONITORING:

Regular audits / inspections of manufacturing areas and controls must be in place to ensure that procedures are effective and working.

VERIFICATION AND RECORD KEEPING:

Regular audits / inspections of manufacturing areas and controls must be in place to ensure that procedures are effective and working.

Internal audits records must be completed, which will include:

- non-conformances
- corrective action
- responsibility
- date of completion

RECORDS APPLIED TO THIS PROCEDURE:

- Internal Audit records
- Cleaning records
- Cleaning schedule

DOCUMENTATION RETENTION:

The records applied to this procedure are to be kept on file for a minimum of 3 years.