

HACCPEuropa.com	QUALITY SYSTEMS MANUAL	Issue: 1	Ref No:
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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. This includes CIP systems where relevant.

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

GUIDELINES ON IMPLEMENTATION

The following manuals to be followed when implementing this manual:

- Manual Cleaning
- Cleaning in Place Systems

INSTRUCTIONS:

CLEANING PLANNING AND DOCUMENTATION

1. All cleaning operations throughout the site must be pre-programmed and documented.
2. A cleaning plan must be in place which sets out the frequency of all cleaning tasks.
3. Cleaning frequencies must be determined according to experience and based on all relevant parameters (e.g. results of visual cleaning checks, microbiological testing, internal audits, pest control inspections). The following information should be documented:
 - a) Clear identification of the item of equipment, or area of the building structure, to be cleaned.
 - b) Target date on which cleaning is intended to be carried out (this is particularly important for tasks done on a less frequent basis).
 - c) Actual date on which cleaning is carried out.
 - d) Sign off by the person who carried out the cleaning.
 - e) Sign off by a responsible member of management to confirm acceptability of standards achieved.
 - f) Note of explanation and corrective action where cleaning is not carried out for any reason.

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CLEANING WORK INSTRUCTIONS

1. Work instructions should contain the following information:-
 - Item of equipment/area to be cleaned.
 - Frequency of cleaning.
 - Instructions for dismantling equipment including any necessary engineering assistance (photographs should be used where relevant e.g. for more complex items of equipment).
 - Cleaning chemicals/equipment required together with concentration details.
 - Detailed cleaning procedure/techniques and where appropriate disinfection.
 - Key points for final inspection.

Work instructions must be regularly reviewed and updated where necessary and must be available on the site floor for reference by cleaning staff. Work instructions must be used as part of the training process.

TRAINING

1. Cleaners must be trained in detail against work instructions. They are not permitted to carry out unsupervised cleaning until training relevant to the cleaning task has been completed. The training programme will include an assessment of the cleaners' effectiveness in carrying out cleaning tasks. This assessment will be carried out by site Management
2. Training records must be signed by the cleaners and maintained.

CLEANING SUPERVISION

1. Personnel carrying out cleaning must be effectively supervised to ensure that cleaning work instructions are being followed and that jobs are being carried out correctly.
2. Cleaning supervisors/managers must check cleaning jobs both during and on their completion to ensure satisfactory standards are achieved.

REVIEW OF SYSTEM

The Cleaning Management System will be reviewed on a regular basis. This will be done through internal or external hygiene audits. The review will be carried out by site management. The feedback will be given to the personnel responsible for cleaning.

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CONTRACTOR CLEANING

This manual applies equally to the use of contract cleaners.

MANUAL CLEANING

Refer to separate Manual Cleaning manual.

CLEANING IN PLACE SYSTEMS

Refer to separate Cleaning In Place manual.

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.