

HACCP <i>Europa.com</i>	QUALITY SYSTEMS MANUAL	<i>Issue: 1</i>	<i>Ref No:</i>
		<i>Issued by:</i>	
	Plant Hygiene	<i>Approved by:</i>	
		<i>Issue date:</i>	
		<i>Approval date:</i>	
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PURPOSE: To ensure that the facility is maintained as to comply with all statutory regulations and to prevent contamination of the product and attraction of pests.

RESPONSIBILITY: It is the responsibility of the management to ensure that the following procedures are adhered to and understood by all relevant personnel and the personnel follow State or local health department requirements. It is management responsibility to ensure that a permanent cleaning and disinfection schedule is drawn up specifying the frequency of cleaning and disinfection at each location.

INSTRUCTIONS:

1. Food contact surfaces are most important, but non-food contact surface must also be kept clean. In addition, good housekeeping of all areas including employee restrooms and locker rooms is necessary.

2. The following procedure should be followed in cleaning and disinfection procedures:

- Pre-cleaning, preparation of area for cleaning.
- Pre-rinse or soak in tanks.
- Cleaning – with appropriate detergent (type of detergent, concentration, contact time must be specified).
- Rinse
- Disinfection – application of approved chemical (name disinfectant, concentration, and contact time).
- Post rinse.

3. Cleaning products.

When choosing a cleaning product you should look carefully at what it can do and cannot do.

The following is a basic guide to the wording used on cleaning products:

- Bactericidal - Kills bacteria
- Kills Bacteria - Kills Bacteria!!
- Anti-bacterial - Check the label to see what this product does.
- Sanitizer - A chemical that may remove dirt and bacteria – Read the label carefully to see what each product does specifically

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- Degreaser - Designed to remove grease but *not* bacteria.
 - Detergent - Designed to remove dirt and grease but *not* bacteria
 - Disinfectant - Designed to reduce the numbers of dangerous bacteria to safe levels but *not* to remove dirt
 - Sterilizer - Kills harmful bacteria but does *not* remove dirt
4. The only way to be sure a chemical will do what it promises is to always follow the instructions on the bottle. Many people think that making up a stronger or more concentrated solution will make a cleaning product work more effectively this is often not true.
 5. Mixing two chemicals such as bleach and washing up liquid may result in neither working properly. Use chemicals one at a time and rinse off any equipment being used in between. Mixing chemicals can also cause a chemical reaction where dangerous gases can be released or a more potent mixture of chemicals can result and can be harmful to the user.
 6. Follow the manufacturer's recommendations. Avoid spilling, skin and eye contact. For prolonged or repeated skin contact use suitable protective gloves. Wear approved safety goggles.
 7. Cleaning rules.
 - If you are not certain about your cleaning, get advice.
 - Use the right cleaning products for the job
 - Always follow the manufacturer's instructions.
 - Remember to give the cleaning product time to work.
 - Don't mix cleaning products.
 - Poor cleaning attracts insects and rodents.
 - Never, ever store cleaning equipment over or next to food.
 - If you do not do the cleaning yourself, make sure that you can tell it has been done.
 - If there are cleaning products that you no longer use or have gone out of date, please inform Manager so the chemicals can be disposed of safely.
 - Clean hands are just as important as clean equipment.
 - Always return cleaning products to the lockable storage cupboard.

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8. Cleaning schedule.

Area	Machines	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Room A	Mach 1	X						
Room A	Line 1	X						
Room B	Mach 1		X					
Room B	Line 1		X					
Room C	Mach 1			X				
Room C	Line 1			X				
Room D	Mach 1				X			
Room D	Line 1				X			
Outside						X		

Room A area cleaning schedule Monday

This is the cleaning schedule for the Room A area.

This needs to be completed in order and using the methods and cleaning chemicals as outlined below.

Area to clean	Method	Cleaner	Cleaned by	Checked by
Belts In-feed	Scrub	Cleaner 1		
Framework	Wipe	Cleaner 1		
Tables	Wipe	Cleaner 1		
All shelves	Wipe	Cleaner 1		
Under machine	Wash	Cleaner 2		
Surrounding floor area	Wipe	Cleaner 2		
Surrounding walls/ barriers	Wipe	Cleaner 2		
Corrective action:				
Signature:				

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Room B area cleaning schedule Tuesday

This is the cleaning schedule for the Room B area.

This needs to be completed in order and using the methods and cleaning chemicals as outlined below.

Area to clean	Method	Cleaner	Cleaned by	Checked by
Belts In-feed	Scrub	Cleaner 1		
Framework	Wipe	Cleaner 1		
Tables	Wipe	Cleaner 1		
All shelves	Wipe	Cleaner 1		
Under machine	Wash	Cleaner 2		
Surrounding floor area	Wipe	Cleaner 2		
Surrounding walls/ barriers	Wipe	Cleaner 2		
Corrective action:				
Signature:				

MONITORING:

1. A designated employee will inspect that each employee is following this procedure.
2. The designated employee will daily inspect cleanliness of food contact surfaces, concentrations of cleaning and disinfection agents, cleaning operation, contact time for sanitation chemicals by Visual inspection, smelling for offensive odours, feeling for greasy surfaces.
3. The designated employee will check labels daily.

EFFECTIVENESS AND CORRECTIVE ACTION:

The Manager is responsible for ensuring that all of the required cleaning and corrective action is carried out. All employees are responsible for informing the manager of any issues which may lead to a future problem.

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1. The cleaning effectiveness will be checked by cleaning crew Team Leader or Manager.
2. Once the results are satisfactory it will be confirmed by cleaning crew Team Leader or Manager on the checklist by signing 'checked by'.
3. Where the non-conformances occur the cleaning process will be repeated for the areas where cleaning is no satisfactory.
4. Overall cleaning effectiveness will be audited by independent auditor (QA Manager or Technical Manager) once a week during the Hygiene Audit.
5. Non-conformances will be recorded in the Hygiene Audit report
6. The person responsible for the area will be notified of the problem and the corrective action will be decided upon.
7. All corrective actions are checked the following day (where appropriate) to ensure there have been no re-occurrences.

VERIFICATION AND RECORD KEEPING:

1. The manager will verify that employees are following this procedure by visually observing the employees during all hours of operation.
2. The manager will complete the Food Safety Checklist daily.
3. The manager ensures that microbiological testing of food contact surfaces is conducted.

RECORDS APPLIED TO THIS PROCEDURE:

- Food Safety Checklist
- Hygiene Audit

DOCUMENTATION RETENTION:

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