

Company Name

Document Reference: #12

PC/Pre Document

Document Type: Sanitation

Page: 1 of 2

A cleaning and sanitation program is documented and implemented that includes provisions for effective cleaning of equipment, facilities, utensils, amenities and external areas.

A master sanitation schedule is documented and included in the sanitation schedule, outlining the items of equipment or parts of the facility and the cleaning frequency and responsibility, relevant to their cleaning procedures. Documented cleaning procedures are included in the sanitation program that fully outline the methods used for specific activities and the chemicals used and their concentrations. Concentrations are verified using test kits.

Protective clothing racks provide temporary storage for gloves, aprons and other items when staff needs to leave the processing area or other short breaks. Non-disposable protective clothing is cleaned according to the written procedures.

For small items of equipment such as tools, knives, cutting boards, etc., a wash area is provided with sufficient hot and cold running water. When necessary, suitable racks are provided for draining/drying equipment, utensils and protective clothing.

To verify the effectiveness of sanitation, a visual pre-operational inspection of equipment and facility is conducted prior to the start of operations.

An environmental swabbing program is in place to monitor the effectiveness of the sanitation program. The swabbing program outlines areas to be swabbed and the frequency for swabbing. All swabbing records and trends are maintained.

Chemicals

Chemicals are approved by the appropriate authority and are supplied by a chemical provider. Safety Data Sheets (SDS) are maintained on file for each chemical used.

Company Name

Document Reference: #12

PC/Pre Document

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Page: 2 of 2

Chemicals are stored in a ventilated area and are only accessible by approved personnel. An inventory of chemicals purchased and used is maintained.

Empty containers are stored in a secure area and are returned to the supplier.

Responsibility

All personnel are responsible for sanitation in some form. The sanitation supervisors are responsible for ensuring that sanitation is performed as outlined in the cleaning procedures. All personnel are trained in sanitation and sanitation safety.

Color Code Program ?

Reference: Sanitation Manual
Sanitation Records
Environmental Trend

END

Date	Action	Approved By
	New Document	