

SALSA Requirement: “All areas of the site shall be visually clean and tidy and the standard of cleaning and housekeeping shall be suitable to minimise the potential for contaminating the product.”

Why?

Maintaining a clean and tidy site will help in reducing the risks of contamination through all your processes.

Tools

- Documented, in-house standards for cleanliness - internal and external
- Cleaning Schedules which cover equipment, floors and internal building surfaces
- Suitable chemicals and equipment for different jobs/areas
- Documented weekly ‘factory or site inspections’

Tips

- Managers should not tolerate untidy or dirty equipment/areas: never walk past a problem without doing something about it or telling staff to do something about it – and checking it has been done.
- If inspections identify recurrent problems, review the cleaning schedules, cleaning methods and staff training to identify and resolve the root cause
- ‘Score’ the factory/site inspections per area: create competitions to get the best score by displaying results on a graph in the staff rest areas

What do I need to do?

- The premises need to be visually clean, tidy and well-organised. Make staff are aware of what is expected of them.
- This requirement applies to both internal and external areas.
 - Internal: equipment, floors, walls, ceilings, stores, behind & under equipment, inside machines where food residues can accumulate *etc.*
 - External: drives and yards need to be clean, tidy and well-maintained with no standing water & preferably no external storage.
- Where external storage is unavoidable (*eg* for old equipment/building materials), store items clear of walls, to avoid creating areas for pest harbourage.



Example

- The following extract is based on a weekly Good Manufacturing Practice (GMP) audit.
- Decide how and when to use GMP audits in your own business and which areas you will cover (this GMP Audit sheet would be useful for several of the SALSA Requirements).
- You could also record details of the state of the production area in start-up checks.

<u>WEEKLY SITE GMP AUDIT</u>					
1- Satisfactory		2- Below Average		3- Poor	
					Date
					Time
Are external areas clean and tidy?					1 2 3
Is the Material/Packaging Store area clean and tidy?					1 2 3
...etc					
Details of occasions where/when scores of 2 or 3 have been noted:					
Signed				PRINT NAME	

To be completed weekly for whole production site.

Any Corrective Action required (including Re-training and Maintenance) added to Corrective Action log.

Owner/Manager's Signature _____ PRINT NAME _____

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Need more help?

- See **Tools & Tips**: 1.3.2 Cleaning Schedules, 1.3.3 Effectiveness of Cleaning