

SALSA Requirement: “Documented cleaning schedules, procedures and records shall be in place and maintained for the building, services, plant and all equipment in direct contact with food.”

Why?

It is important to clean your site and equipment so you are able to produce food which is not contaminated by any physical, allergenic, chemical or microbiological hazards. Clear cleaning schedules and procedures for staff to follow will help you to achieve and maintain a clean site.

Tools

- 🔍 Food grade cleaning chemicals (unperfumed)
- 🔍 Food grade, colour-coded, undamaged cleaning equipment, ideally stored on wall racks

Tips








- 🔍 An onsite culture where cleaning and cleanliness are given the correct priority is key
- 🔍 Chemical suppliers can deliver chemical handling training and advice
- 🔍 Larger or complex machinery suppliers may also offer cleaning advice/handbook
- 🔍 Ensure staff have the correct chemicals, and correctly maintained equipment, training & time to complete the job to the required standard
- 🔍 Keep your cleaning equipment clean – include it in your cleaning procedures
- 🔍 Use photographs/diagrams/translations to help make procedures as clear as possible

What do I need to do?

- Cleaning **procedures** are documents which state:
 - What is to be cleaned
 - How to clean (which chemical, dilution, equipment or system to be used *etc*)
 - Who is responsible for the cleaning
 - How often to carry out the cleaning
- Cleaning **schedules** are documents that state:
 - All equipment /areas to be cleaned and how often it must be done.
- Cleaning **Records** are documents that:
- Record that the cleaning has been carried out, who has cleaned and who has checked it.
- Write Cleaning Procedures and Schedules to cover all areas of the site and for equipment used for food production, including vehicles, if you do your own distribution.
- You should validate your cleaning procedures *ie* if cleaning is carried out in line with your procedure, will the area be clean? Consider what cleaning is expected to achieve – removal of debris, allergens, micro-organisms *etc*.
- How often you clean should be based on best practice/site knowledge and/or risk assessments.
- Train staff (responsible for cleaning or any part of the cleaning process) against your cleaning procedures. It is important to check they carry out the cleaning competently and effectively.
- Cleaning records can be incorporated into the Procedure or, more commonly, are contained in a separate document. The cleaner should sign to say they have carried out the cleaning. Include a check box on the record for the checker to sign off to confirm the work has been completed to the correct standard; the checker (usually a supervisor/manager) cannot be the same person who has carried out the cleaning.

Example

- The following is a simple cleaning procedure used for several different areas/pieces of equipment. You will need to decide what procedures you need to suit your business.
- Some complex pieces of equipment may need their own procedure. Remember to include instruction details if machinery needs to be taken apart for cleaning (and how to reassemble).
- You will also need to decide how you will detail the cleaning schedule - this might be included within the Cleaning Procedure, on the Cleaning Record forms or as a separate document.

CLEANING INSTRUCTION							
Area / Equipment: Work Surfaces & Equipment			Responsibility for Cleaning: 'insert name or job title'				
			Frequency: Daily / Weekly/ Monthly/ 3-monthly				
CHEMICALS				PROTECTIVE EQUIPMENT			
Use	Product	Code	Hazard				
Detergent	'insert product name'	 HARMFUL					
Disinfectant	'insert product name'	 HARMFUL					
! SPECIAL PRECAUTIONS !				TOOLS REQUIRED			
MACHINE STRIP DOWN							
N/A			Maintenance Assistance Required: N/A				
CLEANING METHODS							
Frequency: Daily							
<ol style="list-style-type: none"> 1. Empty area of product & all other food & packaging items 2. Remove gross debris 3. Wash with hot water and detergent. Use disposable blue cloth. DILUTION: 'x' ml in 'x' litres of hot water. 4. Rinse off detergent. 5. Apply disinfectant from spray bottle. Does not need to be diluted. Allow contact time of 'x' minutes. 6. Rinse all areas and allow to air dry. 							
KEY INSPECTION AREAS							
All areas visibly free from debris & clean			Responsibility for Inspection / Audit: Production Team Leader				
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Need more help?

- See **Tools & Tips** 1.3.3 Effectiveness of cleaning; 1.3.4 Cleaning and Disinfection.
- **SALSA Guidance Notes** Section 1.3 Cleaning.
- If you are unsure, a SALSA Mentor can provide advice on cleaning and best practice.