

**SALSA Requirement: “The effectiveness of cleaning shall be routinely checked and documented”**

### Why?

It is important you clean your site and equipment appropriately so you are able to produce food which is not contaminated by any physical, allergenic, chemical or microbiological hazards. Routinely checking your cleaning has been carried out effectively will help you to demonstrate that your site is clean so you can produce food safely.

### Tools

- 🕒 Swabs
- 🕒 Consider using a SALSA Mentor or external consultant, if you are unsure

### Tips

- 🕒 Choose what areas to monitor based on your cleaning schedules and HACCP risk assessment
- 🕒 Include monitoring of areas difficult to clean, as well as equipment and building surfaces
- 🕒 Think about why you are cleaning – do you need to check for allergen residues?
- 🕒 Create a simple table to record your checks – and list areas for monitoring and frequency
- 🕒 Not all areas will need the same frequency of monitoring
- 🕒 Take immediate action if the cleaning is not effective (and improve it via training next time!)
- 🕒 Tell staff how they are doing – both good and bad results!

### What evidence could I use?

- Think about the different types of checks you could do & how often you should do them. (If you are not sure what you need to check, then use some external help in setting up your plan eg a SALSA Mentor, cleaning company, external laboratory.)
  - Visual checks – to check for food debris
  - General Hygiene swabs/ ATP – to check for unseen debris/ bacteria
  - Allergen Swabs – to check for allergen residues
  - Microbiological swabs – to check for bacteria especially pathogens
- Write a procedure detailing how the verification of cleaning will be carried out and by whom.
- Check your cleaning at different times *ie* after a general clean, deep clean or an allergen clean and on different shifts (if relevant).
- Keep records of the tests you have carried out *eg* visual checks, internal swabs or swabs analysed by a UKAS-accredited laboratory.
- If your checks show that cleaning is not effective take action. This covers immediate action *ie* re-clean the equipment, an investigation to find out what went wrong and possibly re-training.
- It is good practice to trend the results so you can see how often your checks show the cleaning is not effective in order to analyse why/prevent recurrence.
- Review your cleaning processes regularly taking into account ‘results’ trends, both good & bad. If consistent or regular cleanliness problems are found, then re-train staff/update Procedure.
- Train (and re-train when required, at least annually) all staff responsible for monitoring cleaning effectiveness. Keep records of all training.

**Example**

- Below is a simple table which shows a record of checking the effectiveness of cleaning. Record the areas which are to be checked, frequency and types of checks. Fill in the dates you do the checks, and if the test passes or fails.
- Different colours are used to show different test types but you could use words. The coloured/white 'blank' boxes show the month a test is to be done. Grey means no test needed.
- You will need to adapt this record to suit your business, based on your risk assessment for the areas which need checking, and the required frequency of the checks.
- This record also highlights any problems identified with the cleaning process and acts as a simple trend record.

<b>Procedure: Checking effectiveness of Cleaning</b>						
<ul style="list-style-type: none"> <li>• Cleaning checks are to be done by trained staff following the schedule.</li> <li>• Checks are listed as either visual checks, rapid swabs or swabs to be sent to xyz lab.                             <ul style="list-style-type: none"> <li>○ Visual – check equipment carefully to verify there is no visible debris left</li> <li>○ Rapid swab – follow instructions that comes with the swab</li> <li>○ Lab swabs – follow swab instructions; these need to be sent to lab the day they are taken. Make sure the lab is expecting them.</li> </ul> </li> <li>• Food manufacturing equipment and food contact areas to be checked quarterly using rapid swabs and a visual check.</li> <li>• Floors, building surfaces and food contact areas to be swabbed and tested by an external laboratory on an annual basis.</li> <li>• Record the date and result in columns below. Add note if any swab test fails.</li> <li>• If the swab fails or area under inspection is not satisfactory, inform manager/supervisor who will tell you what to do and fill in a 'corrective action taken' form/log once you have carried out the work.</li> </ul> <p><i>White = Visual; Yellow = ATP swab; Blue = Allergen test; Orange = lab test; Grey= no test</i></p>						
Area/Equipment	Jan	Feb	Mar	Apr	May	June
Filling head	05/01/18			15/04/18		
	Pass			Pass		
Conveyor belt					06/06/18	
					Fail	
					See Note 1	
Knife		3/2/18				
		Pass				
Table				15/04/18		
				Pass		
Floor in production area				15/06/18		
				Fail		
				See Note 2		
Notes:						
<ol style="list-style-type: none"> <li>1. Conveyor belt positive test for gluten. See corrective action form</li> <li>2. Listeria found on floor. See corrective action form</li> </ol>						
Issue: 1	Issue date: 2/1/18	Issued by: AT	Doc Ref: 1.3.3			

**Example**

- Below is a table you can use to record your Corrective Action.
- Consider a) what immediate action you need to take and b) what action to take to prevent it happening again.
- Adapt the form to your own business needs.

<b>Corrective &amp; Preventative Action Investigation Form</b>		<b>Due/ By Whom</b>	<b>Completed/ Signed</b>
Date recorded.....16/04/18.....			
What was wrong?	Cleaning check. Allergen swab fail. Gluten detected.		
Products affected	N/A. Re-cleaned before making new products.		
Corrective Action	Re-cleaned and Allergen swab repeated & passed.	Done immediately	PS 16/04/18
Root Cause Identified	Bowl didn't look clean, new product was being made and needed a longer soak to clean it.		
Preventative Action	Amended cleaning procedure. New Product Checklist now includes validating cleaning. Re-train all staff in how to clean and what to do if they have a problem.  Checked by: ....Alf B ..... Date...22/5/18	16/5/18 Paul S	PS 15/5/18
Final review	Re-check after one month - Two more Allergen swab tests done and both passed.  Signed: .....Alf B..... Date...22/6/18		
Issue: 1 Issue Date: 4/04/18 Issued By: T.P. Doc. Ref. 1.3.3 rec			

**Need more help?**

- See **Tools & Tips** for 1.3.2 Cleaning schedules; 1.3.4 Cleaning and disinfection; 1.4.3 Allergen control; 3.3.1 Corrective Action