

2.7.1 & 2.7.2. Regular cleaning – Mill, Grounds, Machinery.

Standard

2.7.1 Is there a written mill cleaning procedure and schedule?

2.7.2. Are the buildings, grounds and machinery cleaned regularly?

Seen through the site being in a clean and tidy condition. Need to verify based on mill cleaning records that this is an ongoing standard not just cleaning the mill prior to audit.

Purpose

To ensure the operator has implemented a regular cleaning program, where evidence and records are maintained.

Reason

Scheduled cleaning is a requirement of the operator, and more importantly a hazard control point. Regular cleaning ensures mill hygiene is maintained, the integrity of grounds, buildings, and equipment is appropriate, and any potential sources of contamination eliminated.

What is Acceptable?

Cleaning Procedure

Cleaning procedures shall be made available that detail the standard of cleaning and areas to be cleaned. Records shall be maintained, and trends assessed at yearly management meetings. Is the cleaning program effective at eliminating sources of contamination? Is the schedule appropriate for the level of cleaning required?

The operator shall assign staff who are trained in the responsibilities of cleaning to ensure it is conducted according to procedure.

Example Cleaning Procedure:

Cleaning & Sanitising

1. PURPOSE

The procedure forms part of [insert company name] Good Manufacturing Practice and will address all aspects of cleaning and sanitation. [insert company name] shall prepare a set of activities and documents that will ensure all cleaning and sanitation activities are carried out appropriately. [insert company name] aim is to assure the safety and quality of [the products it manufactures/distributes/provides].

Steps required for satisfactory cleaning and sanitation of machinery, equipment and CCP.

- Preparation prior to commencement of cleaning and/or sanitation.
- Cleansing.
- Rinsing.
- Sanitation.
- Finishing Rinse.
- Verification against acceptance criteria.

2. SCOPE

The operating procedure is applicable to all cleaning and sanitation that will be carried out by [insert company name]. All cleaning documents shall specify:

- Area, i.e. premises and mill buildings.
- Equipment, utensils.
- Acceptance criteria or particular requirements, i.e. visually dust free.
- Staff responsibilities for particular tasks.
- Methods and frequency of cleaning.
- Monitoring arrangements.
- Records that must be maintained.

The [insert relevant positions] are directly responsible for this procedure.

3. TERMS & DEFINITIONS

Cleaning: Generally refers to the physical process of removing potential contaminants, and can include the use of detergents and other cleaning agents.

Sanitisation: Generally refers to use of heat and/or chemical sanitisers such as disinfectants or bleaches, to remove microbial feed safety risks.

Acceptance Criteria: Numerical limit, range or other measurable unit, that sets the minimum requirements for cleaning and sanitisation.

4. PROCESS

Cleaning agents

All cleaning agents must be recorded in the Chemical Inventory list and be stored away from Mill operation, to reduce any potential risks to feed safety. In the event a contractor is used, [insert company name] shall have a list of acceptable chemicals and contractor requirements.

Acceptance Criteria

An acceptance criteria for each area requiring cleaning and sanitation shall be established, this is including but not limited to:

- Silo.
- Mixer.
- Hoppers.
- Container.
- Bins, ensure to specify the purpose for each bin, i.e. non-medicated feeds ONLY.
- Sink.
- Mill.
- Storage area.
- Grounds.
- General Equipment.

Site requirements

Refer to [insert company name] site map. Each area shall be labeled and designed in a way to allow proper cleaning and sanitation, such as access to surfaces, walls, access point and pallet area. The site shall include installation and allowance for cleaning and sanitisation activities, including hand wash stations. Cleaning and inspection for each of these zones shall be covered in relevant procedures and records.

Staff processes and responsibilities

Details which staff are responsible for cleaning and sanitising activities will be included in each cleaning procedure.

The staff responsible shall ensure each activity is carried out according to procedure and the acceptance criteria is met. Records of verification kept.

Manufacturing processes

[insert manufacturing points] are recognised as critical points of the operation and specific cleaning records for these points will be recorded. The records shall detail:

- which steps require cleaning/sanitising,
- the mode of cleaning,
- the frequency of cleaning/sanitising activities (by shift, end of shift, end of week, etc.), and
- approval of the activity prior to re-commencement of manufacturing activities.

Equipment may include:

- Cleaning utensils (brooms, brushes, scourers, etc).
- Detergents (acid/alkaline).
- Sanitising agents (disinfectants, bleaches, etc).
- Monitoring and confirmation.
- Environment swabs.
- Thermometers.
- Test kits.

Strategies to adopt when controlling a CCP may include:

- Flushing.
- Sequencing.

These strategies shall be verified through ongoing inspection, sampling and testing as per [insert name of sampling and testing procedure].

5. DOCUMENTATION & RECORDS

The following records shall be maintained to assure this program was conducted according to the Quality Policy.

- Cleaning Schedule
- Cleaning Criteria, including acceptance levels
- GMP Monitoring
- Non-Conformance Reports
- Chemical Inventory
- Maintenance and Calibration Records

6. DOCUMENT HISTORY

<i>Version</i>	<i>Date</i>	<i>Description of changes</i>	<i>Author</i>
1	dd/mm/yy	Created original document.	name

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