

SOP: Inspection Checklist for Cleanliness and Compliance

This SOP defines the process for conducting an **inspection checklist for cleanliness and compliance** to ensure that all areas, equipment, and practices meet established hygiene standards and regulatory requirements. It covers the preparation, execution, documentation, and follow-up actions needed to maintain optimal cleanliness and compliance across the facility, promoting a safe and organized environment.

1. Purpose

To outline the standardized process for performing scheduled inspections to maintain cleanliness and compliance within the facility.

2. Scope

This SOP applies to all facility areas, equipment, and personnel involved in maintaining hygiene and regulatory standards.

3. Responsibilities

- **Inspection Team:** Conducts inspections, completes the checklist, and reports results.
- **Supervisors:** Reviews inspection reports, ensures corrective actions are implemented.
- **All Staff:** Cooperate during inspections and adhere to cleanliness protocols.

4. Procedure

4.1 Preparation

- Review previous inspection reports and outstanding corrective actions.
- Gather necessary PPE, inspection checklists, and documentation tools.
- Brief all inspection team members on objectives and procedures.

4.2 Execution

- Inspect all assigned areas according to the checklist below.
- Note any deficiencies, non-compliance, or areas of concern.
- Discuss findings with area supervisors as appropriate.

4.3 Documentation

- Complete the inspection checklist with observations and findings.
- Take photos or supporting evidence where necessary.
- Submit completed checklist to supervisor or compliance officer.

4.4 Follow-up

- Assign corrective actions with deadlines and responsible persons.
- Track closure of corrective actions and verify completion at next inspection.

5. Inspection Checklist Template

Area/Item	Inspection Criteria	Status (Pass/Fail)	Comments/Findings
Floors	Clean, free of debris and spills		
Work surfaces	Sanitized, uncluttered		
Equipment	Clean, maintained, free of residue		
Restrooms	Supplies stocked, surfaces sanitized		

Waste bins	Emptied, clean, lined		
Personal Hygiene	Staff following PPE and hand hygiene protocols		
Storage areas	Organized, products off the floor		
Entrances/Exits	Clean, unobstructed, mats in place		

6. Documentation

All completed checklists and reports are to be stored in the designated compliance binder or electronic system for auditing and reference.

7. Revision History

Date	Version	Description of Change	Author
2024-06-19	1.0	Initial Draft	[Author Name]