

# SOP: Inspection of Equipment for Cleanliness and Function Post-Cleaning

This SOP details the **inspection of equipment for cleanliness and function post-cleaning**, outlining the procedures to verify that all equipment is thoroughly cleaned and operates correctly after cleaning. It includes steps for visual inspection, functional testing, documentation of inspection results, and addressing any issues identified to ensure equipment safety, hygiene, and operational readiness for subsequent use.

## 1. Purpose

To define the process for inspecting equipment for both cleanliness and functionality after cleaning, ensuring equipment is suitable for reuse in accordance with safety and operational standards.

## 2. Scope

This SOP applies to all personnel responsible for cleaning, maintaining, and inspecting equipment within the facility.

## 3. Responsibilities

- **Cleaning Staff:** Clean equipment and perform pre-inspection checks.
- **Inspector/Supervisor:** Conduct inspections and document results.
- **Maintenance Team:** Address any functional or cleanliness deficiencies.

## 4. Procedure

1. **Preparation**
  - Ensure cleaning is completed and equipment is accessible.
  - Gather inspection tools (flashlight, checklists, gloves, etc.).
2. **Visual Inspection for Cleanliness**
  - Examine all equipment surfaces, joints, and crevices for visible residue, soil, or foreign material.
  - Use lighting and inspection mirrors as needed.
  - If any contamination is observed, return equipment for recleaning.
3. **Functional Inspection**
  - Operate the equipment according to its function (e.g., switches, moving parts, safety features).
  - Check for abnormal noises, smooth operation, and correct performance.
  - Record any malfunctions and notify maintenance if repairs are needed.
4. **Documentation**
  - Complete the Equipment Inspection Log (see example below).
  - Sign and date the inspection record.
5. **Issue Resolution**
  - If any cleaning or operational issues are found, document and tag equipment as “Not Ready for Use.”
  - Notify the responsible department for corrective actions.

## 5. Documentation Example: Equipment Inspection Log

Date	Equipment Name/ID	Inspector	Cleanliness (Pass/Fail)	Functionality (Pass/Fail)	Comments/Issues	Corrective Action	Signature
YYYY-MM-DD	Example: Mixer #3	John Doe	Pass	Fail	Noisy motor	Sent to Maintenance	J.D.

## 6. References

- Manufacturer's equipment operation manuals
- Company cleaning and sanitization SOPs
- Regulatory and safety guidelines

## 7. Revision History

Revision	Date	Description of Change	Approved By
1.0	YYYY-MM-DD	Initial SOP Release	Name/Title