

SOP Template: Cleaning and Sanitation Procedures for Allergen Management

This SOP details **cleaning and sanitation procedures for allergen management**, focusing on effective methods to prevent cross-contact of allergens, proper cleaning protocols for equipment and surfaces, selection of approved cleaning agents, scheduling and documentation of cleaning activities, staff training on allergen controls, verification and validation of cleaning effectiveness, and compliance with regulatory standards. The goal is to ensure a safe environment for consumers with allergies by minimizing allergen contamination risks throughout the production process.

1. Purpose

To outline cleaning and sanitation procedures that effectively prevent allergen cross-contact in production areas, ensuring compliance with allergen management practices and regulatory requirements.

2. Scope

This procedure applies to all personnel, equipment, utensils, and food-contact surfaces involved in the production, handling, and packaging processes where food allergens are present.

3. Responsibilities

- **Sanitation Staff:** Perform and document cleaning and sanitation as per procedures.
- **Supervisors/Managers:** Monitor compliance, review records, and verify effectiveness of cleaning.
- **All Employees:** Follow procedures and attend required training.

4. Cleaning & Sanitation Procedures

1. **Preparation:**
 - Identify equipment and areas with potential allergen exposure.
 - Remove all exposed ingredients and finished products from cleaning areas.
2. **Dry Cleaning (if feasible):**
 - Remove visible food particles and debris using dry methods (brushes, scraping).
3. **Wet Cleaning:**
 - Apply approved cleaning agents as per manufacturer's instructions.
 - Scrub all surfaces thoroughly, paying close attention to hard-to-clean areas.
 - Rinse all equipment and surfaces with potable water to remove residues.
4. **Sanitizing:**
 - Apply approved sanitizer to cleaned surfaces, following required contact times.
5. **Inspection:**
 - Visually inspect surfaces and equipment for cleanliness.
6. **Verification:**
 - Conduct allergen residue testing (e.g., protein swabs, rapid tests) as required.
7. **Reassembly:**
 - Reassemble equipment after confirmation of cleaning effectiveness.

5. Approved Cleaning Agents & Materials

Product Name	Type	Usage Instructions
AllergenClean Pro	Detergent	Use 10 mL per L of water. Rinse surfaces thoroughly after application.
Sanitex Ultra	Sanitizer	Apply after cleaning. Allow 60 seconds contact time, then air dry.

6. Cleaning Schedule & Documentation

- Establish routine and post-allergen production cleaning schedules.
- Document each cleaning activity, including date, time, area, personnel involved, and verification results.
- Maintain cleaning records for audit and review for a minimum of **12 months**.

7. Staff Training

- All staff must undergo allergen awareness and cleaning training annually.
- Training topics: Allergen risk, cross-contact prevention, cleaning protocols, use of cleaning agents, and documentation.

8. Verification & Validation

- Periodic validation of cleaning protocols using allergen residue testing kits.
- Routine verification (visual inspection, rapid tests).
- Review and update procedures based on test results and audit findings.

9. Compliance & References

- Procedures must comply with **local regulatory requirements** and **GFSI standards** (e.g., SQF, BRCGS).
- Reference: FDA Food Code, 21 CFR Part 117 (FSMA), or local applicable regulations.

10. Revision History

Version	Date	Description	Approved By
1.0	2024-06-15	Initial release	QA Manager