

# Standard Operating Procedure (SOP): Inspection and Verification of Cleaning Effectiveness

This SOP details the **inspection and verification of cleaning effectiveness**, including the procedures for assessing cleanliness, sampling methods, criteria for evaluation, documentation of results, and corrective actions. The purpose is to ensure that all cleaning processes meet established hygiene standards, preventing contamination and maintaining a safe and sanitary environment.

## 1. Purpose

To outline the procedures for inspecting and verifying the effectiveness of cleaning processes to ensure compliance with hygiene and safety standards.

## 2. Scope

This procedure applies to all areas, equipment, and surfaces subjected to cleaning within the facility.

## 3. Responsibilities

- **Supervisors:** Oversee inspections and verifications.
- **Qualified Inspectors:** Conduct inspections as per this SOP.
- **Cleaning Staff:** Correct any deficiencies identified during verification.
- **Quality Assurance:** Review documentation and investigate deviations.

## 4. Procedure

1. **Preparation**
  - Gather appropriate inspection tools (flashlights, swabs, ATP meters, checklists).
  - Review cleaning schedules and previous inspection records.
2. **Visual Inspection**
  - Visually inspect areas and equipment for visible residues, dirt, stains, and cleaning agent remnants.
  - Check hard-to-reach or hidden surfaces.
3. **Sampling Methods**
  - Perform swab tests on critical surfaces as per sampling plan.
  - Use ATP (Adenosine Triphosphate) meters to detect organic residues.
  - Collect microbiological samples if required.
4. **Criteria for Evaluation**
  - No visible contamination or residue post-cleaning.
  - Swab/ATP/microbiological results below pre-defined thresholds (see Table 1).
5. **Documentation of Results**
  - Record findings on the Cleaning Inspection Form (see example below).
  - Document date, inspector name, area/equipment, methods used, and results.
6. **Corrective Actions**
  - If cleaning is found ineffective, immediately re-clean affected area/equipment.
  - Repeat inspection and verification processes.
  - Report and document deviations. Escalate recurring issues to Quality Assurance.

## 5. Acceptance Criteria (Table 1)

Parameter	Acceptance Criteria	Test Method
Visual Cleanliness	No visible residue, stains, or debris	Visual Inspection
ATP Levels	< 50 RLU (Relative Light Units) (Facility specific)	ATP Meter
Swab Test (Microbiological)	< 10 CFU/100 cm <sup>2</sup>	Swab & Microbiology Lab

## 6. Documentation Example

Date	Area/Equipment	Method	Result	Inspector	Action Taken
2024-06-15	Work Table 1	Visual/Swab/ATP	Pass	J. Doe	N/A
2024-06-15	Mixing Tank A	Swab	Fail	B. Smith	Re-cleaned, re-tested, Pass

7. References

- Facility Cleaning and Sanitation Policy
- Industry best practices for hygiene and contamination prevention

8. Revision History

Version	Date	Description of Change	Approved By
1.0	2024-06-15	Initial template release	A. Manager