SOP: Documentation and Cleaning Checklist Completion Process

This SOP details the **documentation and cleaning checklist completion process**, outlining steps for accurate record-keeping and systematic cleaning verification. It includes instructions for completing cleaning checklists, ensuring compliance with hygiene standards, scheduling regular inspections, and maintaining logs for audit purposes. The process aims to enhance accountability, promote cleanliness, and support quality control across operational areas by standardizing documentation practices and checklist management.

1. Purpose

To ensure all cleaning activities are thoroughly documented and verified through standardized checklists, securing compliance with hygiene protocols and facilitating ongoing quality control and audit readiness.

2. Scope

This procedure applies to all staff responsible for cleaning, supervisory personnel, and audit teams across operational, production, and support areas.

3. Responsibilities

- **Cleaning Personnel:** Complete assigned cleaning tasks and accurately fill out checklists.
- **Supervisors:** Review and verify checklist completion, schedule routine inspections, and maintain cleanliness logs.
- **Quality/Audit Teams:** Periodically review documentation for compliance and quality assurance.

4. Procedure

1. **Preparation**
   - Obtain the relevant cleaning checklist for your area.
   - Review all items and instructions before beginning tasks.

2. **Cleaning Activity**
   - Perform cleaning tasks as specified (e.g., surfaces, floors, equipment).
   - Use only approved cleaning agents and follow safety protocols.

3. **Checklist Completion**
   - Mark each completed task on the checklist (check/tick or initial as required).
   - Include date, time, and your signature or initials for accountability.
   - Add comments for any issues or areas requiring follow-up.

4. **Verification and Documentation**
   - Supervisors review the completed checklist for accuracy and completeness.
   - Document verification with supervisor's signature and date.

5. **Schedule & Log Maintenance**
   - File completed checklists in the designated log for future audits.
   - Record inspection dates and any corrective actions taken.

6. **Regular Inspection**
   - Supervisors schedule weekly/monthly inspections.
   - Record outcomes and any non-conformances identified.

5. Cleaning Checklist Example

Task	Date/Time	Completed By	Verified By	Comments
Sanitize countertops				
Sweep & mop floors				
Disinfect equipment handles				

Empty waste bins				

6. Audit and Record Retention

- Store all completed and verified checklists in the designated physical or digital log for **at least 1 year** (or as defined by policy/regulation).
- Make checklists available for inspection or audit upon request.

7. Revision History

Version	Date	Description	Author
1.0	2024-06-01	Initial SOP Issued	[Your Name]