

SOP: Documentation and Record-Keeping of Sanitation Activities

This SOP details the **documentation and record-keeping of sanitation activities**, encompassing procedures for accurately logging cleaning schedules, methods, and responsible personnel. It emphasizes maintaining comprehensive records to ensure compliance with hygiene standards, facilitate audits, track sanitation effectiveness, and support continuous improvement in cleanliness protocols across all operational areas.

1. Purpose

To establish standardized procedures for documenting and maintaining records of all sanitation activities carried out within the facility, ensuring traceability, compliance, and effective monitoring of hygiene standards.

2. Scope

This SOP applies to all staff responsible for sanitation in all operational areas, including production, storage, common areas, and equipment.

3. Responsibilities

- **Sanitation Staff:** Perform cleaning as scheduled and complete records accurately after each activity.
- **Supervisors:** Review and verify completed records, ensure adherence to schedules, and address discrepancies.
- **Quality Assurance (QA):** Audit records regularly, store completed documentation securely, and ensure compliance with regulatory requirements.

4. Procedure

1. **Sanitation Schedule Maintenance**
 - Develop and update a master sanitation schedule covering all areas, tasks, frequencies, and responsible personnel.
 - Display the schedule in relevant areas and provide access to all staff.
2. **Activity Documentation**
 - Use standardized forms or digital logs to record:
 - Date and time of sanitation activity
 - Area or equipment cleaned
 - Cleaning method and materials used
 - Name and signature (or initials) of personnel performing the task
 - Name and signature of verifier (supervisor/QA), if applicable
 - Observations/notes (e.g., issues encountered, corrective actions taken)
3. **Record Review & Verification**
 - Supervisors/QA to review records daily or as defined by policy.
 - Address incomplete, inaccurate, or missing records promptly.
4. **Record Retention**
 - Store completed records securely in physical or electronic format for a minimum period as required by regulations (e.g., 1â€³3 years).
 - Ensure records are accessible for internal and external audits.
5. **Continuous Improvement**
 - Periodically review documentation processes to identify improvement opportunities.
 - Incorporate feedback from audits and personnel to enhance record-keeping efficacy.

5. Record-Keeping Template Example

Date/Time	Area/Equipment	Method/Materials	Performed By	Verified By	Observations/Comments
2024-06-01 / 09:00	Production Room A	Disinfectant Wipe	J. Smith	M. Lee	None

6. References

- Company Hygiene & Sanitation Policy
- Local/International Sanitation Standards (e.g., FDA, WHO regulations)
- Audit & Record Retention Requirements

7. Revision History

Revision No.	Date	Description of Change	Approved By
1.0	2024-06-09	Initial release	QA Manager