

Standard Operating Procedure (SOP)

Equipment Cleaning and Sanitation Protocols

This SOP defines **equipment cleaning and sanitation protocols** to ensure all tools and machinery are properly cleaned, disinfected, and maintained to prevent contamination and ensure operational efficiency. It includes guidelines for cleaning frequency, selection of appropriate cleaning agents, safe handling of sanitation chemicals, equipment disassembly and reassembly procedures, verification of cleanliness, and documentation of cleaning activities. These protocols aim to uphold hygiene standards, extend equipment lifespan, and maintain a safe working environment.

1. Purpose

To outline procedures for cleaning, sanitizing, and maintaining equipment to ensure operational efficiency and prevent contamination.

2. Scope

This SOP applies to all staff responsible for cleaning, disinfecting, and maintaining equipment used in production, handling, or processing within the facility.

3. Responsibilities

- **Operators:** Perform routine cleaning as specified.
- **Sanitation Staff:** Carry out scheduled deep cleaning and sanitation.
- **Supervisors:** Verify cleaning activities and maintain records.

4. Cleaning Frequency

Equipment	Frequency	Responsibility
Mixers	After each use	Operator
Conveyors	Daily	Sanitation Staff
Processing Tanks	Weekly	Sanitation Staff
Packaging Machines	End of each shift	Operator

5. Cleaning Agents and Chemicals

- Use only approved detergents and sanitizers for equipment cleaning.
- Follow manufacturer's recommendations for dilution and application.
- Store chemicals in labelled, secure locations.

6. Procedure

1. **Preparation:** Ensure equipment is powered down and properly isolated before cleaning.
2. **Disassembly:** Disassemble components as per manufacturer's guidelines, if applicable.
3. **Cleaning:** Remove visible debris, wash with detergent, and rinse thoroughly.
4. **Sanitizing:** Apply appropriate sanitizer and allow required contact time.
5. **Rinsing:** Rinse with potable water if required.
6. **Drying:** Air-dry or wipe dry components with clean, lint-free cloths.
7. **Reassembly:** Safely reassemble equipment following proper procedure.

7. Verification of Cleanliness

- Inspect equipment visually for residue or contaminants.
- Where applicable, use swab tests or ATP meters to confirm cleanliness.
- Document results before returning equipment to service.

8. Documentation

Maintain detailed cleaning logs for each piece of equipment, noting the date, time, personnel, and verification results. Template below:

Date	Equipment	Cleaning Performed By	Verified By	Remarks

9. Safety and PPE

- Wear appropriate Personal Protective Equipment (PPE) such as gloves, goggles, and aprons.
- Handle cleaning chemicals as per Material Safety Data Sheets (MSDS).
- Report and document any accidents or exposures immediately.

10. Review and Training

- This SOP is to be reviewed annually or after significant process or equipment changes.
- All relevant staff must be trained in cleaning and sanitation protocols before task assignment.

11. References

- Manufacturer's equipment manuals
- Company cleaning chemical safety data sheets
- Relevant local and industry hygiene standards