

Standard Operating Procedure

Final Inspection and Documentation of Cleaning

SOP Number	[Enter SOP Number]	Effective Date	[Enter Date]
Department	[Department]	Revision	[Revision Number]
Prepared By	[Name/Title]	Approved By	[Name/Title]

1. Purpose

This SOP details the process for the **final inspection and documentation of cleaning**, ensuring all areas meet cleanliness standards before approval. It includes verifying the effectiveness of cleaning procedures, checking equipment and surfaces for residues or contaminants, performing quality control inspections, and accurately documenting findings. The goal is to maintain hygiene compliance, prevent contamination, and provide traceable records of cleaning completion for accountability and quality assurance purposes.

2. Scope

This SOP applies to all personnel responsible for final cleaning inspection and documentation in [specify facility or area, e.g., manufacturing, laboratory, food service, etc.].

3. Responsibilities

- **Cleaning Staff:** Perform cleaning as per procedures and prepare for inspection.
- **Quality Control/Inspector:** Conduct thorough inspection and complete documentation.
- **Supervisors:** Review records and ensure compliance.

4. Definitions

- **Residue:** Any visible or detectable remnants of product, cleaning agents, or contaminants.
- **Final Inspection:** Verification process carried out after cleaning, prior to area release.
- **Documentation:** Written or electronic record confirming completion, inspection, and approval.

5. Procedure

1. **Preparation**
 - Ensure cleaning has been completed according to the relevant cleaning SOP.
 - Gather required forms and inspection tools (e.g., swabs, ATP meters, checklists).
2. **Visual Inspection**
 - Inspect all surfaces, equipment, and corners for visible residues, dust, or contaminants.
 - Document findings; note any areas requiring re-cleaning.
3. **Verification Testing**
 - Where applicable, perform swab tests or ATP testing to verify absence of residues.
 - Record test results with date, time, and location.
4. **Documentation**
 - Complete the Cleaning/Inspection Checklist (see sample below).
 - Record the names, dates, and signatures of inspectors and responsible parties.
5. **Approval & Release**
 - Supervisor/Authorized Person reviews the completed documentation and approves the area/equipment for use.
 - Store documents in accordance with company policy for traceability.

6. Records and Forms

Use the following sample checklist, or attach applicable company forms:

Item/Area	Visual Inspection	Test Result (if applicable)	Inspector Initial/Date	Comments
[e.g., Workbench Surface]	[Pass/Fail]	[Result]	[Initial/Date]	[Notes]
[e.g., Equipment Exterior]	[Pass/Fail]	[Result]	[Initial/Date]	[Notes]

7. References

- Cleaning SOP [SOP #]
- Quality Manual Chapter [#]
- Regulatory Guidelines [cite as applicable]

8. Revision History

Revision	Date	Description of Change	Approved By
00	[Date]	Initial release	[Name]