

# SOP: Inspection and Monitoring of Sanitation Effectiveness

This SOP details the **inspection and monitoring of sanitation effectiveness**, encompassing routine evaluation of cleanliness standards, verification of sanitation procedures, identification of contamination risks, documentation of inspection results, corrective actions implementation, and continuous improvement of hygiene practices. The goal is to ensure optimal sanitation levels, prevent microbial contamination, and maintain a safe and hygienic environment across all operational areas.

## 1. Purpose

To establish a standardized system for inspecting and monitoring sanitation practices to maintain hygiene, prevent contamination, and ensure compliance with company and regulatory sanitation requirements.

## 2. Scope

This SOP applies to all operational areas, including production, storage, break rooms, restrooms, and any facilities requiring sanitation.

## 3. Responsibilities

- **Sanitation Team:** Carry out cleaning and sanitation procedures.
- **Supervisors/Managers:** Oversee inspections, document results, and ensure corrective actions are implemented.
- **Quality Assurance:** Monitor compliance, review documentation, and drive continual improvement.

## 4. Procedure

1. **Routine Inspection**
  - Conduct inspections per the defined schedule (e.g., daily, weekly).
  - Use an approved sanitation checklist to cover all relevant areas and surfaces.
2. **Verification of Sanitation Procedures**
  - Verify completion of cleaning logs.
  - Observe cleaning activities for compliance with SOPs.
3. **Identification of Contamination Risks**
  - Inspect for potential sources of contamination (e.g., residue, spills, cross-contamination points).
  - Note any unsafe practices or malfunctioning equipment.
4. **Documentation**
  - Record inspection results, observations, and identified issues in the Sanitation Inspection Log (see template below).
5. **Corrective Actions**
  - Address any deficiencies or issues found during inspection promptly.
  - Document corrective actions taken and verify their effectiveness.
6. **Continuous Improvement**
  - Review inspection trends regularly to identify recurrent issues.
  - Update sanitation procedures and training as needed.

## 5. Documentation and Records

All inspection logs and corrective action reports must be accurately completed, dated, signed, and retained according to company policy.

### Sanitation Inspection Log Template

| Date | Area Inspected | Findings | Corrective Actions | Inspector Name/Signature |
|------|----------------|----------|--------------------|--------------------------|
|      |                |          |                    |                          |

## 6. Training

All personnel involved in inspection and sanitation must receive initial and periodic refresher training on this SOP.

## 7. References

- Company Sanitation Policy
- Regulatory guidelines (e.g., FDA, WHO, local authorities)

## 8. Revision History

| Version | Date | Description         | Approved By |
|---------|------|---------------------|-------------|
| 1.0     |      | Initial SOP Release |             |