

Standard Operating Procedure (SOP): Sanitation and Hygiene Procedures for Setup

This SOP details the **sanitation and hygiene procedures for setup**, covering the cleaning and disinfecting of all equipment, tools, and surfaces prior to use. It includes guidelines for personal hygiene practices, proper waste disposal, use of sanitizing agents, and monitoring of cleanliness standards to prevent contamination and ensure a safe and sanitary environment throughout the setup process.

1. Purpose

To establish a standard procedure for ensuring sanitation and hygiene during the setup phase to prevent contamination and maintain a safe environment.

2. Scope

This SOP applies to all personnel involved in the setup process, including cleaning, handling equipment/tools, and preparing workspaces.

3. Responsibilities

- **Supervisors:** Ensure compliance with SOP standards and provide necessary training.
- **Personnel:** Follow sanitation and hygiene procedures as stated in this SOP.
- **Quality Control:** Monitor cleanliness and maintain inspection records.

4. Procedures

4.1 Cleaning and Disinfecting Equipment and Surfaces

- Remove debris and visible dirt from all equipment, tools, and surfaces using approved cleaning agents.
- Apply appropriate disinfectant (sanitizing agent) according to manufacturer instructions.
- Allow required contact time for disinfectant before wiping/rinsing off.
- Ensure all surfaces are left to air-dry or are dried with a clean disposable cloth.

4.2 Personal Hygiene Practices

- Wash hands with soap and water for at least 20 seconds before starting setup and after handling waste.
- Wear clean personal protective equipment (PPE) such as gloves, hairnets, and aprons as required.
- Avoid touching face, mouth, nose, or hair during setup.
- Report any open wounds, cuts, or illness to supervisors immediately.

4.3 Waste Disposal

- Collect and segregate waste in designated bins clearly labeled for different waste types (e.g., general, hazardous).
- Dispose of waste regularly during setup to avoid accumulation.
- Clean and sanitize waste bins after each disposal cycle.

4.4 Use of Sanitizing Agents

- Use only approved sanitizers/disinfectants and follow the manufacturer's instructions for dilution and contact time.
- Store sanitizing agents in a secured area away from food and consumables.
- Record each use on the cleaning log sheet.

4.5 Monitoring and Documentation

- Complete the cleaning and sanitizing checklist before commencing operations.
- Supervisors to verify completion and accuracy of the checklist.
- Report any non-compliance or issues to management immediately for corrective action.

5. Cleaning and Sanitizing Checklist (Sample)

Area/Item	Cleaning Agent	Sanitizer	Completed By	Date	Supervisor Signature
-----------	----------------	-----------	--------------	------	----------------------

Work Surfaces	Detergent	Quaternary Ammonium			
Equipment	Detergent	Chlorine Solution			
Tools	Detergent	Alcohol-based			

6. References

- Company policies on hygiene and sanitation
- Manufacturer's guidelines for cleaning products and sanitizers
- Relevant health and safety regulations

7. Revision History

Version	Date	Description	Reviewed by
1.0	2024-06-28	Initial SOP release	