

Standard Operating Procedure (SOP)

Routine Hygiene Inspections and Audit Procedures

This SOP defines **routine hygiene inspections and audit procedures**, detailing the systematic approach to evaluating cleanliness, sanitation practices, and compliance with health standards. It includes scheduling regular inspections, criteria for assessing hygiene levels, documentation methods, corrective action plans for identified issues, and continuous monitoring to maintain optimal hygiene standards in the workplace or facility.

1. Purpose

To establish a consistent process for conducting routine hygiene inspections and audits, ensuring ongoing compliance with cleanliness, sanitation, and health standards.

2. Scope

This procedure applies to all areas within the facility requiring hygiene monitoring, including workspaces, restrooms, kitchens, storage, and common areas.

3. Responsibilities

- **Hygiene Supervisor:** Oversees inspection schedules, ensures audits are carried out, and manages corrective actions.
- **Inspection Team:** Conducts the inspections according to the procedure and reports findings.
- **Department Heads:** Ensures compliance within their respective areas and implements corrective actions as needed.
- **All Employees:** Maintain hygiene standards and cooperate during inspections.

4. Procedure

4.1 Schedule of Inspections

- Routine hygiene inspections are conducted **weekly** (or as determined by management and risk assessment).
- The schedule is communicated to all relevant parties in advance.

4.2 Inspection Criteria

The following criteria must be assessed during each inspection:

Area	Criteria
Workspaces	Surface cleanliness, waste disposal, hand hygiene facilities
Restrooms	Sanitation, supplies (soap, towels), odor control, waste management
Kitchens/Cafeterias	Food handling, equipment cleanliness, pest control, storage conditions
Common Areas	Cleanliness of floors and furniture, waste receptacles, dust control
Storage Areas	Organization, cleanliness, pest prevention

4.3 Documentation Methods

1. Use a standardized inspection checklist to record observations and findings for each area.
2. Note all deficiencies, non-conformances, and areas of improvement in the inspection report.
3. Sign and date all inspection forms.
4. Save reports in a designated file (physical or electronic) for ongoing tracking and compliance.

4.4 Corrective Action Plans

1. For each identified issue, assign corrective actions with responsible persons and deadlines.
2. Document actions taken and verify completion during the next inspection.
3. If issues persist, escalate to management for further review.

4.5 Continuous Monitoring

- Review inspection findings monthly to identify trends and recurring issues.
- Implement staff training or process changes as necessary to address persistent problems.
- Adjust inspection frequency if needed based on risk assessment and compliance results.

5. Records

- Completed inspection checklists
- Inspection summary reports
- Corrective action logs
- Training attendance records (if applicable)

6. Revision and Review

This SOP will be reviewed annually or as necessary to keep it current with regulations and best practices.

7. Approval

Name	Role	Date	Signature