

# SOP: Cleaning Procedures for Food Contact Surfaces

This SOP details **cleaning procedures for food contact surfaces** to ensure hygiene and food safety. It includes guidelines on selecting appropriate cleaning agents, proper cleaning techniques, frequency and scheduling of cleaning, verification and monitoring of cleanliness, and protocols for preventing cross-contamination. The objective is to maintain sanitary conditions that comply with regulatory standards and protect consumer health.

## 1. Purpose

To outline the procedures for cleaning all food contact surfaces in order to prevent contamination, ensure regulatory compliance, and maintain food safety.

## 2. Scope

This SOP applies to all personnel responsible for cleaning equipment, utensils, workstations, and any other surfaces that may contact food in the facility.

## 3. Responsibility

- Cleaning staff: Execute cleaning procedures as described.
- Supervisors: Monitor, verify, and document cleaning activities.
- Management: Ensure training, supply of cleaning agents, and proper implementation.

## 4. Materials and Equipment

- Approved food-safe cleaning agents and sanitizers
- Cleaning cloths, brushes, mops, and sponges (color-coded to minimize cross-contamination)
- Scrapers, buckets, and spray bottles
- Protective gloves and aprons

## 5. Procedure

### 1. Preparation

- Remove food debris and items from area/surface.
- Wear designated PPE (gloves, apron, etc.).
- Inspect cleaning equipment for cleanliness.

### 2. Cleaning Procedure

- Wash surface with hot water and approved detergent using clean cloth or brush.
- Rinse surface with clean potable water to remove detergent and debris.
- Apply approved sanitizer according to manufacturer's instructions.
- Allow surface to air dry (do not wipe off the sanitizer unless instructed otherwise).

### 3. Cleaning Frequency

- Before beginning food preparation and after final use.
- After handling raw food or allergens.
- At scheduled intervals (e.g., every 4 hours during continuous use).
- When contamination is suspected or observed.

### 4. Prevention of Cross-Contamination

- Use color-coded cleaning tools for different areas (e.g., red for raw, blue for cooked).
- Clean and sanitize tools after each use.
- Store cleaning materials separately from food and utensils.

### 5. Post-Cleaning Verification

- Visually inspect surfaces for cleanliness and residue.
- Record cleaning activity on log sheet.
- Supervisors to verify and sign off cleaning records.

## 6. Documentation

- Complete cleaning logs after each cleaning session.
- Record sanitizer type, concentration, and time of application.
- Keep records available for inspection as per regulatory requirements.

## 7. Monitoring and Verification

- Supervisors conduct routine inspections and swab tests (if required).
- Corrective actions taken in case of inadequate cleaning or non-compliance.

## 8. Training

- All relevant staff must be trained on correct cleaning and sanitization methods.
- Review and retrain periodically or when procedures are updated.

## 9. References

- Local regulatory standards for food safety and sanitation
- Manufacturer's instructions for cleaning agents and sanitizers
- Facility-specific HACCP or food safety plans

## 10. Revision History

Version	Date	Description	Approved By
1.0	2024-06-01	Initial issue	Food Safety Manager