

# Standard Operating Procedure (SOP)

## Inspection and Quality Assurance Checks Post-Cleaning

This SOP details the **inspection and quality assurance checks post-cleaning** process, including verifying cleanliness standards, identifying any residues or contaminants, assessing equipment and surface conditions, documenting inspection results, addressing non-compliance issues, and ensuring that all cleaning protocols have been properly executed. The purpose is to maintain high hygiene standards, guarantee product safety, and assure operational efficiency after cleaning activities.

### 1. Scope

This SOP applies to all personnel responsible for cleaning, inspection, and quality assurance of equipment and facility surfaces following cleaning activities.

### 2. Responsibilities

- **Cleaning Staff:** Execute cleaning tasks as per defined procedures.
- **Inspector/QA Personnel:** Perform inspections and quality assurance checks post-cleaning.
- **Supervisors/Managers:** Review inspection records, address non-compliance, and ensure corrective actions are implemented.

### 3. Procedure

1. **Preparation for Inspection:**
  - Ensure all cleaning activities have been completed and relevant cleaning checklists are filled.
  - Gather necessary inspection tools (e.g., flashlight, swabs, inspection checklist).
2. **Visual Inspection:**
  - Visually examine all equipment, surfaces, and work areas for obvious residues, stains, or contaminants.
  - Include hard-to-reach areas and equipment crevices.
3. **Physical Assessment:**
  - Conduct physical touch checks, if appropriate, to confirm cleanliness (e.g., absence of tackiness, dust, or residue).
4. **Documentation:**
  - Complete the Inspection Checklist, noting area/equipment inspected, findings, date, and inspector's name/signature.
  - Attach supporting evidence (photos, swab results, etc.), if applicable.
5. **Addressing Non-Compliance:**
  - If residues or non-conformities are found, record details and notify supervisor immediately.
  - Supervisors ensure re-cleaning and re-inspection are performed as needed.
6. **Final Approval:**
  - When all criteria are met, the inspector/QA personnel signs off to release the area/equipment for use.

### 4. Inspection Checklist (Sample)

Area/Equipment Inspected	Condition	Residues Present?	Inspector Name	Date	Notes/Corrective Actions
	<div><input type="checkbox"/> Clean</div> <div><input type="checkbox"/> Needs Re-cleaning</div>	<div><input type="checkbox"/> Yes</div> <div><input type="checkbox"/> No</div>			

### 5. Records and Documentation

- Inspection Checklists and associated documentation must be kept for a minimum of **2 years** or as required by company policy/regulation.
- All non-compliance findings and corrective actions must be logged and tracked until closure.

### 6. References

- Cleaning SOP

- Company Quality Assurance Policy
- Regulatory standards (e.g., FDA, WHO, ISO as applicable)