

Standard Operating Procedure (SOP): Detailed Equipment Sanitation Guidelines

This SOP provides **detailed equipment sanitation guidelines** designed to ensure thorough cleaning and disinfection of all equipment used in the facility. It covers the selection of appropriate cleaning agents, step-by-step sanitation procedures, scheduling of routine cleaning, methods to prevent cross-contamination, and verification processes to maintain hygiene standards. Adhering to these guidelines helps in minimizing the risk of contamination, ensuring product safety, and maintaining optimal equipment performance.

1. Purpose

To establish standard procedures for the effective sanitation and maintenance of equipment, ensuring a clean and hygienic working environment.

2. Scope

This SOP applies to all equipment used within the facility, including but not limited to production, packaging, and storage equipment.

3. Responsibilities

- **Sanitation Staff:** Perform cleaning and sanitation as outlined.
- **Supervisors:** Ensure procedures are correctly followed and maintain sanitation records.
- **Quality Assurance (QA):** Verify and document the effectiveness of sanitation activities.

4. Selection of Cleaning Agents

1. Use only approved cleaning agents listed in the facility's chemical inventory.
2. Select agents based on equipment material compatibility and nature of soil or contamination.
3. Always follow manufacturer's instructions for dilution, application, and contact time.
4. Store chemicals securely, away from food and direct sunlight.

5. Equipment Sanitation Procedure

1. **Preparation:**
 - Ensure equipment is turned off and unplugged.
 - Wear designated personal protective equipment (PPE).
2. **Disassembly:**
 - Disassemble equipment as per manufacturer's guidelines for thorough access.
3. **Pre-Rinsing:**
 - Remove gross debris using potable water at suitable pressure and temperature.
4. **Cleaning:**
 - Apply cleaning agent to all surfaces, scrubbing to loosen residues.
 - Allow proper contact time as specified by the cleaning agent manufacturer.
5. **Rinsing:**
 - Thoroughly rinse equipment with potable water to remove cleaning agent residues.
6. **Sanitization/Disinfection:**
 - Apply an approved sanitizer/disinfectant to all surfaces, ensuring required contact time.
 - Follow instructions for rinsing or air-drying as applicable.
7. **Reassembly:**

- Once dry, reassemble equipment properly and inspect for cleanliness.
- 8. Inspection and Documentation:**
- Visually inspect equipment and complete sanitation logs.

6. Scheduling of Routine Cleaning

- Daily: High-contact and critical equipment
- Weekly: Non-critical and auxiliary equipment
- After Use: Any equipment exposed to potentially hazardous materials
- Record all cleaning schedules in a cleaning log for verification

7. Prevention of Cross-Contamination

1. Designate equipment for specific tasks to avoid mixing allergens or incompatible materials.
2. Use color-coded cleaning tools for different areas and equipment.
3. Clean equipment from the cleanest to dirtiest areas and always finish with high-risk areas last.
4. Dispose of single-use cleaning materials after use.

8. Verification and Documentation

1. Conduct visual and, where necessary, microbiological swab testing after cleaning.
2. Maintain cleaning and sanitation records for all equipment.
3. QA to audit and verify documentation weekly.
4. Address any deviations with corrective actions and staff retraining.

9. Training

- All staff involved must be trained in sanitation procedures and the safe handling of cleaning agents.
- Refresh training annually and when any changes are made to the SOP.

10. References

- Manufacturer equipment manuals
- Facility chemical inventory list
- Regulatory guidelines on sanitation and food safety

Revision History

Date	Version	Description	Approved By
2024-06-15	1.0	Initial release	[Name/Signature]