

# SOP Template: Post-cleaning Inspection and Verification Procedures

This SOP details the **post-cleaning inspection and verification procedures**, encompassing the systematic evaluation of cleanliness levels, identification of residual contaminants, documentation of inspection results, and verification protocols to ensure compliance with hygiene standards. It aims to maintain a safe and sanitary environment by confirming that cleaning processes have been effectively completed before equipment or areas are returned to operational use.

## 1. Purpose

To outline the process for post-cleaning inspection and verification to ensure all equipment, surfaces, and areas meet established cleanliness and hygiene standards prior to use.

## 2. Scope

This SOP applies to all personnel responsible for conducting, supervising, and recording post-cleaning inspections in all operational areas and on relevant equipment.

## 3. Responsibilities

- **Cleaning Personnel:** Perform cleaning according to protocol and report completion.
- **Inspector:** Conduct thorough inspection, record findings, and identify issues.
- **Supervisor/Manager:** Review inspection documentation and authorize return to service.

## 4. Procedure

1. **Preparation:**
  - Gather necessary inspection tools (e.g., flashlight, swabs, checklists).
  - Ensure cleaning personnel have completed the cleaning and signed off.
2. **Visual Inspection:**
  - Check all surfaces and equipment for visible dirt, residue, or foreign matter.
  - Examine hard-to-reach and high-touch areas.
3. **Verification Tests (as applicable):**
  - Conduct ATP bioluminescence, protein swab, or other rapid cleanliness tests.
  - Record and interpret results according to acceptable limits.
4. **Identification of Residual Contaminants:**
  - Note presence of any remaining contaminants.
  - If found, notify cleaning personnel for re-cleaning and repeat inspection.
5. **Documentation:**
  - Complete the inspection checklist (see sample below).
  - Record date, time, inspector's name, findings, and corrective actions (if any).
6. **Verification & Sign-off:**
  - Supervisor reviews documentation and results.
  - If satisfactory, authorize area/equipment for operational use.

## 5. Documentation and Records

All inspection forms and verification records must be retained according to the organization's document control policy.

## 6. References

- Company Cleaning Policy
- Industry Hygiene Standards
- Local Regulatory Guidelines

## 7. Sample Post-Cleaning Inspection Checklist

Area/Equipment	Inspected By	Date/Time	Visual Cleanliness	Verification Results	Corrective Actions	Supervisor Approval
Example: Mixer #1	J. Smith	2024-06-20 10:30	Pass	ATP=42 RLUs (Pass)	None	M. Lee