1. **ABBREVIATIONS**

**MECF**: Machinery and Equipment Cleaning Form

**MECP**: Machinery and Equipment Cleaning Procedure

**QC:** Quality Control

**SOP:** Standard Operating Procedure

1. **PURPOSE:**

The purpose of this SOP is to carryout sequence of machinery cleaning of the ………….. processing plant and to protect the product from any contamination, and deterioration, damage through improper cleaning implementation and also to make sure the production process follow the required Good Manufacturing Practice at all the processing stage.

1. **SCOPE**:

This SOP applies to all area of operation where the …………. Food Manufacture product is processing used machines and equipments.

1. **DEFINITIONS**

**Cleaning** is the swab of equipment or other surfaces to remove residual product and unwanted material

**Sanitizing** is the treatment of clean surfaces and equipment by a process that destroys all pathogenic bacteria and substantially reduces the population of all other microorganisms

1. **RESPONSIBILITY:**

Operator - follow the procedures detailed in the document.

QC head or assigned personnel- approved the cleaning practices and documented. Ensure all the implementation of cleaning procedure in scheduled program through internal audit system.

1. **PROCEDURE**:
	1. **Steps Cleaning**

Shall be conducted as described below

1. Make sure all the machineries are at rest
2. Open the machineries for cleaning
3. Clean the machineries and process equipments using recommended cleaning procedure by the manufacturer.
4. Equipment is disassembled as required for adequate cleaning.
5. All surfaces are rinsed with cold water.
6. Equipment and food-contact surfaces are scrubbed using brushes with a chlorinated alkaline cleaner in warm water.
7. Close every machineries
8. Collect the dirt in to the garbage if any and unload it in the main container or open garbage collection and transfer to open pit outside the processing area for burning or land fill or outsourcing.
9. Fill the cleaning implementation MECF Form 001after finishing the cleaning procedure and approved by assigned person.

**CLEANING AND SANITATION PROGRAMME**

|  |  |  |  |
| --- | --- | --- | --- |
| **S.No.** | **EQUIPMENT** | **FREQUENCY** | **PROCEDURE** |
| **Daily** | **weekly**,  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

1. **TRAINING**

All operators and QC personnel’s will be trained on this procedure and related SOP by Internal or external professionals. And the training records will be kept in Head of Quality Control and Plant Managers office.

1. **CORRECTIVE ACTIONS:**

When the plant inspection report and an internal audit report shows any non-conformance the quality control and production department technical mangers should take corrective action as per corrective action program.

1. **RECORDS**

Machinery/Equipment cleaning form and checklist records should be kept in quality control officer & respective department managers’ office for a minimum of two years.

|  |
| --- |
|  |
| **Revision**  | **Reason for Revision** | **Compiled by** | **Reviewed by**  | **Effective Date** |
| 0 | Initial Release |  |  |  |