An Introduction to Cleaning Procedures & Schedules

BRC Global Standards. Trust in Quality
Cleaning Procedures and Schedules

As a food manufacturer it’s important you maintain a suitable level of cleanliness throughout your site.

The easiest way to achieve this is with a detailed cleaning schedule alongside procedures that establish how the cleaning will be carried out. While documentation systems on their own do not give a clean production facility, documented cleaning procedures which are efficiently implemented will ensure the cleaning is completed in a consistent and effective manner, and this is a key tool to maintain product integrity and in the production of safe products.

1.0 Requirements of the BRC Global Standard for Food Safety

In the BRC Global Standard for Food Safety, clause 4.11.1 states:

Documented cleaning procedures shall be in place and maintained for the building, plant and all equipment.

Cleaning procedures shall as a minimum include the:

• responsibility for cleaning
• item/area to be cleaned
• frequency of cleaning
• method of cleaning, including dismantling equipment for cleaning purposes where required
• cleaning chemicals and concentrations
• cleaning materials to be used
• cleaning records and responsibility for verification

The frequency and methods of cleaning shall be based on risk.

The procedures shall be implemented to ensure appropriate standards of cleaning are achieved.

2.0 How this short guide can help

This short guide will help you put procedures in place to ensure your cleaning activities are carried out consistently and thoroughly. This will prevent potential risks including microbiological, allergen or chemical contamination, which you may otherwise get from dirty equipment or an unclean manufacturing environment.

You’ll need to document all the cleaning carried out, as this will help you to:

• ensure all relevant areas and equipment are included within the schedule
• make sure the required standard of cleaning is clearly defined so you have consistent completion of cleaning activities
• ensure there is continuous compliance with relevant hygiene legislation
• train staff effectively

It's important to note that your cleaning schedule is not a standalone document: it must be used in conjunction with food hygiene legislation, risk assessment and other records, for example, chemical use information, verification activity and cleaning records.
3.0 Developing an effective cleaning procedure

In order for your cleaning to be effective it’s important that the procedures are designed for the specific item, area or site. A generic, off-the-shelf procedure probably wouldn’t guarantee a sufficient standard of cleaning. For example, an identical work surface in an area handling bakery products may need to be treated differently to one in a meat handling area. This would need to be assessed during the development and risk assessment stage.

In addition, you need to think about the complexity of the process/equipment, types of products manufactured, and how easy it is to remove debris, and the need to manage specific hazards e.g. specific micro-organisms or allergens.

Developing your cleaning procedure can be done in a few simple steps:

Step 1: Set the required standard of cleaning (Clause 4.11.2)
Consider legislation, customer requirements, industry or category best practice, etc. Your risk assessment should consider the prevention of contamination from previous products, as well as address potential microbiological, chemical or allergen concerns.

Step 2: Develop the draft procedures. Ensure all items/areas/equipment are defined and included within the procedures. Think about the order of cleaning too so that cleaned equipment isn’t re-contaminated by subsequent cleaning activity.

Step 3: Validate the draft procedures (Clause 4.11.2).
Validation is used to confirm that the required level of cleaning (Step 1) is met.

Step 4: Finalise procedures and associated documentation (e.g. cleaning records and sign off)

Step 5: Train relevant staff

Step 6: Complete ongoing monitoring and verification (Clauses 4.11.1 and 4.11.4)

4.0 What’s included in a cleaning procedure?

• The equipment, plant or building that needs cleaning, how often and using which methods. Particular attention is needed where there are identical or similar items to ensure they’re all cleaned to the correct schedule.

• Clear instructions outlining the step-by-step process which staff responsible for cleaning need to follow.

• Instructions on the correct/safe dismantling of equipment or other pre-cleaning activity (e.g. disconnecting the electric supply) where this is required.

• The frequency of cleaning e.g. daily, weekly, monthly or annually. Think also about when the activity should be completed, for example a daily clean might be overnight, at the end of a shift or between products.

• Where equipment requires different levels of cleaning e.g. a clean between products, a routine daily clean and a weekly deep clean. Each set of requirements should be detailed separately.

• The chemicals used for cleaning should be fully detailed and should include any relevant handling instructions or dilutions.

• The equipment or utensils used during the activity e.g. mops, brushes or cloths.

• The staff responsible for completing the cleaning, supervision (sign off) and verification activity.
5.0 Additional items for your cleaning procedure
In addition, a good cleaning instruction may include:

• A unique method reference that can be quoted on paperwork e.g. cleaning records.

• Photographs of equipment, which is useful for identifying equipment and for highlighting areas that are difficult to clean or key check/verification points.

• The appropriate protective clothing/equipment that should be worn when cleaning or handling cleaning chemicals.

• An example of a good cleaning procedure is shown in Appendix 1.

6.0 Keeping records
You’ll need to keep records that show what type of cleaning was completed, when it was completed, who did the cleaning and who checked and signed off the cleaning as acceptable (a requirement of clause 4.11.4).

An example of a cleaning record is shown in Appendix 2.

7.0 Ongoing checks
Verification is the application of checks or tests, at regular intervals, to ensure the cleaning procedure is still working and continues to deliver the required level of cleaning. Verification of cleaning may include internal audits, record reviews, swabs or tests of the cleaned equipment and the assessment of staff to ensure they have a clear understanding of the cleaning procedure.

Cleaning procedures should be reviewed whenever there are changes to the area, equipment or processes including the introduction of new products or the use of new ingredients.

Quick Tips
• Ensure all equipment and areas are included
• Discuss cleaning needs with equipment and chemical suppliers
• Remember that validation and verification is needed for cleaning activities

These short guides are designed for companies involved in the enrolment program and aim to help you interpret the Standard and design robust systems and procedures that meet the requirements. Examples are given to explain the types of documents and procedures and the level of detail typically required. However, you’ll need to consider the context relevant to your business. The implementation of the Standard, and whether a resulting system is considered to be conforming or non-conforming by an auditor, is an objective judgement which can only be based on the evidence collected and observations made during the audit.

Further details regarding the BRC Global Standard for Food Safety can be obtained from enquiries@brcglobalstandards.com
### Cleaning Procedures and Schedules

**ABC FOODS**  
**MINCER**  

<table>
<thead>
<tr>
<th>Area / Description</th>
<th>All Areas – Mincer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Responsibility For Cleaning</td>
<td>Operative</td>
</tr>
<tr>
<td>Engineering Assistance Required</td>
<td>No</td>
</tr>
<tr>
<td>Responsibility For Inspection</td>
<td>Supervisor / Manager</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>USE</th>
<th>PRODUCT NAME</th>
<th>COLOUR CODE</th>
<th>MINIMUM CONTACT TIME</th>
<th>USE RATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Detergent</td>
<td>Holosolve</td>
<td>-</td>
<td>-</td>
<td>1% to 2%</td>
</tr>
<tr>
<td>Detergent</td>
<td>Maxichlor</td>
<td>-</td>
<td>20 mins</td>
<td>3% to 5%</td>
</tr>
<tr>
<td>Disinfectant</td>
<td>Holquat</td>
<td>-</td>
<td>15 mins</td>
<td>1% to 1.3%</td>
</tr>
</tbody>
</table>

**RECOMMENDED PERSONAL PROTECTIVE EQUIPMENT**

**OTHER CONTROLS**

**SPECIAL PRECAUTIONS**

1. Wipe over any sensors and electrics using a Holquat dampened cloth and cover to waterproof prior to cleaning off the machine.

**DAILY CLEANING METHOD**

1. Switch off and isolate from the power supply.
2. Cover the electrics to waterproof.
3. Remove any gross debris and dispose of into a suitable waste container.
4. Scrape any heavy gross debris from mincer and place in a suitable waste container.
5. Undo and remove the mincer outfeed cover.
6. Uncrew the front collar and remove.
7. Remove the mincer plates, knifes, worms / screws and other parts and place onto a clean pallet for cleaning.
8. Rinse all surfaces using fresh clean water to remove any remaining debris.
9. Hand clean all surfaces of the mincer using a Holosolve detergent solution.
10. Scrub any stubborn soil using a designated pad, paying particular attention to the hole, internal mincer section, mixer paddles, hopper, screw / worms, external surfaces, legs, undersides and ledge.
11. Rinse all surfaces using fresh clean water to remove chemical residues.
12. Visually inspect to ensure all surfaces are clean and free from debris. Re-clean if necessary.
13. Spray disinfect all surfaces and parts using Holquat disinfectant solution.
14. Allow a minimum of 15 minutes contact time.
15. Reassemble the machine.

**WEEKLY CLEANING METHOD**

1. Switch off and isolate from the power supply.
2. Cover the electrics to waterproof.
3. Remove any gross debris and dispose of into a suitable waste container.
4. Scrape any heavy gross debris from mincer and place in a suitable waste container.
5. Undo and remove the mincer outfeed cover.
6. Uncrew the front collar and remove.
7. Remove the mincer plates, knifes, worms / screws and other parts and place onto a clean pallet for cleaning.
8. Rinse all surfaces using fresh clean water to remove any remaining debris.
9. Apply Maxichlor detergent foam solution to all surfaces ensuring an even coverage.
10. Allow a minimum of 20 minutes contact time.
11. Scrub any stubborn soil using a designated pad, paying particular attention to the hole, internal mincer section, mixer paddles, hopper, screw / worms, external surfaces, legs, undersides and ledge.
12. Rinse all surfaces using fresh clean water to remove chemical residues.
13. Visually inspect to ensure all surfaces are clean and free from debris. Re-clean if necessary.
15. Allow a minimum of 15 minutes contact time.
16. Reassemble the machine.
17. Use a hand squeegee to dry the belts.

**KEY INSPECTION POINTS**

1. Hopper.
2. Internal Surfaces.
3. Hopper.
4. Undersides and Framework.
5. Mincer Outfeed threads.
7. Outfeed cover.

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**Schedule Issue Date:** 10 Sep 2013
Cleaning Instructions Card ©

Ref: ABC 01
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Key Inspection Point 1 – Hopper

Key Inspection Point 2 – Internal Surfaces

Key Inspection Point 3 – Hoist

Key Inspection Point 4 – Undersides and Framework

Key Inspection Point 5 – Mincer Outfeed Threading

Key Inspection Point 6 – Screw / Worms

Key Inspection Point 7 – Outfeed Cover

Key focus points for monitoring/verification activities

Photographs to aid cleaning of all relevant areas

(Example of a cleaning procedure provided courtesy of Holchem Laboratories Ltd)
### Introduction to Cleaning Procedures and Schedules

#### Appendix 2 – Example of a Cleaning Record

<table>
<thead>
<tr>
<th>Site Area: Production</th>
<th>Frequency</th>
<th>Equipment/Area</th>
<th>Method</th>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
<th>Thu</th>
<th>Fri</th>
<th>Sat</th>
<th>Sun</th>
</tr>
</thead>
<tbody>
<tr>
<td>MyCompanyFoods</td>
<td>Daily</td>
<td>A1 Conveyor 1</td>
<td>A1</td>
<td>Clean</td>
<td>Sign</td>
<td>Clean</td>
<td>Sign</td>
<td>Clean</td>
<td>Sign</td>
<td>Clean</td>
</tr>
<tr>
<td></td>
<td></td>
<td>A2 Bowl Mixer 1</td>
<td>A1</td>
<td>Clean</td>
<td>Sign</td>
<td>Clean</td>
<td>Sign</td>
<td>Clean</td>
<td>Sign</td>
<td>Clean</td>
</tr>
<tr>
<td></td>
<td></td>
<td>A3 Spiral Chiller</td>
<td>A1</td>
<td>Clean</td>
<td>Sign</td>
<td>Clean</td>
<td>Sign</td>
<td>Clean</td>
<td>Sign</td>
<td>Clean</td>
</tr>
</tbody>
</table>

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**GLOBAL STANDARD FOR FOOD SAFETY**