





## PRP 4 Management of Cleaning

### Introduction

The company has established, documented and implemented a management system for cleaning on site, which is maintained as part of the Operational Prerequisite programme in order to meet the requirements of the Food Safety Quality Management System and ensure the safe production of products.

### Scope

The scope of the Cleaning Management System includes all product handling, manufacturing and storage areas on site and activities conducted on site.

### Procedure

It is company policy to provide both clean manufacturing equipment and a clean environment. All facilities and equipment are designed to exclude any source of excessive or unusual contamination and to be easily cleaned. The company supports and maintains comprehensive cleaning procedures for all areas on site with specific attention to high risk areas.

For all areas detailed cleaning instructions are available and cleaning checklists completed. All personnel are trained in the specific cleaning requirements and instruction for their areas. When an item is cleaned a record of this cleaning is completed and the cleaning is checked and signed off by the department manager.

Each Cleaning Work Instruction will have specific details including:

- Protective Equipment to be worn
- Cleaning Equipment to be used
- Chemicals to be Used
- Correct dilution and temperature of Chemicals
- Contact time for Chemicals
- Method of Cleaning
- Any precautionary measures
- Frequency of cleaning

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