

# GMP 4 Management of Cleaning

## Introduction

The company has established, documented and implemented a management system for cleaning on site which is maintained 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. The following systems are applied as part of the cleaning prerequisite GMP programmes for all materials and services which can impact food safety:

- 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.
- The company operates a clean as you go philosophy which is briefed to all staff and monitored by department managers to ensure all personnel keep their areas in a clean and tidy state.
- Cleaning procedures are revalidated after building or maintenance work, new product or equipment introduction.
- The cleaning of all critical plant and equipment is verified. Manual cleaning and records are inspected, checked and signed off by supervisory staff.

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Each Cleaning Work Instruction will have specific details including:

- Protective Equipment to be worn
- Cleaning Equipment to be used
- Responsibility for cleaning
- Chemicals to be Used
- Correct dilution and temperature of Chemicals
- Contact time for Chemicals
- Method of Cleaning
- Any precautionary measures
- Frequency of cleaning
- Responsibility for monitoring of cleaning
- Responsibility for post cleaning inspection
- Start up checks after cleaning

### Monitoring of Cleaning Effectiveness

The cleaning of all critical plant and equipment is verified. Manual cleaning and records are inspected, checked and signed off by supervisory staff.

Methods for verification of cleaning and corrective action procedures:

The Laboratory performs periodic microbiological surveys of equipment and the environment to ensure that the effective management of cleaning is carried out on site. Cleaning at Critical Control Points is validated by an ATP swab prior to use of the relevant equipment. Adverse results are reported to the Technical Manager who investigates the adverse results and as a result may raise a Corrective Action Request or increase the frequency of microbiological surveys by the Laboratory.

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