



Housekeeping and Hygiene

Introduction

The company has established, documented and implemented a Housekeeping and Hygiene Management System for the site, which is maintained in order to meet the requirements of the Safety and Quality Management System and ensure the safe handling of products.

Management of Cleaning

It is company policy to provide clean equipment, vehicles and a clean environment. All vehicles, 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.

Cleaning programmes and frequencies are documented for all vehicles, plant, utensils and equipment and corresponding 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

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 tools and equipment are of hygienic design and maintained in a condition which does not represent a risk to the product.

A chemical control sheet is in place for each chemical used on site which includes details the management of use, handling and storage of non-food chemicals including:

- Approved supplier
- Chemical data and safety sheets
- Suitability for food use and where appropriate to use

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Owned by: Quality Manager

Authorised By: Managing Director

