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| **Company logo** | **Company name** | | |
| **CLEANING AND SANITATION PROCEDURE** | | |
| **Issued:** 08/08/2022 | **Version:** 1 | **Code:** SOP-06 |

**Objective**

Applying good sanitation practices to keep food contact surfaces clean and/or sanitized to prevent contamination of product and/or water in the operation.

**Control Measures**

1. **Cleaning and Sanitation Procedures for Food Contact Surfaces (FCS)**

All equipment and utensils must be cleaned and sanitized daily at the end of the day or whenever necessary to protect the product from contamination. The frequencies for the cleaning and sanitizing procedures of product contact surfaces can be found in the master cleaning schedule document [be sure to fill it out, it is located at the end of this document].

**List all food contact equipment and tools used in your company:**

Examples:

* + - * Knives, machetes, scissors/harvesting tools
      * Clippers
      * Harvest nets
      * Washing tanks or tubs
      * Boxes/containers
      * Flume conveyors
      * Conveyor belts
      * Reception trays
      * Food contact surfaces of transport vehicles, such as the floor or walls
      * Ice maker and storage equipment
      * Sprinklers

1. **Cleaning and sanitation procedures for non-Food Contact Surfaces (non-FCS)**.

Includes walls, floors, ceilings, and any other adjacent areas that may contribute to product contamination risks. These types of surfaces must also be cleaned and sanitized according to the frequency established in the master cleaning schedule.

**List all equipment and tools used in your company that are non-food contact surfaces:**

* + - * + Pallets (if plastic)
        + Tools
        + Trash containers
        + Transport vehicles
        + Storage equipment
        + Refrigeration equipment: condensers, dehumidifiers
        + Forklifts, tractors
        + Shelves
        + Floors, ceilings, walls in different areas of the operation (e.g., dining rooms, toilets, handwashing stations, storage areas, reception, shipping, etc.)
        + Fans

**Cleaning and sanitation procedure**

* All equipment used in the operation must be cleaned and sanitized according to the following procedure:
  + 1. Remove all residue or dirt found on the equipment.
    2. If necessary, disassemble the equipment and remove any dirt remaining.
    3. Rinse with water.
    4. Scrub with a detergent. Use a suitable detergent for the type of surface and dirt to be cleaned. All surfaces are scrubbed using enough friction or force to remove dirt, focusing on the hard-to-reach areas.
    5. Rinse with water.
    6. Sanitize.
    7. Let air dry.

If a small tray or tank is used for cleaning, it should be cleaned and sanitized in the same way.

**General**

* The cleaning and sanitizing of small tools and utensils is exclusively carried out in a designated area.
* Cleaning and sanitizing of big equipment is carried out at the equipment’s location, removing products and packaging materials from it, using adequate quality water, detergent and sanitizer, following basic sanitation steps.
  + The cleaning/sanitizing of equipment/tools/vehicles is recorded in RECORD-08.
  + Food contact surfaces *are not* cleaned with the same tools as non-food contact surfaces.
  + The sanitizer/detergent solution is prepared following the manufacturer's instructions. This must be verified and, if necessary, the concentration of the sanitizer solution must be maintained.
  + Workers who prepare detergent/sanitizer solutions are trained to perform this activity correctly.
  + All equipment, tools and utensils used in the facility for cleaning and sanitation:
  + Must be made of a material that is easy to clean and resistant to the chemical products they will be in contact with.
  + They are kept in good condition and properly stored to prevent them from becoming a source of contamination of product and food contact surfaces.
  + Mechanical equipment such as forklifts, transport vehicles, pallet trucks, trailers, and others, are regularly cleaned and sanitized according to the master cleaning schedule.
  + All surfaces are inspected when they are cleaned, checking their maintenance conditions. If they are broken, cracked, rusted, stained, or otherwise found to be in poor mechanical or operating condition, they receive preventive or corrective maintenance in a timely manner as necessary. Equipment, tools, and/or vehicle surfaces that cannot be kept in hygienic conditions are discarded and/or replaced.