**Personnel responsible:**

All Production Employees

**Purpose or Objective:**

The purpose of this procedure is to properly maintain the cleanliness and satiation of the process and facility through cleaning schedules, methods, equipment, and upkeep.

1. Referencing 21 CFR – Parts 210 & 211 - 211.56 – Sanitation.

**Procedure:**

* **Daily Duties**

1. Operators are to perform daily housekeeping duties
   1. Daily duties check list – form QA-016-F01

* **Safety And Housekeeping Audits**

1. A plant wide inspection is to be done on a weekly basis.
   1. Auditor and audit schedule is designated by the Quality and Safety Director
2. Audits are conducted using form QA-016-F02
   1. Plant and Maintenance Personnel have 7 days from the date audit findings are posted to have each item addressed
   2. Failure to address items within the specified time limits violates production bonus criteria

* **Main Plant Weekly Process Cleaning**

1. The Finished Product portion of the Main Plant process is cleaned on a weekly basis.
   1. A weekly cleaning is done for process efficiencies only
      1. Cleaning for Microbial growth is inapplicable in the manufacturing of Epsom Salt
   2. No cleaning agents are used during process cleaning
   3. Clean day is conducted using form QA-016-F03

* **Main Plant Annual Shut down**

1. The Main Plant takes an annual shut down for major process cleaning, projects and maintenance.
   1. The cleaning, projects and maintenance is planned differently each year according to needs
      1. Ceiling, walls and floors are washed down with water ( no cleaning agents )
      2. All tanks, vessels, screws, and elevators are dumped and cleaned

**Forms:**

QA-016-F01 – Daily Duties Check List Form

QA-016-F02 – Safety and Housekeeping Audit Form

QA-016-F03 – Weekly Clean List Form

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| Revision  Number | Revision  Date | Effective  Date | Revision  Author | Quality  Approval | Production Approval | Revision Description |
| 00 | 08/21/12 | 08/21/12 | JB |  | JB | New Document |
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