**Manual Line Cleaning Log**

Manual lines are cleaned according to the ***Repackaging Cleaning Procedure (R13-PR-100-034)***.

Check each block below as the line is being cleaned. Lead Operator must verify that the line is clean before signing. By signing; you are verifying that the line is clean and ready for use. After cleaning is complete turn the sign off sheet in to your supervisor.

|  |  |  |
| --- | --- | --- |
| Manual Line #1 | Manual Line #2 | Manual Line #4 |
| Shift #1 | Shift #2 | Shift #3 |

**Non-critical Contact Points:**

* Cleaned fill table with diluted Dawn detergent and then wiped it down with a damp rag.
* Took the guide plates off the sealer and blew all salt and debris out with compressed air.
* Cleaned the sealer with diluted Dawn detergent, wiped it down with a damp rag, and then air dried it.
* Cleaned the sealer conveyor belt with diluted Dawn detergent, wiped it down with a damp rag, and then air dried it.
* Cleaned the packing table with diluted Dawn detergent, wiped it down with a damp rag, and then air dried it.
* Used compressed air to blow off the taper, wiped it down with a damp rag and changed the tape roll (if needed).
* Cleaned up all nonconforming pouches and disposed of salt following the *Rework and Reprocessing of Salt* procedure (*R12-PR-100-007)*.
* Swept the area around the machine to clean up all debris.

**Critical Contact Points:**

* Ensured the big bell was empty.
* Removed fill funnel, small auger and collar. Washed each with diluted Dawn detergent, rinsed with hot water and sprayed with Isopropyl alcohol.
* Cleaned storage container with diluted Dawn detergent, rinsed with hot water and sprayed with Isopropyl alcohol.
* Put funnel into clean storage container.
* Blew out Hopper #1/ Hopper #3 with compressed air and sprayed it with Isopropyl alcohol while it was empty.
* Posted correct ID sign (RED-Not Clean, GREEN-Cleaned for USP, and BLUE-Cleaned for Tech Grade) stating the condition of the machine.

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| Comments: |
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Operator Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* I hereby verify that this line is clean, has the correct ID sign posted and is ready for use

Supervisor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reviewed By: QA Initials: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_