

	<b>Name of company</b>	<b>Doc No:</b> ABC/BRC/SOP/001 <b>Issue No / Revision No:</b> 01/00 <b>Effective Date:</b> 01.January.2023 <b>Status:</b> <b>CONTROLLED</b>

## PROCEDURE FOR HOUSE KEEPING AND CLEANING

### Objective

To establish effective systems to ensure adequate and appropriate maintenance and cleaning of the facility to ensure;

- the control of pests;
- waste management; and
- monitor effectiveness of maintenance and sanitation procedures.

### Scope :

It applies to the entire facility

### Responsibility:

#### 1. Cleaning procedures and methods

All the facility is cleaned by suitable cleaning methods or sanitation to ensure the safety of the product.

Cleaning schedules will be maintained and implemented per department cleaning schedule.

Areas included are but not limited:

- Operational areas (Floor, wall, drains, overheads)
- Equipment
- Warehouse
- Storage
- Maintenance
- Employee facilities
- Other plant areas.

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## 2. Cleaning of machines & utilities.

The machines and other facilities used as part of the production, storage and handling of the products are cleaned as defined in the cleaning schedules.

Cleaning schedules should cover min. the following topics:

- Facility/Area to be cleaned
- Cleaning method
- Frequency of cleaning
- Tools
- Registration & remarks.
- Min. weekly monitoring by supervision
- Min. quarterly verification.

The records of cleaning and sanitation is maintained.

## 3, MONITORING EFFECTIVENESS

Sanitation systems will be monitored for effectiveness and periodically verified.

Registrations of these monitoring and verification activities will be recorded.

### Records:

Cleaning Schedule

Cleaning/ sanitation Records, incl. monitoring and verification.