Housekeeping & Hygiene Procedure

Purpose

The purpose of this procedure is to ensure that premises, equipment, and associated cleaning systems are maintained in a clean and hygienic condition through the effective implementation of cleaning, disinfection, and environmental monitoring controls. It establishes a structured approach to defining cleaning methods, performance standards, verification activities, and monitoring programmes so that contamination risks are controlled and product safety, legality, and quality are consistently protected.

This procedure also ensures that cleaning activities, cleaning-in-place (CIP) systems, and environmental monitoring programmes are designed, implemented, and maintained based on risk, with defined limits, validation, monitoring, and review activities in place to confirm ongoing effectiveness and identify where improvement is required.

Scope

This procedure applies to the control of premises, equipment, cleaning activities, cleaning systems, and environmental monitoring activities that ensure conditions of cleanliness and hygiene are maintained across production environments. It governs the establishment and application of cleaning and disinfection controls, definition of cleaning performance limits, provision of cleaning resources, operation and maintenance of cleaning-in-place systems, and implementation of environmental monitoring programmes as part of the Food Safety & Quality Management System at **[COMPANY NAME]**.

This procedure covers:

- The maintenance of premises and equipment in a clean and hygienic condition
- Cleaning and disinfection arrangements for buildings, plant and equipment
- Food contact surfaces and processing equipment with defined cleaning performance limits
- Cleaning resources, cleaning activities and access within equipment
- Equipment cleanliness prior to release into production
- Cleaning equipment used for cleaning activities and its hygienic condition and storage
- Cleaning-in-place systems including their design, operation, validation and maintenance
- Cleaning-in-place process parameters and defined performance limits
- Environmental monitoring programmes including sampling, testing and evaluation activities
- Environmental monitoring limits, corrective action conditions and programme review

This procedure does not define requirements for record completion and retention, which are defined in:

- PRO-3.3 Record Completion & Maintenance Procedure

This procedure does not define requirements for document control and version management, which are defined in:

- PRO-3.2 Document Control Procedure

This procedure does not define requirements for corrective and preventive action management, which are defined in:

- PRO-3.7 Corrective & Preventive Action Procedure

This procedure does not define requirements for product inspection, on-site testing and laboratory analysis methods, which are defined in:

- PRO-5.6 Product Inspection On-Site Testing and Laboratory Analysis Procedure

All activities governed by this procedure shall be consistent with the intent of:

- POL-4 Site Standards & Infrastructure Policy
- POL-2 Food Safety Plan (HACCP) Governance Policy
- POL-3 Food Safety & Quality Management System Policy
- POL-3A Documented Information & Records Management Policy

Responsibilities

Senior Management

Senior management are responsible for:

- Ensuring that sufficient resources, including personnel, equipment, materials and infrastructure, are provided to support cleaning, disinfection, CIP and environmental monitoring systems.
- Supporting organisational arrangements required to maintain premises, equipment and production environments in a clean and hygienic condition.

Technical / Quality Management

Technical / quality management are responsible for:

- Establishing and maintaining cleaning, disinfection, CIP and environmental monitoring controls defined within this procedure.
- Defining cleaning methods, frequencies, chemicals, materials and performance limits based on product, process and environmental risks.
- Establishing and maintaining environmental monitoring programmes, including sampling locations, frequencies, target organisms and test methods based on assessed risks.
- Reviewing cleaning verification results, CIP performance data and environmental monitoring results to confirm control effectiveness and identify adverse trends.

- Determining and initiating corrective and preventive actions where cleaning, CIP or environmental monitoring results fall outside defined limits or indicate deterioration in control.
- Assessing risks associated with cleaning activities, including CIP operation and reuse of rinse solutions, and determining the controls required.

Hygiene Management and Hygiene Operatives

Hygiene management and hygiene operatives are responsible for:

- Implementing cleaning and disinfection activities in accordance with defined methods, frequencies and control measures.
- Maintaining premises, equipment and cleaning equipment in a clean and hygienic condition during and after cleaning activities.
- Carrying out cleaning tasks, including dismantling and reassembly of equipment where required, in accordance with defined procedures.
- Completing records of cleaning activities and reporting any issues that may affect cleaning effectiveness or hygienic condition.

Engineering Management and Engineering Technicians

Engineering management and engineering technicians are responsible for:

- Maintaining CIP systems and associated equipment to ensure that defined process parameters and cleaning performance requirements are consistently achieved.
- Carrying out validation, maintenance and routine operational checks of CIP systems, including monitoring of process parameters and system functionality.
- Supporting cleaning activities where specialist access, dismantling or technical intervention is required to enable effective cleaning.

Production / Operations Management and Production Operatives

Production / operations management and production operatives are responsible for:

- Ensuring that equipment is checked for cleanliness prior to release into production and is suitable for use.
- Coordinating production activities to allow effective cleaning, including scheduling of cleaning during appropriate production and non-production periods.
- Maintaining production areas in a condition that supports effective cleaning and hygiene control.

All Employees

All employees are responsible for:

- Following the requirements of this procedure in relation to cleaning, hygiene and contamination control within their work areas.
- Maintaining personal and workplace hygiene standards that support effective cleaning and environmental control.
- Reporting any conditions, failures or concerns that may affect cleanliness, hygiene or environmental monitoring results.

- Cooperating with cleaning activities, inspections, investigations and corrective actions as required.

Procedure Requirements

Premises and Equipment Hygiene Control

Premises and equipment shall be maintained in a clean and hygienic condition at all times to minimise contamination risk and ensure suitability for food production. The required hygienic condition shall be achieved and maintained through the application of cleaning, verification and control activities specified within this procedure.

- A clean and hygienic condition of premises shall be maintained, ensuring that all areas are kept free from contamination, debris, waste accumulation and build-up.
- A clean and hygienic condition of equipment shall be maintained, ensuring that all surfaces are kept free from residues, contamination and visible soiling.

Cleaning Risk Assessment and Determination of Requirements

Cleaning requirements for premises and equipment shall be determined through a documented risk assessment conducted by Technical Management in conjunction with Hygiene Management. The risk assessment shall define the cleaning controls necessary to ensure hygienic conditions are achieved and maintained.

- The risk assessment shall identify all premises areas and equipment requiring cleaning, covering food contact surfaces, non-food contact surfaces, processing equipment and the wider production environment.
- The risk assessment shall determine cleaning frequencies based on contamination risk, product type, process conditions and exposure, taking into account:
    - the nature of the product and its associated risks, including whether it is ready-to-eat or requires further processing, and the resulting implications for the required hygiene condition of premises and equipment
    - the risk classification of production areas, including high-risk, high-care and low-risk zones
    - proximity of surfaces and equipment to exposed product and product contact surfaces
    - the types of hazards present, including microbiological, allergen, foreign body and chemical risks
    - the design and cleanability of equipment, including the presence of difficult-to-clean areas
    - production scheduling, changeovers and the potential for product-to-product contamination
- The risk assessment shall determine cleaning methods required for each item and area, including any requirement for dismantling equipment or gaining access within equipment.
- The risk assessment shall determine cleaning chemicals, their intended use and required concentrations.

- The risk assessment shall determine cleaning materials and equipment required to carry out cleaning activities.
- The risk assessment shall define acceptable and unacceptable cleaning performance limits for premises and equipment, based on hazards relevant to the product and processing environment, including microbiological, allergen, foreign body and cross-contamination risks.
- The risk assessment shall determine the verification methods required to assess cleaning effectiveness, including visual, analytical and microbiological techniques where appropriate to the risk.

The outputs of the documented risk assessment shall be used to establish and control all subsequent cleaning and hygiene activities, and shall form the basis for documented cleaning procedures, cleaning performance limits, resource planning, execution of cleaning activities, verification of cleaning effectiveness, equipment release and ongoing review and improvement.

Control of Cleaning and Hygiene Processes

Documented cleaning instructions (CICs or SSOPs) shall be established, implemented and maintained for all premises, plant and equipment to ensure that defined cleaning requirements are consistently applied and appropriate standards of cleaning are achieved.

- Documented cleaning instructions (CICs or SSOPs) shall implement the outputs of the documented risk assessment and shall define, for each identified premises area and item of equipment:
    - the cleaning activities to be carried out
    - responsibility for cleaning
    - the items and areas to be cleaned, ensuring full coverage of premises, plant and equipment
    - cleaning frequencies as determined through the documented risk assessment
    - cleaning methods, including dismantling of equipment where required
    - cleaning chemicals and required concentrations
    - cleaning materials and equipment to be used
- Documented cleaning instructions (CICs or SSOPs) shall define cleaning records, including requirements for completion and sign-off of cleaning activities.
- Documented cleaning instructions (CICs or SSOPs) shall define responsibility for verification of cleaning effectiveness.

Cleaning instructions (CICs or SSOPs) shall be implemented to ensure that cleaning activities are carried out in accordance with defined requirements and that appropriate standards of cleaning are consistently achieved.

Cleaning Performance Limits and Corrective Control

Cleaning performance limits shall be established through the documented risk assessment and shall define the acceptable and unacceptable hygienic condition of premises and equipment following cleaning.

- Cleaning performance limits shall be applied to all premises areas and equipment included within the documented risk assessment.
- Cleaning performance limits shall define objective and measurable criteria for determining whether required hygienic conditions have been achieved.
- Cleaning performance limits shall be expressed using the verification methods defined through the documented risk assessment and shall establish measurable criteria, including visual, analytical, microbiological, allergen or chemical parameters as applicable.
- Cleaning performance limits shall be used as the defined acceptance criteria for cleaning verification and equipment release activities.

Cleaning Resource, Scheduling and Execution Control

Cleaning activities shall be carried out using defined resources, planned scheduling and competent personnel to ensure effective cleaning of all premises and equipment in accordance with documented cleaning procedures.

- Sufficient resources, including personnel, cleaning equipment, materials and access, shall be provided to enable cleaning activities to be carried out as defined.
- Cleaning activities requiring dismantling of equipment shall be appropriately scheduled to ensure effective cleaning.
- Where required, cleaning activities shall be planned during non-production periods.
- Where entry into large equipment is required, cleaning activities shall be planned to ensure safe access and effective cleaning.
- Personnel carrying out cleaning activities shall be trained to perform those activities effectively.
- Engineering support shall be provided where access within equipment is required for cleaning.
- Cleaning activities shall be carried out in accordance with documented cleaning instructions (CICs or SSOPs) to ensure appropriate standards of cleaning are achieved.

Cleaning Verification and Equipment Release

Cleaning effectiveness shall be verified using defined verification methods, and equipment shall only be released for production use once satisfactory hygienic conditions have been confirmed.

- Cleaning effectiveness shall be verified using the methods defined through the documented risk assessment.
- Verification activities shall include visual, analytical and/or microbiological checks as appropriate to the risk.
- Equipment shall be checked for cleanliness prior to release into production.
- Equipment shall only be released into production when cleaning verification confirms that defined acceptable cleaning performance limits have been achieved.
- Results of cleaning verification shall be recorded to provide evidence of cleaning performance.

Control of Cleaning Equipment

Cleaning equipment shall be controlled to prevent contamination and ensure suitability for its intended use.

- Cleaning equipment shall be hygienically designed and fit for purpose.
- Cleaning equipment shall be suitably identified for its intended use, including colour coding or equivalent identification methods where appropriate, to prevent cross-use between different areas or activities.
- Cleaning equipment used in areas where allergenic materials are handled shall be controlled to prevent cross-contact and shall be:
    - dedicated for allergen use, or
    - single-use, or
    - effectively cleaned and verified prior to reuse,

  as determined through the documented risk assessment.
- Cleaning equipment shall be segregated and controlled according to area risk, including high-risk, high-care and low-risk production areas, to prevent cross-contamination between zones.
- Dedicated and clearly identifiable cleaning equipment shall be provided for the management of specific contamination risks, including glass or brittle plastic breakages, and shall be stored separately from general cleaning equipment.
- Cleaning equipment shall be cleaned after use and stored in a hygienic manner to prevent contamination.
- Cleaning equipment storage arrangements shall ensure segregation by intended use and risk to prevent contamination between areas, materials or activities.

Cleaning Verification, Recording and Improvement

Cleaning verification data shall be used to monitor performance, identify trends and drive improvement of cleaning controls.

- Results of cleaning verification activities, including visual, analytical and microbiological checks, shall be recorded.
- Cleaning verification results shall be reviewed by Quality Personnel under the supervision of Quality Management to confirm cleaning effectiveness, identify trends in cleaning performance and assess whether cleaning controls remain effective.
    - Review shall be carried out at a minimum frequency of annually.
    - Review shall be carried out where cleaning verification results do not meet defined cleaning performance limits.
    - Review shall be carried out following any cleaning-related non-conformance, contamination incident or product failure.
- Cleaning verification results shall be used by Quality Management to identify trends, deterioration in cleaning performance and emerging risks, and to determine whether improvements to cleaning controls are required.
- Where cleaning verification results do not meet defined cleaning performance limits, the affected premises area or equipment shall be subject to additional cleaning and re-verification until the defined acceptable cleaning performance limits are achieved. The

occurrence shall be recorded and shall trigger corrective and preventive action in accordance with the Corrective & Preventive Action Procedure, including investigation of root cause and implementation of measures to prevent recurrence.

Cleaning in Place (CIP) System Control

Cleaning-in-place (CIP) systems shall be controlled to ensure that enclosed equipment is effectively cleaned through defined system design, operation, validation and change control.

- CIP systems shall be designed and constructed to ensure that equipment subject to CIP can be effectively cleaned, with Engineering Management responsible for system design and Technical Management confirming that the design supports effective cleaning performance.
- CIP system design and operation shall be validated to confirm that the system performs as intended, with Engineering Technicians carrying out validation activities under the supervision of Technical Management.
- An up-to-date schematic of each CIP system shall be maintained to provide a clear representation of system layout, and Engineering Management shall ensure that the schematic remains accurate and available.
- Where rinse solutions are recovered and reused within CIP systems, Technical Management shall assess the risk of cross-contamination and shall determine whether reuse is acceptable or subject to defined restrictions.
- Changes to CIP systems shall be authorised by Engineering Management prior to implementation, and Technical Management shall confirm that such changes do not adversely affect cleaning effectiveness.
- Changes to CIP systems shall be reflected in controlled system documentation, including schematics and system specifications, which shall be updated and maintained in accordance with the Document Control Procedure. Records of changes to CIP systems shall be maintained to demonstrate control of system modifications, and records shall be completed and maintained in accordance with the Record Completion & Maintenance Procedure.
- CIP systems shall be revalidated at a frequency determined by risk and following any change to the system, with Engineering Technicians carrying out validation activities to confirm continued effectiveness or identify the need for adjustment.

CIP Process Parameters and Validation

CIP cleaning performance shall be controlled through defined process parameters that are set to achieve effective removal of contamination, with validation confirming that these parameters deliver the required cleaning outcomes.

- Technical Management shall define acceptable and unacceptable performance limits for each key CIP process parameter to ensure effective removal of soil, allergens and microorganisms from equipment and process systems.
- Key CIP process parameters shall include, at a minimum, stage times, detergent concentrations, flow rate and pressure, and temperature, and Technical Management

shall define acceptable and unacceptable performance limits for each of these parameters.

- The defined acceptable and unacceptable performance limits for CIP process parameters shall be validated to confirm that they achieve the required level of cleaning effectiveness, with Engineering Technicians carrying out validation activities under the supervision of Technical Management.
- Records of CIP validation activities shall be maintained as evidence that defined process parameters and their associated performance limits are effective, and records shall be completed and maintained in accordance with the Record Completion & Maintenance Procedure.

CIP Maintenance and Operational Control

CIP systems shall be maintained and operated through defined maintenance and operational checks to ensure that cleaning performance remains consistent and that system effectiveness is sustained over time.

- CIP equipment shall be maintained in a condition that ensures correct operation and effective cleaning performance, with Engineering Technicians carrying out maintenance activities under the supervision of Engineering Management.
- Detergent concentrations within CIP systems shall be routinely checked to confirm that correct dosing is achieved, with Engineering Technicians performing these checks as part of routine operation.
- Where rinse solutions are recovered and reused, those solutions shall be monitored to detect contamination build-up, and Engineering Technicians shall determine when intervention is required to maintain effective cleaning performance.
- Filters within CIP systems shall be cleaned and inspected at frequencies defined within the planned preventive maintenance schedule to maintain effective system operation, with Engineering Technicians carrying out these activities.
- Flexible hoses shall be stored in a hygienic condition when not in use and shall be inspected at frequencies defined within the planned preventive maintenance schedule to confirm that they remain free from damage, contamination and deterioration that could affect cleaning performance, with Engineering Technicians responsible for these controls.

CIP Monitoring and Deviation Control

CIP performance shall be monitored to ensure that cleaning cycles operate within defined parameters and that any deviation from required conditions is identified and corrected to maintain effective cleaning.

- CIP operations shall be carried out and monitored by Hygiene Operatives or Production Operatives to ensure that cleaning cycles are performed as intended, with monitoring implemented as follows:
    - CIP facilities shall be monitored at defined frequencies based on the risk associated with failure of the CIP process to achieve effective cleaning, taking into account product and process risk, equipment criticality and CIP system

performance, with monitoring activities carried out under the supervision of Hygiene Management or Production / Operations Management
    - CIP process parameters shall be checked during operation to confirm that defined requirements for time, temperature, chemical concentration and flow are achieved
- CIP system condition and operation shall be verified to ensure that the system is correctly configured and functioning as intended, with Engineering Technicians responsible for these checks, including:
    - verification of system configuration during operation, including connections, piping and settings
    - confirmation of correct operation of CIP system components, including valves and spray devices during cleaning cycles
- Completion and effectiveness of CIP cleaning cycles shall be verified to ensure that cleaning has been successfully carried out, including:
    - verification that all defined stages of the cleaning cycle have been completed by Hygiene Operatives or Production Operatives
    - monitoring of cleaning outcomes to confirm effectiveness, including verification of drainage where required, by Quality Personnel under the supervision of Quality Management
- Where monitoring identifies that CIP operation or cleaning outcomes are outside defined limits, Hygiene Operatives or Production Operatives shall report the deviation, Quality Management shall determine the corrective actions required in conjunction with Engineering Management, and Engineering Technicians and Hygiene Operatives shall implement those actions to restore control in accordance with the Corrective & Preventive Action Procedure.

Environmental Monitoring Programme Control

Environmental monitoring shall be established to verify that hygiene and environmental controls are effective, to provide early indication of potential contamination or adverse conditions, and to support ongoing assessment and improvement of environmental control within the production environment.

Technical Management shall establish and maintain a documented environmental monitoring programme based on a risk assessment of product, process and environmental conditions, with monitoring activities implemented as defined within the programme.

- The environmental monitoring programme shall include all production areas where open product and/or ready-to-eat products are handled, and these areas shall be incorporated within the defined sampling locations, frequencies and target organisms of the programme.
- The environmental monitoring programme shall be maintained in accordance with the Document Control Procedure.
- The documented risk assessment shall determine the design of the environmental monitoring programme, taking into account:

  - the characteristics of products handled within each production area, including whether they are ready-to-eat or require further processing, and the associated implications for environmental contamination risk
  - the risk classification of production areas, including high-risk, high-care and low-risk zones
  - the proximity of environmental surfaces to exposed product and product contact surfaces
  - the microbiological risks associated with the production environment and products handled, used to determine the target organisms for environmental monitoring, including pathogens, spoilage organisms and indicator organisms
  - historical environmental monitoring data, trends and previous contamination events
  - production activities, traffic flows and potential routes of contamination
- The environmental monitoring programme shall, at a minimum, explicitly define:
  - documented sampling instructions (e.g. sampling SOPs or equivalent controlled instructions) to ensure consistent and controlled collection of samples
  - defined sampling locations covering all relevant production areas and risk zones
  - defined monitoring frequencies to ensure that testing is carried out at specified intervals
  - defined target organisms and/or indicator organisms relevant to the identified risks
  - defined test methods appropriate to the detection of target organisms and indicators
  - defined requirements for recording and evaluation of monitoring results
- Monitoring frequencies shall be defined and documented based on the risk assessment and shall reflect product risk, environmental zoning, target organisms and historical monitoring data, ensuring that adverse conditions are detected in a timely manner.
- Sampling activities shall be carried out by trained personnel in accordance with sampling instructions.
- Testing shall be conducted in accordance with the Product Inspection On-Site Testing and Laboratory Analysis Procedure.
- Environmental monitoring results shall be recorded at the point of completion, and records shall be completed and maintained in accordance with the Record Completion & Maintenance Procedure.
- Environmental monitoring results shall be evaluated against defined control and action limits to determine the status of environmental conditions and to identify trends, deviations or emerging risks.

Environmental Monitoring Limits and Corrective Action

Defined limits and corrective actions shall ensure that environmental monitoring results are consistently evaluated and that deviations from expected environmental conditions are identified, controlled and corrected.

- Technical Management shall define control limits and action limits for environmental monitoring results to distinguish between acceptable environmental conditions and conditions requiring investigation or intervention.
- Environmental monitoring results shall be assessed against the control and action limits as part of result evaluation.
- Where environmental monitoring results exceed defined action limits, or where evaluation identifies adverse trends or repeated positive findings, Quality Management shall:
    - initiate investigation to determine the root cause of the deviation
    - define corrective and preventive actions required to restore control
    - ensure implementation of those actions by the appropriate operational teams
    - assess the need for additional cleaning, intensified monitoring or changes to controls
    - determine whether adjustments to the environmental monitoring programme are required
- Corrective and preventive actions shall be implemented in accordance with the Corrective & Preventive Action Procedure.

Environmental Monitoring Review and System Adjustment

The environmental monitoring programme shall be subject to planned and event-driven review to ensure that it remains effective in verifying environmental control and detecting contamination risks.

- Technical Management shall review the environmental monitoring programme at least annually to confirm that it remains suitable for the products, processes and environmental conditions at the site.
- In addition to the planned annual review, the environmental monitoring programme shall be reviewed where any of the following occur:
    - changes to processing conditions, process flow or equipment that may affect contamination risk
    - changes to products or product characteristics where these result in a change to contamination risk, processing conditions, or environmental exposure
    - relevant scientific or technical developments, including emerging pathogens or new detection methods
    - external testing, customer complaints or regulatory findings identify contamination not detected by the environmental monitoring programme, indicating a failure of the programme to identify a significant issue
    - product testing failures or incidents linked to environmental contamination
    - trends or repeated results indicating deterioration in environmental conditions
    - consistently negative results over time, to confirm that sampling locations, methods and target organisms remain appropriate to the assessed risks
- Reviews shall assess the continued suitability of:
    - sampling locations and coverage
    - monitoring frequencies

  - target organisms and indicators
  - test methods and detection capability
  - evaluation criteria and defined limits
- Where review identifies that the environmental monitoring programme is not fully effective, including where it has failed to identify contamination detected through external testing, customer complaints or regulatory findings, Technical Management shall:
  - identify gaps in sampling locations, methods, frequencies or target organisms
  - implement adjustments to the environmental monitoring programme to improve detection capability
  - ensure continued suitability and effectiveness of the programme

Training Requirements

Personnel who design, approve, implement, operate, monitor, verify, review, assess, or maintain cleaning, disinfection, CIP and environmental monitoring activities shall be appropriately trained to perform these functions effectively.

Training requirements shall include, as applicable:

- Understanding of responsibilities for maintaining premises, equipment and cleaning systems in a clean and hygienic condition
- Correct application of cleaning, disinfection and CIP controls to ensure defined performance standards are achieved
- Ability to carry out monitoring, verification and environmental sampling activities in accordance with defined procedures
- Awareness of defined limits, deviations and required escalation or corrective action responses
- Understanding of interactions between cleaning, CIP and environmental monitoring activities and their impact on product safety

Training shall be provided:

- On appointment to a role involving cleaning, hygiene, CIP or environmental monitoring activities
- When significant changes are made to cleaning methods, systems, equipment or environmental monitoring arrangements
- Where deficiencies or weaknesses are identified through monitoring, verification, review or audit activities

Training delivery and record control shall be managed in accordance with PRO-7.1 Training & Competence Procedure.

Records and References

Records and References

Records generated through the implementation of this procedure may include:

- Cleaning records and sign-off records
- Cleaning verification and inspection records
- Cleaning performance monitoring results
- CIP validation records
- CIP monitoring and maintenance records
- Environmental monitoring results and trend analysis records
- Environmental monitoring corrective action records
- Environmental monitoring sampling schedule
- Documented sampling instructions (e.g. SOPs or equivalent controlled instructions)

References

- PRO-3.2 Document Control Procedure
- PRO-3.3 Record Completion & Maintenance Procedure
- PRO-3.7 Corrective & Preventive Action Procedure
- PRO-5.6 Product Inspection On-Site Testing and Laboratory Analysis Procedure
- POL-4 Site Standards & Infrastructure Policy
- POL-2 Food Safety Plan (HACCP) Governance Policy
- POL-3 Food Safety & Quality Management System Policy
- POL-3A Documented Information & Records Management Policy

Review and Approval

This procedure shall be reviewed at least every five years or sooner in the event of significant failures in cleaning, disinfection, CIP or environmental monitoring controls, identification of adverse trends or ineffective hygiene outcomes, or changes to regulatory or standard requirements affecting hygiene and environmental control systems.

Approval and version control shall be managed in accordance with PRO-3.2 Document Control Procedure.