

Company Name	Standard Operating Procedure on Cleaning of Equipment and Accessories		Date Orig. Issue:
SOP Number			Date Revised: Revision Number:
Author	Date	Dept. Approval Signature	Date
			Q.A. Approval Signature Date

I. Purpose

To prevent contamination of health supplement products by ensuring that proper cleaning procedure for equipment and accessories in the manufacturing area is in place.

II. Scope

This standard operating procedure applies to the cleaning of equipment and accessories in the manufacturing area of **XXX Company**.

III. Responsibilities

Execution by the Operator of the equipment

Verification by the Supervisor in respective manufacturing department

IV. Procedure

Cleaning of Major Manufacturing Equipment

1. Dismantle all the removable parts of the equipment to be cleaned.
2. Adhere *"To be cleaned"* sticker on the equipment and transfer the removable parts to the designated washing area.
3. Clean the immobile part of the equipment according to the manufacturer's suggested cleaning procedure then fill-out the *Equipment Log Book* after completion.
4. Reassemble all the cleaned removable parts to the cleaned equipment after assuring that every part is dried.
5. Affix the signed and dated "Cleaned" sticker on the reassembled cleaned equipment. The "Cleaned" sticker must identify previous batch being processed by the equipment.
6. Use the cleaned equipment within **72 hours** from the date of cleaning. Wipe all product contact parts with clean lint-free cloth prior to next use.

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- If the equipment is not used within **72 hours** after the date of cleaning, adhere *“To be cleaned”* sticker on the equipment and perform cleaning procedure again before use.

Cleaning of Accessories and Utensils

- Transfer the accessories and utensils to the designated washing area.
- Wash with sufficient potable water.
- Clean with nylon brush or cleaning pad using potable water and 2.5% Teepol solution.
- Wash-off clean with potable water until no bubbles are present.
- Final rinse with purified water.
- Rinse or wipe with 70% v/v solution of Isopropyl Alcohol
- Wrap the cleaned and dried accessories and utensils in new polyethylene bag. Affix signed and dated *“Cleaned”* sticker, with identification of previous product, on the bag.
- Store the cleaned accessories and utensils in designated equipment storage area until next use.

V. Monitoring

Operators are required to clean their own equipment and accessories every day after each use according to the **Cleaning Schedule (Form-XX1)** and record their cleaning procedure in the **Cleaning Record (Form-XX2)**. Supervisors are to check the cleanliness of equipment and accessories at appropriate intervals depending on the usage frequency and record in the **Cleaning Inspection Record (Form-XX3)**.

VI. Corrective Action

- QA Department will retrain employees found not following the procedures in this SOP.

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VII. Reference to Other Documents

Cleaning Schedule (Form-XX1)

Cleaning Record (Form-XX2)

Cleaning Inspection Record (Form-XX3)

VIII. END OF DOCUMENT

REVISION HISTORY

Rev No:	Document Change Number:	Author	Effective Date	Remarks of Revision
001	XXX	YYY	DD-MMM-YYYY	New Document.

APPROVAL

Date Implemented:

By:

Date Reviewed:

By:

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By: