

Cleaning & Sanitising Procedure / Work Instruction

Use this template to document the site-approved method for cleaning a specific area or item of equipment. It is a practical work-instruction template, not a universal cleaning method.

Procedure title / ID	Area / equipment	Production zone / line	Related master-schedule ID
Prepared / approved by		Effective / review date	

1. Safety and preparation

Plant-isolation / safe-access procedure ref (where applicable)	Required PPE / safety controls	Tools / removable parts / disassembly notes
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2. Cleaning and sanitising sequence

Typical sequence: protect/remove food and packaging; make equipment safe; remove gross soil; clean; rinse where required; inspect; sanitise where required; complete the required rinse/drain/dry step; reassemble and release.

Step	Instruction / method	Product / tool	Parameter / procedure reference

3. Product controls, verification & release

Cleaner / detergent	Label/PDS / technical ref	Dilution / use rate	Rinse / compatibility
Sanitiser / cleaner-sanitiser	Label/PDS / technical ref	Dilution / contact time	Final rinse / drain / air-dry
Verification method / acceptance criterion	Corrective action if criterion not met	Reassembly / restart / release notes	Approved / released by / date

Use this resource with your site controls

Use the site's actual plant-isolation procedure where machinery must be isolated. Current manufacturer and equipment instructions remain controlling. This form supports a documented cleaning procedure and does not replace the site's complete food safety or OHS systems.