

Raw-to-Ready-to-Eat Changeover Cleaning & Release Record

Use this record where shared equipment, utensils or production areas are cleaned and sanitised before changing from raw-food handling to ready-to-eat food handling.

Business / site	Area / line / equipment	Changeover date / time	Responsible person
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Previous product / raw process	Next product / ready-to-eat process
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Changeover cleaning and release checks

Inspection / release item	Yes	No	N/A	Observation / action reference
1. Previous product, packaging, waste and visible food residue have been removed from the changeover area.	☐	☐	☐	
2. Shared equipment and utensils requiring cleaning have been disassembled or opened as required by the approved procedure.	☐	☐	☐	
3. Food-contact surfaces have been cleaned to remove visible residue, grease, soil and detergent residues as required.	☐	☐	☐	
4. Food-contact surfaces have been sanitised using the site-approved method and current product directions where applicable.	☐	☐	☐	
5. Non-food-contact surfaces, handles, controls and nearby areas that could contaminate ready-to-eat food have been addressed.	☐	☐	☐	
6. Cleaning tools and utensils used for the changeover are clean, suitable and allocated according to the site controls.	☐	☐	☐	
7. Equipment has been reassembled correctly and is dry / ready for use where required by the site procedure.	☐	☐	☐	
8. Required verification has been completed using the site-defined method and acceptance criteria.	☐	☐	☐	
9. The area / line has been released for ready-to-eat production by the authorised person.	☐	☐	☐	

Verification / release summary

Verification method / result	Corrective action / re-clean / re-check	Released by / date / time
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Use the site food-safety program and changeover procedure

This record supports cleaning between raw and ready-to-eat handling. The site program determines when it is required, what must be cleaned and sanitised, the verification method and the release criteria.