


Example Dairy	Cleaning Works Instruction Document Control		Reference no. CH001		
Area Description		: Cleaning Manual Document Control			
Responsible Person		: Production Manager			
Engineering assistance Required		: N/A			
Person Responsible for Inspection		: Production Manager & Sealed Air Representative			
Instruction					
<b>1. Originality of Manual</b>					
<ul style="list-style-type: none"> <li>a. The master Cleaning Works Instruction must be signed in blue ink by the relevant Authorising Officer.</li> <li>b. The Master Cleaning Works Instruction must be held in a secure place.</li> <li><b>c. Copies of the Cleaning Works Instruction must be distributed to the relevant Example Dairy personnel.</b></li> <li>d. All Copies of the original must bear the stamp "ORIGINAL" in blue ink.</li> </ul>					
<b>2. Amendment of Cleaning Works Instruction</b>					
The following procedure is required in order for amendments to be made:					
<ul style="list-style-type: none"> <li>a. Written request is made for the revision by whatever party using appropriate form (annex 2)</li> <li><b>b. The request is discussed and evaluated by Example Dairy and Sealed Air.</b></li> <li>c. If approved by all relevant parties, changes to Cleaning Works Instruction are made by Sealed Air.</li> <li>d. Sealed Air representative is responsible for the filing and distribution of the amended instruction.</li> <li>e. The request for amendment is filed in the master Cleaning Works Instruction and the Amendment Register (annex 1) is completed.</li> <li>f. The original amended instruction is stamped "SUPERSEDED" in red ink and retained in the master file.</li> </ul>					
<b>Note: Under no circumstances may any changes be made unless the above procedure is followed.</b>					
<b>3. Distribution List</b>					
Location	Responsible Person	Section of Manual			
Plant Manager		All			
Production Manager		All			
Laboratory		All			
<b>4. Review of Cleaning Works Instruction</b>					
<ul style="list-style-type: none"> <li>a. The complete Cleaning Works Instruction must be reviewed annually and be re-issued to all relevant parties if revisions have been made. Review is recorded on Sealed Air System Audit report.</li> <li>b. All previous master copies are achieved and all other copies are to be destroyed and will be regarded as irrelevant.</li> </ul>					
		Compiled By		Service Provider	
		Approved By		Production Manager	
		Date	2014/08/02	Revision no.	0

Area Description	: Service Responsibilities of Chemical Supplier
Responsible Person	: Sealed Air Representative
Engineering assistance Required	: N/A
Person Responsible for Inspection	: Production Manager & Sealed Air Representative

**Instruction**

**1. Scope of Service**

- a. Supply of cleaning and sanitation chemicals.
- b. Supply and servicing of Chemical dispensing apparatus.
- c. Technical assistance in the correct application and efficient use of chemicals.
- d. Monitoring and auditing of cleaning processes.
- e. Training of all staff in the correct and safe use of Chemical products.
- f. Report all deviations from good manufacturing practice and observations.

**2. Equipment Service**


The following equipment shall be Serviced as follows:

















Area	Equipment Description	Service Interval	Calibration

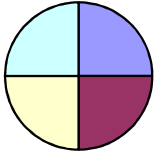

**3. Reports**

The following reports shall be submitted:





Report	Frequency
<b>Site Visit Report</b>	Report on all routine site visit aspects Following each Monthly visit
<b>System Audit Report</b>	Audit Cleaning Works Instruction Annually
<b>Training Record</b>	A record of all training conducted As training is conducted
<b>Action Report</b>	Consolidate all actions identified As required

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	<b>Approved By</b>	Production Manager		
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Example Dairy	Cleaning Works Instruction Chemical Product Information	Reference no. CH003		
Area Description		: Chemical Product Information		
Responsible Person		: Safety Officer		
Engineering assistance Required		: N/A		
Person Responsible for Inspection		: Production Manager		
Instruction				
<b>1. Safe Handling of chemicals</b>				
<p>a. All chemicals should be considered hazardous and be handled with the utmost care.</p> <p>b. Take note of the hazardous nature of the Chemical before handling by reading the label indicating</p> <p>c. Wear the protective equipment applicable to each hazard sign.</p>				
Hazard Sign	Protective Equipment	Special Precautions		
 CORROSIVE BYTSTOF	 Gloves  Apron  Eye Shield  Safety Boots	<p style="color: red;">Avoid contact with human tissue</p> <p style="color: red;">Avoid contact with soft metals</p>		
 OXIDISING OKSIDEREND	 Gloves  Apron  Eye Shield  Safety Boots	<p style="color: red;">Avoid contact with human tissue</p> <p style="color: red;">Avoid contact with soft metals</p> <p style="color: red;">Store way from organic material</p>		
 IRRITANT	 Gloves  Eye Shield	<p style="color: red;">Avoid contact with human tissue</p>		
Non-hazardous	 Gloves  Eye Shield	<p style="color: red;">Avoid prolonged contact with human tissue</p>		
<b>2. Colour Coding of chemicals</b>				
Colour	Chemical Type	pH Range		
Purple	Highly alkaline / caustic based products	11 -14		
Brown	Alkaline products	9 - 11		
Red	Acidic products	1 - 5		
Yellow	Chlorinated products	chlorine		
Green	Neutral products	5 - 9		
Blue	Disinfectants	Neutral Disinfectants		
<p><b>Note the most hazardous nature of the product will dictate the colour code.</b></p> <p>Example - Reclaim is highly alkaline but is Chlorinated and therefore is Yellow.</p> <p>Example - Perasan is a Disinfectant but is highly acidic and therefore is Red</p>				
<b>3. Safe Storage of chemicals</b>				
<p>a. The Chemical storage area should be well lit and ventilated and clearly demarcated for Chemical storage.</p> <p>b. All acidic products should be isolated from Chlorinated, alkaline and neutral products.</p> <p>c. Oxidising Agents should be stored away from organic material such as wood and cardboard.</p> <p style="color: red;">Plastic or steel pallets must be used.</p>				
	Compiled By		Service Provider	
	Approved By		Production Manager	
	Date	2014/08/02	Revision no.	0

Example Dairy	Cleaning Works Instruction Principles of Cleaning		Reference no. CH004	
Area Description Responsible Person Engineering assistance Required Person Responsible for Inspection		: All areas requiring cleaning : All production staff : N/A : Production Manager		
Definitions				
<p>Cleaning - the removal of soil and dirt from a surface by Chemical or mechanical action.</p> <p>Sanitising - the treatment of a clean surface with chemicals to reduce the number of micro-organisms</p> <p>CIP (Cleaning-in-Place) - automatic cleaning of equipment by circulating a cleaning solution with pumps without requiring extensive manual washing.</p> <p>Manual Cleaning - cleaning requiring dismantling equipment where applicable and manual scrubbing of surfaces with a cleaning solution and brushes.</p> <p>Foam Cleaning - the application of a cleaning or sanitising solution in a foam medium created by an apparatus that generates a foam by mixing air into the solution.</p> <p>Sterilisation - any process that eliminates all micro-organisms including spores.</p>				
Factors Influencing the Cleaning process				
<p><b>1. Water Quality</b></p> <p>Water conditions determine the method of cleaning including the type of cleaning agents required. Water conditions ideal for cleaning are as follows:</p> <ol style="list-style-type: none"> <li>Total water hardness &lt; 120ppm</li> <li>pH 7</li> <li>Low organic content</li> <li>A microbial count of &lt;1000 cfu</li> </ol> <p><b>2. Solubility of Soil</b></p> <p>Soil types are soluble in varying conditions:</p> <ol style="list-style-type: none"> <li>Water soluble e.g.. Sugars and some salts</li> <li>Soluble in alkalis e.g.. Fats and proteins</li> <li>Soluble in acids e.g.. Mineral deposits</li> <li>Most soils are complex and contain all three types of solubility</li> </ol> <p><b>3. Cleaning Method</b></p> <ol style="list-style-type: none"> <li>CIP (Cleaning-in-place)</li> <li>Manual Cleaning</li> </ol>				
The Cleaning Parameters				
<p style="text-align: center;">Cleaning Parameters</p> <div style="display: flex; justify-content: center; align-items: center;">  <div style="margin-left: 20px;"> <ul style="list-style-type: none"> <li><span style="display: inline-block; width: 10px; height: 10px; background-color: blue; border: 1px solid black; margin-right: 5px;"></span> Mechanical Action</li> <li><span style="display: inline-block; width: 10px; height: 10px; background-color: red; border: 1px solid black; margin-right: 5px;"></span> Time</li> <li><span style="display: inline-block; width: 10px; height: 10px; background-color: yellow; border: 1px solid black; margin-right: 5px;"></span> Temperature</li> <li><span style="display: inline-block; width: 10px; height: 10px; background-color: purple; border: 1px solid black; margin-right: 5px;"></span> Concentration</li> </ul> </div> </div>				
		<b>Compiled By</b>		<b>Service Provider</b>
		<b>Approved By</b>		Production Manager
		<b>Date</b>		2014/08/02

<b>Example Dairy</b>	<b>Cleaning Works Instruction</b> <b>Test Method</b>	<b>Reference no.</b> <b>CH005</b>
Area Description	: <b>Caustic Test Method</b>	
Responsible Person	: <b>Laboratory Staff</b>	
Engineering assistance Required	: <b>N/A</b>	
Person Responsible for Inspection	: <b>Production Manager</b>	

<b>Protective Equipment Required</b>	<b>Special Precautions</b>
   	
Gloves	Apron
Eye Shield	Safety Boots

**Titration Method - Caustic**

**Note: All caustic based products are titrated with this method and expressed as %NaOH**  
**Products Include: Bottlers XLF, Alkali 8000 and Alakli 8000**

**Test Method - Caustic**

**Reagents**


0.1N HCl  
Phenolphthalein Indicator





**Method**

1. Pipette 10 ml sample into an Erlenmeyer flask
2. Add 3 drops of Phenolphthalein indicator
3. Titrate with 0.1N HCL until colour changes to from pink to colourless
4. Take reading and calculate %NaOH by Using the following Calculation

**Calculation**

% NaOH (m/v) = titre x 0.04

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<b>Example Dairy</b>	<b>Cleaning Works Instruction</b>	<b>Test Method</b>	<b>Reference no.</b> <b>CH006</b>
Area Description		: Acid Test Method	
Responsible Person		: Laboratory Staff	
Engineering assistance Required		: N/A	
Person Responsible for Inspection		: Production Manager	
<b>Protective Equipment Required</b>		<b>Special Precautions</b>	
 Gloves	 Apron	 Eye Shield	 Safety Boots

<b>Titration Method - CIP Acid</b>
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**Test Method - CIP Acid**

**Reagents**


0.1N NaOH  
Phenolphthalein Indicator





**Method**















1. Pipette 50 ml sample into an Erlenmeyer flask
2. Add 3 drops of Phenolphthalein indicator
3. Titrate with 0.1N NaOH until colour changes to colourless to pink.
4. Take reading and calculate % Acid by Using the following Calculation

**Calculation**
























% Acid (v/v) = titre x 0.029




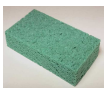







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Example Dairy		Cleaning Works Instruction Factory Entrance			Reference no. CH007	
Area Description		: Factory Entrance				
Responsible Person		: All People Entering the Production Area				
Engineering assistance Required		: N/A				
Person Responsible for Inspection		: Production Manager				
Use	Product	Code	Hazard - Neat	Dilution	Cleaning Tool Required	
Hand Soap	Softcare Bac	Disinfectant		Neat		
Hand Sanitiser	Handasept	Disinfectant		Neat		
Protective Equipment Required				Special Precautions		
						
Cap	Overall	Safety Boots				
Instruction						
<p><b>A. Factory Entrance</b></p> <ol style="list-style-type: none"> <li>Upon entry into the factory building, thoroughly wash hands and arms up to your elbows using <b>Softcare Bac</b> following illustration displayed and using hot water.</li> <li>Rinse hands thoroughly.</li> <li>Dry hands using paper towel.</li> <li>Apply one squirt of <b>Handasept</b> and rub into hands and allow to air dry</li> </ol> <p><b>E. Upon using Ablution Facilities and Re-entering the Factory Building</b></p> <ol style="list-style-type: none"> <li>Wash hands thoroughly using hot water and <b>Softcare Bac</b>, following the illustration displayed.</li> <li>Rinse hands thoroughly.</li> <li>Dry hands using paper towel.</li> <li>Apply one squirt of <b>Handasept</b> and rub into hands and allow to air dry</li> </ol>						
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		Date	2014/08/02	Revision no.	0	























Example Dairy		Cleaning Works Instruction Floor Cleaning			Reference no. CH008
Area Description		: All Factory Floors			
Responsible Person		: All Production Workers and Cleaners			
Engineering assistance Required		: N/A			
Person Responsible for Inspection		: Production Manager			
Use	Product	Code	Hazard - Neat	Dilution	Cleaning Tool Required
Neutral Detergent	Shurehand Plus	Neutral Detergent		0.3-1% 100-250ml/25L Bucket	 Broom  Brush  Bucket  Water Hose
Detergent	TR 91	Caustic		150g or 1 handfull per sqm	 Broom  Bucket  Brush  Water Hose
Protective Equipment Required			Special Precautions		
 Gloves	 Apron	 Eye Shield	 Safety Boots	1. Switch off all electrical equipment. 2. Do not use excessive water near electrical equipment .	
Daily Instruction Following Production					
1. Remove all equipment and packaging material from floor. 2. Sweep floors removing all gross soils and discard into waste bins. <b>Do not flush into drains !</b> 3. Rinse with <b>HOT</b> water and remove all milk residues to drain. 4. Apply <b>Shurehand Plus</b> to floor. 5. Scrub and then allow to stand for 5 min. 6. Scrub vigorously in areas of high soiling. 7. Rinse with cold water until all detergent residues are removed.					
Deep Clean - Weekly					
1. Remove all equipment and packaging material from floor. 2. Sweep floors removing all gross soils and discard into waste bins. <b>Do not flush into drains !</b> 3. Rinse with hot water and remove all milk residues to drain. 4. Sprinkle <b>TR91</b> directly onto floor and scrub. 5. Allow to soak for 5 min. 6. Scrub vigorously until all soils are removed. 7. Rinse with cold water until all detergent residues are removed.					
Key Inspection Points					
1. Visual inspection. 2. Absence of bad odor.					
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Example Dairy		Cleaning Works Instruction Walls & Windows			Reference no. CH009																				
Area Description		: Walls & Windows																							
Responsible Person		: All Production Workers and Cleaners																							
Engineering assistance Required		: None																							
Person Responsible for Inspection		: Production Manager																							
Use		Product	Code	Hazard - Neat	Dilution																				
Neutral Detergent		Shurehand Plus	Neutral Detergent		0.3-1% 100- 250ml/25L Bucket																				
Neutral Detergent		Shurehand Plus	Neutral Detergent		0.3-1% 100- 250ml/25L Bucket																				
					<table border="1"> <thead> <tr> <th colspan="4">Cleaning Tool Required</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Brush</td> <td>Bucket</td> <td>Scotce-Brite</td> <td>Water Hose</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Cloth</td> <td>Bucket</td> <td></td> <td></td> </tr> </tbody> </table>	Cleaning Tool Required								Brush	Bucket	Scotce-Brite	Water Hose					Cloth	Bucket		
Cleaning Tool Required																									
																									
Brush	Bucket	Scotce-Brite	Water Hose																						
																									
Cloth	Bucket																								
<b>Protective Equipment Required</b>				<b>Special Precautions</b>																					
				1. Switch off all electrical equipment before dismantling. 2. Seek engineering advice where applicable 3. Do not use excessive water near electrical equipment																					
<b>Daily Instruction Following Production</b>																									
1. Switch off equipment where applicable. 2. Sweep away all loose debris. 3. Rinse all areas with lukewarm water (40°C) removing all solid soils and milk residues. 4. Make up a <b>HOT (45-50°C)</b> 1% solution of <b>Shurhand Plus</b> and scrub all areas using brushes, Scotce-Brite (only on non-food contact areas). No cloths are allowed! 5. Rinse with clean running water until all soils and detergent are removed.																									
<b>Monthly Instruction - Window Cleaning</b>																									
1. Make up a 0.3-1% cold solution of <b>Shurehand Plus</b> . 2. Wipe down windows with a cloth. 3. Rinse with cold water. 4. Dry with a clean dry cloth																									
<b>Key Inspection Points</b>																									
1. Visual inspection. 2. Absence of bad odor. 3. Microbiological swab results.																									
		Compiled By		Service Provider																					
		Approved By		Production Manager																					
		Date	2014/01/10	Revision no.	0																				









<b>Example Dairy</b>		<b>Cleaning Works Instruction</b>			<b>Reference no.</b>	
		<b>Ablution Areas</b>			<b>CH010</b>	
Area Description		: Ablution Areas				
Responsible Person		: All Production Workers and Cleaners				
Engineering assistance Required		: None				
Person Responsible for Inspection		: Production Manager				
Use	Product	Code	Hazard - Neat	Dilution	<b>Cleaning Tool Required</b>	
Detergent	Regal	Alkali Detergent		Neat		
						
Sanitiser	Nu-Pine	Sanitiser		0.5% or 1 Cup per 25L		
<b>Protective Equipment Required</b>				<b>Special Precautions</b>		
				1. Switch off all electrical equipment before dismantling. 2. Seek engineering advice where applicable 3. Do not use excessive water near electrical equipment		
Gloves	Apron	Eye Shield	Safety Boots			
<b>Daily Instruction Following Production</b>						
1. Switch off equipment where applicable. 2. Sweep all debris and dispose into waste bins. 3. Flush toilets, urinals floor and walls with water. 4. Apply <b>Regal</b> to all surfaces and scrub. Scotch-Brite (only on non-food contact areas). 5. Rinse with clean running water until all soils and detergent are removed. 6. Make up a <b>COLD</b> 0.5% solution of <b>Nu-Pine</b> and apply to all surfaces. Do not rinse						
<b>Key Inspection Points</b>						
1. Visual inspection. 2. Absence of bad odor.						
		<b>Compiled By</b>		<b>Service Provider</b>		
		<b>Approved By</b>		Production Manager		
		<b>Date</b>	2014/08/02	<b>Revision no.</b>	0	








Example Dairy		Cleaning Works Instruction Drains			Reference no. CH011
Area Description		: Drains			
Responsible Person		: All Production Workers and Cleaners			
Engineering assistance Required		: None			
Person Responsible for Inspection		: Production Manager			
Use	Product	Code	Hazard - Neat	Dilution	Cleaning Tool Required
Neutral Detergent	Shurehand Plus	Neutral Detergent		0.3-1% 100-250ml/25L Bucket	
Sanitiser	Perasan	Acid		0.5% or 1 Cup per 25L	 Brush  Bucket  Scotch-Brite  Water Hose  Bucket
Protective Equipment Required				Special Precautions	
 Gloves	 Apron	 Eye Shield	 Safety Boots	1. Switch off all electrical equipment before dismantling. 2. Seek engineering advice where applicable 3. Do not use excessive water near electrical equipment	
Daily Instruction Following Production					
1. Sweep floor area and wash as per instruction <b>CH008</b> 2. Flush drain with water. 3. Remove the drain cover and wash using a <b>HOT (45-50°C)</b> 1% solution of <b>Shurehand Plus</b> and scrub all areas. 4. Rinse using cold water and replace drain cover. 5. Pour a 0.5% solution of <b>Perasan</b> around and into the drain. Do not rinse.					
Key Inspection Points					
1. Visual inspection. 2. Absence of bad odor. 3. Absence of following : <ul style="list-style-type: none"> <li>a. Bluish perlemoen colour indicating protein build-up.</li> <li>b. White/yellow residue indicating mineral or milkstone residue.</li> <li>c. Water droplets indicating fatty residue.</li> <li>d. Cracks on rubber seals.</li> <li>e. Milky or hazy liquid indicating detergent residue.</li> </ul> 4. Microbiological swab results.					
	Compiled By		Service Provider		
	Approved By		Production Manager		
	Date	2014/08/02	Revision no.	0	

Example Dairy		Cleaning Works Instruction Manual Equipment Cleaning			Reference no. CH012																				
Area Description		: All Equipment																							
Responsible Person		: All Production Workers and Cleaners																							
Engineering assistance Required		: None																							
Person Responsible for Inspection		: Production Manager																							
Use		Product	Code	Hazard - Neat	Dilution																				
Detergent	Diokem	Chlorinated Alkali		1% or 1 cup Litre	<table border="1"> <thead> <tr> <th colspan="4">Cleaning Tool Required</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Brush</td> <td>Bucket</td> <td>Scotch-Brite</td> <td>Water Hose</td> </tr> <tr> <td>Bucket</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Cleaning Tool Required												Brush	Bucket	Scotch-Brite	Water Hose	Bucket			
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Brush	Bucket	Scotch-Brite	Water Hose																						
Bucket																									
Sanitiser	Perasan	Acid		0.2-0.5% 75ml per 25L																					
Protective Equipment Required			Special Precautions																						
				1. Switch off all electrical equipment before dismantling. 2. Seek engineering advice where applicable 3. Do not use excessive water near electrical equipment																					
Gloves	Apron	Eye Shield	Safety Boots																						
<b>Daily Instruction Following Production</b>																									
1. Switch off equipment where applicable. 2. Dismantle equipment according to manufacturer's instruction. 3. Rinse all components with lukewarm water (40°C) removing all solid soils and milk residues. 4. Make up a <b>HOT (45-50°C)</b> 1% solution of <b>Diokem</b> and scrub all areas of the components using brushes, Scotch-Brite (only on non-food contact areas). No cloths are allowed! 5. Rinse with clean running water until all soils and detergent are removed. 6. Make up a <b>COLD</b> 0.5% solution of <b>Perasan</b> and soak all utensils for 5 min. to sanitise. 7. Re-assemble equipment or allow to air dry. 8. Re-sanitise all utensil in <b>Perasan</b> solution if not used within 12hrs																									
<b>Key Inspection Points</b>																									
1. Visual inspection. 2. Absence of bad odor. 3. Absence of following : <ul style="list-style-type: none"> <li>a. Bluish perlemoen colour indicating protein build-up.</li> <li>b. White/yellow residue indicating mineral or milkstone residue.</li> <li>c. Water droplets indicating fatty residue.</li> <li>d. Cracks on rubber seals.</li> <li>e. Milky or hazy liquid indicating detergent residue.</li> </ul> 4. Microbiological swab results.																									
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		Date	2014/01/10	Revision no.	0																				

<b>Example Dairy</b>	<b>Cleaning Works Instruction</b> Cleaning-in-Place		Reference no. <b>CH013</b>	
Area Description Responsible Person Engineering assistance Required Person Responsible for Inspection		: CIP System Maintenance and Preparation : Engineering : N/A : Production Manager & Sealed Air Representative		
<b>Instruction -Weekly</b>				
<p>Objective: To ensure efficient running of CIP System</p> <ol style="list-style-type: none"> <li>1. Check all valves for leaks and complete seal.</li> <li>2. Ensure no 'dead ends' in system.</li> <li>3. Ensure only specified sprayball are use in tanks.</li> <li>4. Ensure all electrical installations are safe and in good repair.</li> <li>5. Ensure pump flowerets are to specification.</li> <li>6. Check all sieves and strainers in CIP lines.</li> <li>7. Check all dosing equipment is in working order and primed.</li> </ol>				
		Compiled By	<b>Service Provider</b>	
		Approved By	Production Manager	
		Date	2014/01/10	Revision no.

Example Dairy		Cleaning Works Instruction Cleaning-in-Place			Reference no. CH014
Area Description		: Cold Product Lines			
Responsible Person		: Operator			
Engineering assistance Required		: N/A			
Person Responsible for Inspection		: Production Manager & Sealed Air Representative			
Use	Product	Code	Hazard - Neat	Dilution	Cleaning Tool Required
Caustic Detergent	Alkali 8000	Caustic		0.4-0.7% Auto Dose	
Acid Detergent	CIP Acid	Acid		0.4-0.7% Auto Dose	
Detergent	Diton	Chlorinated Alkali		1% or 1 cup 25L bucket	 Brush  Bucket  Scotce-Brite  Water Hose
Sanitiser	Divosan QC	Sanitiser		0.5% 125ml per 25L Bucket	 Bucket
Protective Equipment Required			Special Precautions		
 Gloves	 Apron	 Eye Shield	 Safety Boots		
Daily					
<u>Manual Cleaning</u>					
<ol style="list-style-type: none"> <li>1. Switch off equipment where applicable.</li> <li>2. Dismantle equipment according to manufacturer's instruction.</li> <li>3. Rinse all components with lukewarm water (40°C) removing all solid soils and milk residues.</li> <li>4. Make up a HOT (45-50°C) 1% solution of Diton and scrub all areas of the components using brushes, Scotce-Brite (only on non-food contact areas). No cloths are allowed!</li> <li>5. Rinse with clean running water until all soils and detergent are removed.</li> <li>6. Make up a COLD 0.5% solution of Divosan QC and soak all utensils for 5 min. to sanitise.</li> <li>7. Re-assemble equipment or allow to air dry.</li> <li>8. Re-sanitise all utensil in Divosan QC solution if not used within 12hrs</li> </ol>					
<u>Cleaning-in-Place</u>					
<ol style="list-style-type: none"> <li>1. Connect CIP pipes.</li> <li>2. Start automated CIP</li> <li>3. Rinse with clean running water until all soils and detergent are removed.</li> <li>4. Sign off CIP on completion.</li> </ol>					
Key Inspection Points					
<ol style="list-style-type: none"> <li>1. Concentration Tests.</li> <li>2. Visual Inspection and Check List.</li> </ol>					
		Compiled By		Service Provider	
		Approved By		Production Manager	
		Date	2014/01/10	Revision no.	0

Example Dairy	Cleaning Works Instruction Cleaning-in-Place				Reference no. CH015
Area Description		: Cold Product Lines - Wash Programs			
Responsible Person		: Operator			
Engineering assistance Required		: N/A			
Person Responsible for Inspection		: Production Manager & Sealed Air Representative			
Use	Product	Code	Hazard - Neat	Dilution	Cleaning Tool Required
Caustic Detergent	Alkali 8000	Caustic		0.4-0.7% Auto Dose	
Acid Detergent	CIP Acid	Acid		0.4-0.7% Auto Dose	
Sanitiser	Perasan	Acid		0.2-0.5% Auto Dose	
Protective Equipment Required			Special Precautions		
					
Daily after Use					
Inside CIP					
	Time	Temp	Flow Speed	Special Conditions	
Cold Water Rinse	5 min	Ambient	1.5m/s	Until effluent clear	
Caustic Circulate	10 min	70-75°C	1.5m/s		
Cold Rinse	5 min	Ambient	1.5m/s	Until effluent clear	
Acid Circulate	10 min	70-65°C	1.5m/s		
Cold Rinse	5 min	Ambient	1.5m/s	Until effluent clear	
Sanitise Dose	1 min	Ambient	1.5m/s		
Key Inspection Points					
1. Concentration Tests.					
2. Visual Inspection and Check List.					
	Compiled By		Service Provider		
	Approved By		Production Manager		
	Date	2014/01/10	Revision no.	0	

Example Dairy		Cleaning Works Instruction Cleaning-in-Place - Pasteurisers			Reference no. CH016	
Area Description		: Pasteurisers				
Responsible Person		: Operator				
Engineering assistance Required		: N/A				
Person Responsible for Inspection		: Production Manager & Sealed Air Representative				
Use	Product	Code	Hazard - Neat	Dilution	Cleaning Tool Required	
Caustic Detergent	Alkali 8000	Caustic		1.5-2% Auto Dose		
Acid Detergent	CIP Acid	Acid		1.5-2% Auto Dose		
Protective Equipment Required				Special Precautions		
						
Gloves	Apron	Eye Shield	Safety Boots			
Daily after Use						
<p><u>Cream Pasteuriser</u></p> <ol style="list-style-type: none"> <li>1. Open the homogeniser valve completely. Prepare for CIP.</li> <li>2. Flush system with cold water until all effluent is clear.</li> <li>3. Fill system with water and <b>heat to 75 degC</b></li> <li>4. Add <b>Alkali 8000</b> to make a 1.5-2% NaOH m/v solution and circulate for 40 min. Desludge separator 4 times in this step.</li> <li>5. Rinse with cold water until effluent is clear.</li> <li>6. Fill system with water and heat to 60degC. Add <b>CIP Acid</b> to make a 1.5-2% solution. Desludes as in 4.</li> <li>7. Circulate for 35 min.</li> <li>8. Drain system.</li> <li>9. Rinse for 10 min. with cold water.</li> </ol>						
Key Inspection Points						
<ol style="list-style-type: none"> <li>1. Concentration Tests.</li> <li>2. Visual Inspection and check List.</li> </ol>						
		Compiled By		Service Provider		
		Approved By		Production Manager		
		Date	2014/01/10	Revision no.	0	