1. **[Company Name]** is committed to ensure on-going and scheduled cleaning of the buildings, equipment, utensils, and all other physical facilities of the establishment and as well as maintenance of the surroundings.
2. There shall be an established, documented cleaning procedure regarding the cleaning of all food contact surfaces, including all plant, equipment and areas.
3. Cleaning practices shall be performed in a manner to prevent contamination of materials and products.
4. Only cleaning compounds and sanitizers authorised for food contact surfaces shall be used for cleaning.
5. When not in use all cleaning compounds and sanitizers shall be properly labelled and stored in a locked compartment away from production and food storage areas.
6. Cleaning equipment and tools shall be supplied and be readily available for use.
7. Cleaning equipment and tools shall be purpose designed and be of such a quality/condition that it does not pose a risk of contaminating the product or the processing environment.
8. Equipment shall be maintained at all times as to ensure proper cleaning.
9. Separate and distinct cleaning utensils shall be utilised for cleaning food-contact surfaces (product zones) and structural cleaning (colour coding shall be used for identification purposes).
10. All cleaning utensils shall be cleaned and sanitised after use and properly stored.

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| **Executive Manager: [Name]** | **Date** | **Signature** |
|  | DD-MM-YYYY |  |