Cleaning schedule, procedure and completion record

Specify how equipment is cleaned and sanitised, assign responsibility and record completion and verification.

1. List each area or food-contact surface, frequency, responsible role and the approved procedure reference.

2. Document disassembly, removal of soil, washing, rinsing, sanitising and drying steps as applicable to the equipment and product instructions.

3. Record the approved chemical, dilution or heat setting, contact time and precautions from current manufacturer instructions. Do not copy an example concentration into your procedure.

4. Staff record actual completion; the reviewer records the verification method, result and any re-cleaning or follow-up.

Cleaning removes soil; sanitising reduces microorganisms after effective cleaning. Select product-compatible methods and follow equipment and chemical manufacturer instructions, including concentration and contact time.

Adapt these supporting records to your products, processes and approved food safety plan. They are not HACCP certification or a complete site-specific food safety program. Establish and validate limits with a competent person before use. Examples are fictional and are not prescribed limits.

Sources checked 18 September 2026

NSW Food Authority: cleaning and sanitising

FAO: Good Hygiene Practices and HACCP toolbox

Cleaning procedure

Write one approved procedure per surface or equipment group. Record chemical safety and manufacturer references.

Business / site: _____ Record period: _____ Responsible person: _____

Site setup / approved procedure / limits / frequency / escalation contact: _____

Area / equipment	Frequency / responsible role	Preparation / cleaning steps	Sanitiser / dilution or heat	Contact time / drying	Safety / source reference	Approval / review date

Review date / time: _____ Reviewed by: _____ Follow-up / linked action: _____

Worked example - Cleaning procedure

Write one approved procedure per surface or equipment group. Record chemical safety and manufacturer references.

Fictional example only. Replace with your own approved process and actual observations.

Site setup / approved procedure / limits / frequency / escalation contact: _____

Area / equipment	Frequency / responsible role	Preparation / cleaning steps	Sanitiser / dilution or heat	Contact time / drying	Safety / source reference	Approval / review date
Prep bench B1	After use / food handler	Remove food; wash; rinse	Approved product per current label	Per label; air dry	Site procedure CL01 / label on file	JT / 18/09/2026

Review date / time: _____ Reviewed by: _____ Follow-up / linked action: _____

Reading this example

The example illustrates how to identify a record, document observations and retain a decision or follow-up. Pending work stays pending; a completed row is not itself evidence that a process is safe.

Cleaning removes soil; sanitising reduces microorganisms after effective cleaning. Select product-compatible methods and follow equipment and chemical manufacturer instructions, including concentration and contact time.

Completion record

Record actual completion and verification, including any failed check and repeat clean.

Business / site: _____ Record period: _____ Responsible person: _____

Site setup / approved procedure / limits / frequency / escalation contact: _____

Date and time	Area / equipment	Procedure reference	Completed by	Verification / result	Re-clean / action reference	Reviewer / time

Review date / time: _____ Reviewed by: _____ Follow-up / linked action: _____

Worked example - Completion record

Record actual completion and verification, including any failed check and repeat clean.

Fictional example only. Replace with your own approved process and actual observations.

Site setup / approved procedure / limits / frequency / escalation contact: _____

Date and time	Area / equipment	Procedure reference	Completed by	Verification / result	Re-clean / action reference	Reviewer / time
18/09/2026 15:00	Prep bench B1	CL01	AS	Visual check; no residue	Not required	JT / 15:10

Review date / time: _____ Reviewed by: _____ Follow-up / linked action: _____

Reading this example

The example illustrates how to identify a record, document observations and retain a decision or follow-up. Pending work stays pending; a completed row is not itself evidence that a process is safe.

Cleaning removes soil; sanitising reduces microorganisms after effective cleaning. Select product-compatible methods and follow equipment and chemical manufacturer instructions, including concentration and contact time.