

**I. Purpose:** To define requirements for cleaning equipment and rooms used in manufacturing at Aviva Naturals.

**II. Scope:** This procedure covers cleaning after production runs. Cleaning is documented for the room, the equipment and utensils used in manufacturing.

**III. Responsibility:** Production Manager is responsible for implementation of this procedure and training personnel.

**IV. Procedure:**

**A.** All cleaning equipment, brushes or scrub pads must be maintained in good condition. Discard any damaged or soiled brushes or scrub pads.

**B.** Only paper towels will be used for wiping the equipment. Cloth rags will be used for warehouse and other cleaning operations.

**C.** Store all cleaning utensils and tools in labeled covered bins to prevent contamination.

**D.** Product-contact surfaces for equipment used in wet-processing operations must be cleaned and sanitized. Cleaning and sanitizing of these surfaces are required before use and after any interruption during which the contact surface may become contaminated.

**E.** Cleaning and sanitizing agents used to clean equipment must be approved for food contact use. See Approved Chemical List PD-004-F1.

**F.** Single-service cleaning articles such as wipes and paper towels must be stored in appropriate containers, dispensed, used, and disposed of immediately in a manner that protects against contamination of components, dietary supplements, or any contact surface.

**G. Types of Cleaning**

1. Full clean is performed when two different products are produced back-to-back.

I. Full Clean is performed after maintenance activities or before returning equipment to service.

II. Minor Clean is performed different lots of the same product.

2. Room Cleaning

Prepared by:	Reviewed by:	Approved by:

- I. After completing a production run, remove all materials from the room and empty the trash.
- II. FULL CLEAN
  - A. Sweep or vacuum any residual powder from equipment and surfaces
  - B. Wash/wipe down walls, ceilings using an appropriate detergent and hot water.
  - C. Remove any excess water by vacuuming or squeegee.
  - D. Document cleaning on Room Usage Log PD-002-F2.
- III. MINOR CLEAN
  - A. Sweep or vacuum up any residual powder
  - B. Document Cleaning on Room Usage Log PD-002-F2
3. Equipment Cleaning
  - I. Specific procedures for operation and cleaning of each type of equipment are in place. The procedures detail what parts of the equipment must be disassembled. Small parts and utensils are cleaned according to Part D.
  - II. FULL CLEAN
    - A. Vacuum or remove all powder from equipment surfaces.
    - B. Wipe down product contact parts with approved detergent.
    - C. Sanitize product contact parts and let air dry.
  - III. MINOR CLEAN
    - A. Vacuum or remove excess powder from equipment
    - B. Document cleaning on PD-002-F1 Equipment Cleaning Log
4. Utensil Cleaning
  - I. Remove all small parts and utensils to cleaning room.
  - II. Prepare a staging area for dirty equipment and label dirty.
  - III. Prepare area to dry utensils and parts so they do not become contaminated during drying.
  - IV. Remove any excess product manually.
  - V. Parts are cleaned in two compartment sink.
    - A. First sink is filled with hot water and approved detergent
    - B. Second sink is filled with sanitizer
  - VI. Let parts air dry
  - VII. Re-assemble or store in clean bin until use.
  - VIII. Label parts are cleaned.
    - i. Once equipment and parts are reassembled in room and prior to the next production, perform Line Clearance after every clean. See SOP-PD-011.

**V. References**

- A. 21 CFR Part 111
- B. PD-004-F1 Approved Chemical List
  - i. PD-002-F1 Equipment Cleaning Log
- C. PD-002-F2 Room Usage Log

**VI. Revision History**

<b>Revision</b>	<b>Changes</b>
01	Original
02	Reformatted, added reference to Approved Chemical List.