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Document #417
Halal Changeover Cleanout Procedure for Production 2

Approved by:

1. PURPOSE

- 1.1. The purpose of this procedure is to define the process used by Production personnel to clean equipment before changing over to a halal product.

2. SCOPE

- 2.1. This procedure shall act as instructions for Production personnel to use as a guide for cleaning equipment when changing over to a halal product.

3. RESPONSIBILITY

- 3.1. It is the responsibility the Production Supervisor or lead person to ensure that personnel are trained on this procedure to ensure job competency.

4. SAFETY

LOCK OUT/TAG OUT ALL ENERGY SOURCES BEFORE CLEANING OR SERVICING

The proper personal protective equipment (PPE) needed for performing a changeover cleanout is:

- Lock Out/Tag Out
- Dust Masks

**NO AUTHORIZED EMPLOYEE SHALL BEGIN CLEAN-OUT PROCEDURES UNTIL
LOCK OUT/TAG OUT HAS BEEN PERFORMED.**

5. EQUIPMENT/TOOLS NEEDED

- Clean white towels
- Air hose and gun
- Sanitation verification swabs
- Nut driver
- 11/16" Wrench
- High Temperature Hose and Water

6. PROCEDURE

- 6.1. Run the product out of the mixer and vibratory pans.
- 6.2. All authorized employees including the Shift Supervisor / lead person involved in the cleaning process will be responsible for locking out and tagging out the power source(s) on the mixers with their own individual lock and tag. The Shift Supervisor / lead person's lock shall be the first on and last off. Once locked out and tagged, an attempt shall be made by the lead person to restart the equipment to verify power is shut off.

- 6.3. The pre-labeled bags shall be discarded.
- 6.4. At least two employees shall be assigned at mixer level during cleanouts.
- 6.5. The product located on the framework surrounding the comil shall be blown down.
- 6.6. The mixer lids shall be attached to hydraulic cylinders that hold the mixer lids open.
- 6.7. With the screens in place on the mixers, blow product out of the mixers.
- 6.8. Unplug the comil and Lock Out/Tag Out the disconnect.
- 6.9. Lock Out the bagger plug with a cord cap and move it away from the mixers. If more than one employee is involved in cleaning, a hasp shall be used on the chord cap to allow for the locks and tags of each individual.
- 6.10. Place a trash can under the comil.
- 6.11. With the screens on the mixers, with water, wash the screens and the mixer while the mixer is in pack speed.
- 6.12. All authorized employees involved in the cleaning process along with the Supervisor or lead person shall Lock Out/Tag Out the mixers.
- 6.13. Wash the screens and remove the screens. Two people must be at mixer level.
- 6.14. Wash down the mixer.
- 6.15. Clean the mixer rims and blow out the excess water.
- 6.16. Blow off all residual water.
- 6.17. The employees cleaning the mixers shall perform a visual inspection themselves and then call the Shift Supervisor or lead person to perform a visual inspection.
- 6.18. After the mixer passes the visual inspection of the Shift Supervisor or Lead Person, the Shift Supervisor or Lead Person shall perform a Neogen-AccuClean Advanced Test, per #405 Cleaning Verification procedure.
 - 6.18.1. The only acceptable color prior to proceeding is copper. All other test results shall result in re-cleaning until copper colored result is achieved. The results are as follows:
 - Copper – Pass
 - Grey – Caution
 - Green / Blue to Blue – Fail
- 6.19. Wipe the area swabbed with a clean wet white towel.
- 6.20. The screens shall be placed on the mixers.
- 6.21. After verifying that all tools, cleaning supplies, etc. are clear and guards have been replaced, authorized employees and the Shift Supervisor / lead person shall remove their own locks and tags and notify all affected employees that the equipment is being returned to service.
- 6.22. The comil screen shall be inserted.
- 6.23. All authorized employees including the Shift Supervisor / lead person shall remove their own lock and tag from the hasp on the cord caps and notify all affected employees that the equipment is being returned to service.
- 6.24. The Shift Supervisor or lead person shall complete the form #417.1 Halal Equipment Cleaning and Verification Production 2.
- 6.25. After the cleanout is complete, the floor shall be swept, and any trash shall be picked up and discarded.

7. CHEMICALS NEEDED

7.1. Cleaning Compound: N/A

7.2. Sanitizer: N/A

8. REVISION HISTORY

12/10/2021 – New