



# Critical Control Point (CCP) for Sanitation Procedures

---

Created By,  
**Michael Claudio.**

A Critical Control Point (CCP) for sanitation procedures ensures that potential hazards related to cleanliness and hygiene in food production or processing facilities are effectively controlled. Below is an outline for a CCP in sanitation procedures:

## **Critical Control Point (CCP) for Sanitation Procedures**

### **1. Hazard Analysis**

Biological Hazards: Bacteria, viruses, mold, or other pathogens due to improper cleaning.

Chemical Hazards: Residue from cleaning agents or disinfectants.

Physical Hazards: Contamination from dirt, debris, or other foreign materials.

### **2. Control Measures**

Use food-safe, approved cleaning and disinfecting agents.

Implement thorough cleaning schedules (e.g., daily, weekly, and deep cleaning routines).

Ensure proper concentration and contact time for cleaning chemicals.

### **3. Critical Limits**

Surfaces and equipment must be visibly clean and free from debris.  
Microbial testing must confirm the absence of harmful pathogens.  
Cleaning agents should meet regulatory standards for residue limits.

### **4. Monitoring Procedures**

Regular visual inspections of cleaned surfaces.  
ATP swab tests for microbial contamination.  
Chemical concentration checks using test strips or kits.

### **5. Corrective Actions**

Re-clean and sanitize areas failing inspection or testing.  
Adjust cleaning chemical concentrations or contact times as needed.  
Re-train staff on proper cleaning protocols if deviations occur.

## **6. Verification**

Regular audits and inspections.

Third-party testing of surfaces for microbial contamination.

Review of sanitation records and logs.

## **7. Record-Keeping**

Maintain logs of cleaning schedules and tasks.

Document results of visual inspections, ATP testing, and chemical concentration checks.

Record any corrective actions taken.

## **8. Staff Training**

Train employees on the importance of sanitation in preventing contamination.

Provide specific instructions for using cleaning agents and tools.

Conduct periodic refresher courses and update training materials.

By incorporating these elements into your sanitation CCP, you can ensure a robust system to maintain hygiene and food safety standards.

# Methods to Monitor Cleaning Practice Effectiveness

Creating an effective monitoring system for sanitation procedures in Excel involves designing spreadsheets to track and evaluate cleaning practices systematically. Below are key methods and templates you can implement:

## 1. Visual Inspection Checklist

**Purpose:** Record whether cleaning tasks meet standards.

| Date     | Area/<br>Equipment | Inspector<br>Name | Cleaning<br>Completed?<br>(Yes/No) | Comments/<br>Notes |
|----------|--------------------|-------------------|------------------------------------|--------------------|
| 1/2/2025 | Work Tables        | John Doe          | Yes                                | No visible debris  |
| 1/2/2025 | Conveyor Belt      | Jane Smith        | No                                 | Grease residue     |

**Method:**

- Inspect areas visually.
  - Enter results and any comments about deficiencies.
- Include conditional formatting to highlight "No" entries for easier identification.

## 2. ATP Test Results Log

**Purpose:** Monitor biological contamination using ATP swab test results.

| Date     | Area           | Inspector Name | Baseline ATP Value | Measured ATP Value | Pass/Fail |
|----------|----------------|----------------|--------------------|--------------------|-----------|
| 1/2/2025 | Cutting Boards | Sarah Lee      | 100                | 85                 | Pass      |
| 1/2/2025 | Mixer          | Mark Brown     | 100                | 125                | Fail      |

### Method:

- Test cleaned areas for ATP levels.
- Compare results to baseline limits.
- Use formulas to automatically determine "Pass" or "Fail" status.

### 3. Cleaning Frequency Tracker

**Purpose:** Ensure cleaning tasks are performed on schedule.

| Date     | Task                | Responsible Person | Due Date | Completed (Yes/No) | Comments                      |  |
|----------|---------------------|--------------------|----------|--------------------|-------------------------------|--|
| 1/2/2025 | Deep Clean Oven     | Michael C.         | 1/2/2025 | Yes                | Done on time                  |  |
| 1/3/2025 | Sanitize Work Areas | Julia M.           | 1/3/2025 | NO                 | Delayed due to staff shortage |  |

#### Method:

- List all tasks with assigned staff and due dates.
- Mark completion status and reasons for delays.
- Use conditional formatting for overdue tasks.

# 4. Chemical Concentration Testing

**Purpose:** Verify cleaning agents are used at correct concentrations.

| Date     | Cleaning Agent | Tested By | Target Concentration(ppm) | Actual Concentration (ppm) | Pass/Fail |
|----------|----------------|-----------|---------------------------|----------------------------|-----------|
| 1/2/2025 | Sanitizer A    | Michael C | 200                       | 210                        | Pass      |
| 1/3/2025 | Degreaser B    | Sarah Lee | 1500                      | 1450                       | Fail      |

## Method:

- Record test results for each cleaning agent.
- Use formulas to compare results against target values and flag "Fail" entries.

# 5. Non-Conformance Log

**Purpose:** Track and resolve deviations from cleaning standards.

| Date     | Issue Identified          | Detected By | Corrective Action           | Resolved? (Yes/No) |
|----------|---------------------------|-------------|-----------------------------|--------------------|
| 1/2/2025 | Residue on cutting boards | Jane Smith  | Re-cleaned and re-tested    | Yes                |
| 1/3/2025 | ATP test failure in mixer | Mark Brown  | Adjusted cleaning procedure | No                 |

## Method:

- Log issues with details of detection and actions taken.
- Track resolution status and ensure follow-up.

# 6. Performance Dashboard

**Purpose:** Summarize data for trends and effectiveness analysis.

| Metric                   | Target | Current | Status  |
|--------------------------|--------|---------|---------|
| Cleaning Task Completion | 100%   | 95%     | At Risk |
| ATP Test Pass Rate       | 95%    | 92%     | At Risk |
| ATP Test Pass Rate       | 95%    | 92%     | At Risk |

**Method:**

- Use charts and pivot tables to analyze trends over time.
- Create a dashboard summarizing key metrics for easy review.

By implementing these methods in Excel, you can effectively monitor and analyze the performance of sanitation practices, ensuring compliance with CCP requirements.

# Procedure Format for Monitoring Overdue Tasks on a Master Sanitation Schedule

## 1. Purpose

To establish a systematic approach to monitor, track, and address overdue tasks on the Master Sanitation Schedule (MSS) by coordinating with management and maintenance teams to ensure timely completion and compliance.

## 2. Scope

This procedure applies to all sanitation, management, and maintenance personnel responsible for tasks outlined in the MSS.

## 3. Responsibilities

- Sanitation Manager: Oversees task completion, identifies overdue tasks, and escalates issues.
- Maintenance Manager: Coordinates repair or maintenance-related sanitation tasks.
- Operations Manager: Approves task extensions or reassignments and ensures resource allocation.
- Staff Members: Execute assigned tasks and report delays immediately.

## **4. Definitions**

- Master Sanitation Schedule (MSS): A comprehensive list of all cleaning and maintenance tasks with assigned frequencies.
- Overdue Task: Any task not completed by the assigned due date.
- Corrective Action: Steps taken to resolve overdue tasks and prevent recurrence.

## **5. Procedure**

### **5.1. Master Sanitation Schedule Setup**

- Develop a detailed MSS listing all cleaning and maintenance tasks.
- Include task description, responsible party, frequency, due date, and priority level.
- Maintain the MSS in a centralized system, such as an Excel spreadsheet or sanitation software

### **5.2. Task Monitoring Process**

#### **Daily Review**

- Sanitation Manager reviews the MSS daily for overdue tasks.
- Highlight overdue tasks in red for easy identification using Excel conditional formatting.

## **Weekly Coordination Meeting**

- Schedule a weekly meeting with sanitation, management, and maintenance teams.
- Review overdue tasks, identify root causes, and plan corrective actions.

## **Real-Time Updates**

- Update MSS with task progress in real-time.
- Notify responsible parties of overdue tasks through email or communication apps.

## **5.3. Reporting Overdue Tasks**

- Generate an overdue task report from the MSS weekly: Include the task description, responsible party, due date, days overdue, and status.
- Distribute the report to all stakeholders.

## **5.4. Escalation Procedure**

- Tasks overdue by more than 5 days are escalated to the Operations Manager.
- Operations Manager evaluates resource requirements and approves adjustments.
- Document escalation actions in the MSS.

## **5.5. Corrective Actions**

- Investigate reasons for overdue tasks.
- Implement corrective actions, such as: Reassigning tasks, adjusting schedules or frequencies and increasing staffing or resources.

## **5.6. Audit and Verification**

- Conduct monthly audits to verify MSS compliance.
- Compare overdue task trends and analyze root causes.
- Update MSS to incorporate preventive measures.

## **6. Records and Documentation**

- Master Sanitation Schedule (Excel or software-based).
- Overdue Task Reports.
- Meeting Minutes and Action Plans.
- Audit Reports and Compliance Logs.

## **7. Review and Revision**

This procedure will be reviewed annually or as necessary. Updates will be documented in the revision history section.

## **8. Appendix**

Appendix A: Sample Master Sanitation Schedule.

Appendix B: Template for Overdue Task Report.

Appendix C: Escalation and Corrective Action Log.

# Sanitation and Food Safety Department Audit Procedure

## 1. Purpose

To establish a systematic process for auditing the Sanitation and Food Safety Department, identifying trends in incomplete tasks, and analyzing root causes to enhance operational efficiency and compliance.

## 2. Scope

This procedure applies to all sanitation and food safety activities, including cleaning, maintenance, and compliance tasks outlined in the Master Sanitation Schedule (MSS).

## 3. Responsibilities

- Audit Team: Conducts audits and prepares trend analysis reports.
- Sanitation Manager: Reviews audit findings and implements corrective actions.
- Food Safety Manager: Ensures compliance with food safety standards and regulations.
- Operations Manager: Allocates resources to address root causes of incomplete tasks.

## **4. Definitions**

-Audit: A systematic review of tasks, records, and processes to assess compliance and performance.

-Trend Analysis: Identification of recurring patterns or issues in incomplete tasks.

Root Cause Analysis (RCA): Investigation of underlying reasons for task incompleteness.

## **5. Procedure**

### **5.1. Audit Preparation**

-Schedule monthly audits of sanitation and food safety tasks.

-Use the Master Sanitation Schedule (MSS) as the baseline for task completion.

-Assign audit team members specific areas to review.

### **5.2. Audit Execution**

-Task Completion Review

-Trend Identification

-Root Cause Analysis

### **5.3. Reporting Audit Findings**

- Audit Report
- Trend Analysis Graphs
- Root Cause Summary

### **5.4. Corrective Action and Follow-Up**

- Develop corrective actions for identified root causes.
- Assign responsible parties and deadlines for corrective actions.
- Document actions and monitor progress during the next audit.

## **6. Records and Documentation**

- Audit Logs: Detailed records of each audit.
- Trend Analysis Reports: Charts and graphs of recurring issues.
- Corrective Action Logs: Documentation of actions taken to address root causes.
- Compliance Reports: Summary of improvements over time.

## **7. Review and Revision**

This procedure will be reviewed annually or as necessary to incorporate improvements and address new challenges.

## **8. Appendix**

Appendix A: Sample Audit Log Template.

Appendix B: Root Cause Analysis Worksheet.

Appendix C: Trend Analysis Graph Examples.

# Sanitation Manager's Responses to Failures and Key Reporting Tools for Auditing

## 1. Responsibilities of the Sanitation Manager in Response to Failures

The Sanitation Manager is responsible for:

- Identifying, documenting, and addressing failures in sanitation practices.
- Implementing immediate corrective actions and conducting root cause analysis (RCA) when initial measures are insufficient.
- Monitoring trends and ensuring compliance with sanitation and food safety standards.
- Utilizing key reporting tools to audit and analyze ATP, SPC, APC, and chemical residual data.

## 2. Immediate Response to Failures

- Document the Failure
- Isolate Affected Areas
- Initiate Immediate Corrective Actions

### **3. Addressing Insufficient Corrective Actions**

- Root Cause Analysis (RCA): Investigate why the immediate action failed (e.g., inadequate cleaning protocols, equipment issues, staff errors).
- Develop Enhanced Corrective Actions: Revise cleaning procedures or retrain staff. Repair or replace faulty equipment. Adjust schedules to allow more time for sanitation tasks.
- Communicate with Stakeholders: Report findings to management and affected teams. Collaborate with maintenance for equipment-related issues.

### **4. Key Reporting Tools for Auditing Trends and Failures**

#### **4.1. ATP Testing (Adenosine Triphosphate Swabs)**

Purpose: Detect biological contamination by measuring ATP levels.

Trend Analysis: Graph recurring high ATP readings by area or equipment over time using Excel.

## **4.2. SPC (Statistical Process Control) for Sanitation Compliance**

Purpose: Monitor process variation and identify outliers in cleaning practices.

Reporting Tool: Use control charts in Excel to track metrics like ATP readings or task completion rates.

## **4.3. APC (Aerobic Plate Count)**

Purpose: Test for microbial contamination in specific areas.

Trend Analysis: Track repeated failures in specific areas or shifts.

## **4.4. Chemical Residual Testing**

Purpose: Verify that chemical residues are within acceptable limits.

Trend Analysis: Highlight frequent deviations to adjust protocols.

## **5. Reporting Insights and Trends**

-Monthly Audit Reports: Summarize key findings, including high ATP readings, APC failures, and chemical residue trends.

- Dashboards: Use Excel or sanitation software to create visual dashboards showing
- Root Cause Logs: Maintain a log of RCA findings to track recurring issues and corrective actions.

## **6. Continuous Improvement**

- Conduct quarterly reviews of all audits to identify long-term trends.
- Collaborate with teams to refine processes and prevent failures.
- Regularly update training materials and Standard Operating Procedures (SOPs).

# Three-Month Game Plan for Onsite Senior Sanitation Manager During Probation

## Month 1: Familiarization and Assessment

### 1. Orientation and Integration

**Goal:** Understand the company's operations, culture, and sanitation standards.

**Tasks**

- Review the company's sanitation policies, Master Sanitation Schedule (MSS), and audit history.
- Meet with key stakeholders (management, maintenance, and food safety teams).
- Tour the facility to observe current practices and workflows.
- Familiarize with equipment, tools, and chemicals used.

### 2. Initial Assessment

**Goal:** Identify strengths, weaknesses, and immediate areas of improvement.

## **Tasks:**

- Conduct a walkthrough to identify non-compliance areas.
- Review recent ATP, APC, SPC, and chemical residual test results.
- Assess staff training levels and compliance with SOPs.
- Document findings and prioritize critical issues.

## **3. Quick Wins**

**Goal:** Build trust by addressing immediate, high-impact issues.

## **Tasks:**

- Rectify visible gaps, such as insufficient cleaning in critical areas.
- Implement small procedural changes (e.g., proper chemical dilutions).
- Communicate quick wins to management and staff.

## Month 2: Implementation and Improvement

### 1. Action Plan Execution

**Goal:** Begin addressing prioritized issues identified during the assessment.

**Tasks:**

- Create and share a detailed corrective action plan with timelines.
- Train staff on revised or new procedures.
- Coordinate with maintenance for equipment-related sanitation needs.
- Implement regular ATP and chemical residual testing to monitor progress.

### 2. Staff Engagement

**Goal:** Foster a culture of accountability and collaboration.

**Tasks:**

- Host weekly huddles to discuss sanitation goals and progress.
- Encourage staff to report issues or suggest improvements.
- Recognize and reward team members for exemplary sanitation practices.

### **3. Monitoring and Documentation**

**Goal:** Establish consistent monitoring and reporting practices.

**Tasks:**

- Create a monitoring schedule for audits and inspections.
- Develop and update trend analysis reports for task completion and test results.
- Share weekly progress updates with management.

### **Month 3: Evaluation and Strategic Planning**

#### **1. Performance Review**

**Goal:** Evaluate the effectiveness of implemented changes.

**Tasks:**

- Conduct a full audit of sanitation practices and results.
- Compare current ATP, SPC, APC, and chemical residual trends with baseline data.
- Review staff performance and compliance rates.

## **2. Strategic Planning**

**Goal:** Set long-term goals and outline next steps.

**Tasks:**

- Identify recurring challenges and propose long-term solutions.
- Develop a 6-month sanitation improvement plan.
- Collaborate with management to allocate resources for larger initiatives.

## **3. Final Presentation**

**Goal:** Demonstrate leadership and vision to secure a permanent position.

**Tasks:**

- Prepare a comprehensive report summarizing
- Present findings and recommendations to management.

## **Key Performance Indicators (KPIs)**

- Completion rate of scheduled sanitation tasks.
- Reduction in ATP, APC, and SPC non-compliance.
- Percentage of staff trained and adhering to updated SOPs.
- Positive feedback from stakeholders on communication and leadership.



# Thank you

Created By,  
**Michael Claudio.**