

# Effective Sanitation Programs with Safefood 360°

Breakout Session



Safefood  
360°

connect  360°

## Session

### Purpose:

- To improve the use of Sanitation Module

### Trainer

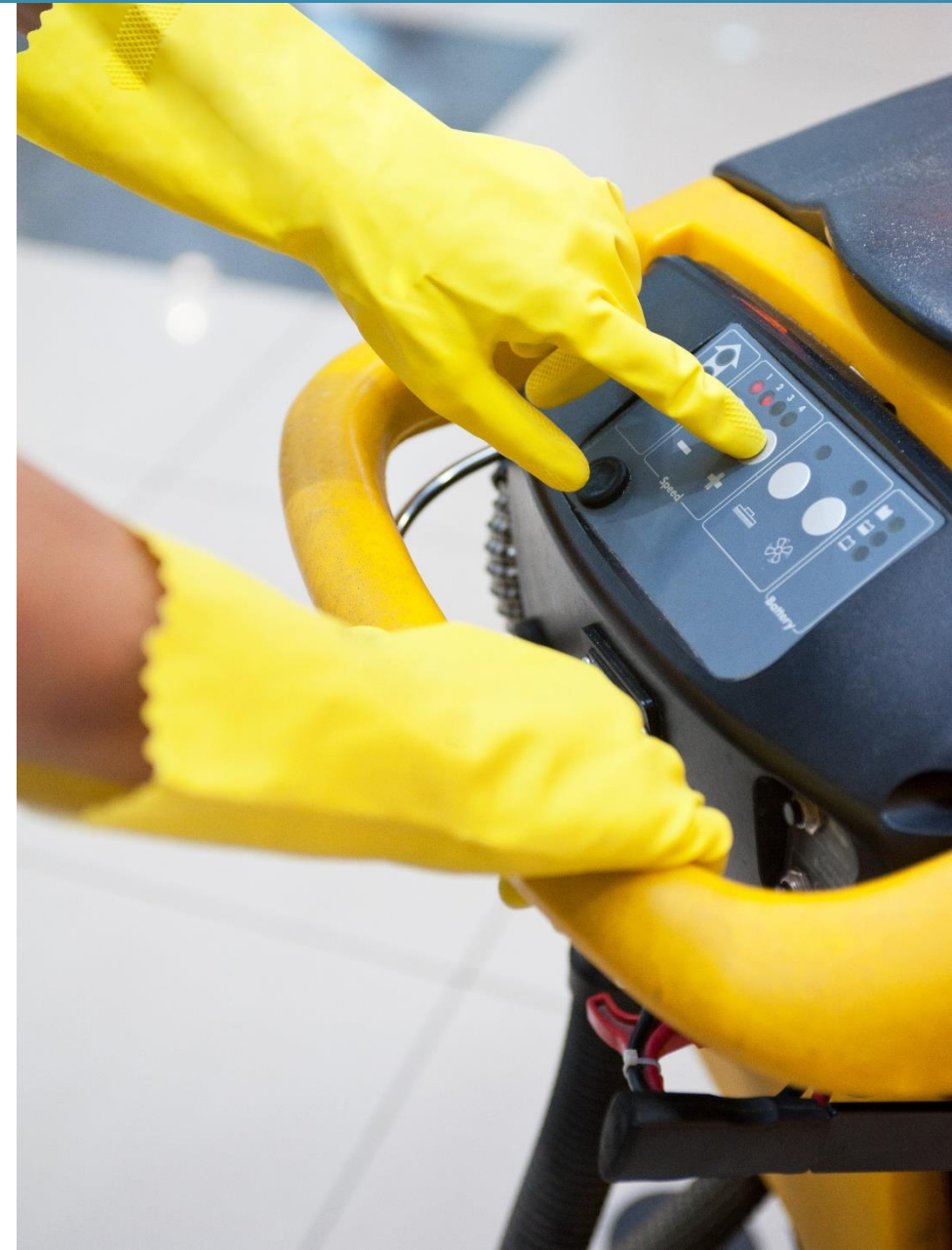
- Chris Domenico, Territory Manager, Safefood 360

### Timing:

- 45 Minutes

### Agenda:

- Why are Sanitation Programs important? (4 Minutes)
- SSOPs in SF360 (3 Minutes)
- Common Failures (2 Minutes)
- How SF360 addresses CAPA (8 Minutes)
- Complete Standard Cleaning Program (6Minutes)
- Access Reports (3 Minutes)
- Build an Alert (3 Minutes)
- Practical Exercise (10 - 15 Minutes)



## Useful Supporting Information

Safefood 360 reference sources of information for Effective Management of Corrective Actions.

Type	Name	Location
Presentation	Effective Monitoring & Testing with Safefood 360°	URL available after conference
Whitepaper	Validation of Cleaning Programs	<a href="http://safefood360.com/resources/Validation-of-Cleaning-Programs.pdf">http://safefood360.com/resources/Validation-of-Cleaning-Programs.pdf</a>
Whitepaper	Cleaning and Disinfection in Food Processing Operations	<a href="http://safefood360.com/resources/Cleaning.pdf">http://safefood360.com/resources/Cleaning.pdf</a>
Guide	Add a Standard Cleaning Record	<a href="http://help.safefood360.com/cleaning/module-tasks/add-a-standard-cleaning-record/">http://help.safefood360.com/cleaning/module-tasks/add-a-standard-cleaning-record/</a>
Guide	Add a CIP Cleaning Record	<a href="http://help.safefood360.com/cleaning/module-tasks/add-a-cleaning-in-place-cip-programme/">http://help.safefood360.com/cleaning/module-tasks/add-a-cleaning-in-place-cip-programme/</a>
Tools	Cleaning Validation Capability Study Template	<a href="http://safefood360.com/resources/Capability-Study-Template.xls">http://safefood360.com/resources/Capability-Study-Template.xls</a>

Sanitation programs are a basic requirement for good practice to provide a safe environment for the manufacture of food

## Why?

### At a basic level

- At the most basic level, the visual appearance of a food factory is an indication of the standards and culture of the company. It has a strong impact on the perception of an auditor or visitor and can influence the overall outcome of audits and securing new business. For this reason, the visual cleanliness of a company is as important as detailed HACCP plans.

## Why?

- To reduce the risks from food hazards – food poisoning and foreign body contamination
- To comply with local and international legislation
- To meet specific customer requirements, e.g. Tesco
- To meet the requirements of global food safety standards (GFSI)
- To maintain positive audit and inspection outcomes
- To allow maximum plant productivity
- To present a hygienic visual image
- To promote safe working conditions for staff, contractors and visitors
- To maintain product shelf-life
- To avoid pest infestation

## Why?

### BRC

Documented cleaning procedures shall be in place and maintained...Cleaning procedures for processing equipment, food contact surfaces and environmental cleaning in high-care/high-risk areas shall as a minimum include the:

- responsibility for cleaning
- item/area to be cleaned
- frequency of cleaning
- method of cleaning, including dismantling equipment for cleaning purposes where required
- cleaning chemicals and concentrations
- cleaning materials to be used
- cleaning records and responsibility for verification.

The frequency and methods of cleaning shall be based on risk.

The procedures shall be implemented to ensure appropriate standards of cleaning are achieved.

## Cleaning Procedures: SSOP's

Responsible	Procedure	Completed
Oneill	Cleaning Procedure 321	Yes
Oneill	Cleaning Procedure 321	Yes

**Cleaning Procedures (SSOPs) typically include instructions for:**

- Gross / Clean / Preparation
- Pre-Rinsing
- Detergent Application
- Post Rinsing
- Disinfection
- Rinsing / Sanitizer

Cleaning Procedures should be saved in the Document Control module (Click: **Master Data > Documents**)

Standard Operating Procedures

Auditing

Calibration Procedures













Cleaning Procedures

Packing Hall Air Blades and Conveyors

QMS-W03 -Clean Floor Procedure - Main Floor

QMS-W03 -Clean Floor Procedure - Main Floor

QMS-W03 -Clean Floor Procedure - Main Floor

   Philip Gillen	08/01/16	3	Approved
   Safefood 360 Support Use	10/28/16	1	Awaiting Review (Braden
   Safefood 360 Support Use	10/28/16	1	Awaiting Review (Braden
   Safefood 360 Support Use	10/28/16	1	Awaiting Review (Braden

Approval Workflow

User	Review	Approve	Notify of Change
Barry O'Neill	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Braden Snapp	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
George Howlett	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Add Line

☒ Enable Periodic Review

Start Date: 03/31/17

Repeat Every: 1 Years

Action Notice: 7 Days

☒ Send Email Notification

User: Braden Snapp

Add Line

**Set approval workflows:**  
Assign actions related to Review > Approval > Change Notification

**Schedule Document Review:**  
Schedule document reviews to be automatically created within Safefood 360 at a future date

[Read More About Document Reviews Here](#)

## Exercise: Failure Out

→	Inadequate details / documentation
→	Poor training
→	Cleaning not based on risk
→	Lack of follow up / oversight
→	Poor Communication



## Exercise : Add a New Cleaning Program

The screenshot displays the SF360 User Conference interface. The top navigation bar includes 'Dashboard', 'Risk', 'Management', 'PRP Control', 'Monitoring', 'Master Data', and 'Utilities'. The 'PRP Control' menu is expanded, showing options: Calibration, Cleaning, Maintenance, Code of Practice, Contamination Control, Microbiological Control, Glass & Plastic Control, Pest Control, Medical Screening, Traceability, Supplier Control, and Training. The 'Cleaning' option is highlighted. On the left, there are buttons for 'Add Program' and 'Add Cleaning'. The 'Add Program' button is highlighted with a red circle and a callout box that says 'Click: ADD PROGRAM'. The 'Add Cleaning' button is also visible. The main content area shows 'Key Performance Indicators - Cleaning' with a table of metrics and a chart for 'Total Number of Re'.

**SF360 User Conference**

Dashboard Risk Management **PRP Control** Monitoring Master Data Utilities

Cleaning

+ Add Program + Add Cleaning

Summary Complete Plan

**Key Performance Indicators - Cleaning**

Metric	Value
Total cleaning conducted - year to date	0
Total cleaning conducted - last 12 months	0
Total released to production - year to date	0
Total released to production - last 12 months	0
Total re-cleans - year to date	0
Total re-cleans - last 12 months	0
Total cleaning - awaiting action	0

Microbiological Control Glass & Plastic Control Pest Control Medical Screening Traceability Supplier Control Training

Total Number of Re

Mar/16 Apr/16

Click: ADD PROGRAM

Click: PRP CONTROL

Click: CLEANING



## Exercise : Standard Cleaning Details

**Name:** Enter the name of the cleaning program

**Responsible:** Individual with overall responsibility of program. *Typically a supervisor*

**Risk:** Perform a quick assessment of the risk associated with the program and enter your justification for this

**Required Training:** You can choose the required training programs from Training module here.

Details

Name

MSS Daily Cleaning

Responsible

Adilson X

Scope

Defined

Risk

⚠ Medium Explain

Undesirable risk - evaluation required, specific act

Chemicals

Chemical

03CC08 :: TOPAX 17 %V/V

Add Line

Required Training

Program Name

HYGIENE TRAINING :: Advanced Hygiene Training

Add Line

☒ Enable Scheduler

Start Date:

19/02/2017

Repeat Every:

1 Years

Action Notice:

0 Days

☐ Send Email Notification

Material Safety Data Sheet

Contact Cleaner :: 02016

**Scope:** specific project goals, deliverables, tasks

**Chemicals:** Document the chemicals which will be used, and also link the applicable safety data sheets

**TIP:** The software will not allow this form to be completed unless the Responsible individual has completed the required training!

**Enable Scheduler.**

**Send Email Notification**

## Exercise : Standard Cleaning Tasks

**Item:** Select the item to be cleaned (i.e. Dock Floors, Front and Warehouse Office Areas)

**Task:** Enter the Cleaning task associated with the program

**Procedure:** Select the procedure associated with the task

**Responsible:** Select the position responsible for each task

Tasks

Tasks			
Item	Task	Procedure	Responsible
Dock Floors :: Piso del muelle	This is the procedure for completing the task and you can put in as much and as little information as you like	Cleaning Procedure	Third Party Cleaner
Front and Warehouse Office Areas :: Area de oficinas	This is the procedure for completing the task and you can put in as much and as little information as you like		Third Party Cleaner
Dock Floors and aisles :: Piso del muelle y pisos del almacén	This is the procedure for completing the task and you can put in as much and as little information as you like		Third Party Cleaner
Front and Warehouse Office Areas :: Area de oficinas	kdfskfdjklfdsjklfsfjklfsfjklfsfjkl	Contact Cleaner :: 02016	Third Party Cleaner
+ Add Line			

CLICK SAVE & SUBMIT!

## You can also create CIP Programs!

### Cleaning In Place Specification

#### Specification

Production Unit	Procedure	Responsible
A-Line	Cleaning Procedure	Chris Domenico
B Line	Cleaning Procedure	Chris Domenico

[Add Line](#)

### Cleaning In Place Cycles

#### Cycles

Cycle Name	Chemical	Minimum Chemical Concentration	Maximum Chemical Concentration	Minimum Cycle Time (Minutes)	Maximum Cycle Time (Minutes)	Minimum Cycle Temperature	Maximum Cycle Temperature	Minimum Flow Rate
Water (First rinse)		0.00	0.00	10.00	20.00	35.00	40.00	0.00
Chemical cycle	Oxofoam VF5	0.05	0.09	10.00	12.00	15.00	25.00	0.00
Water (Final rinse)		0.00	0.00	5.00	10.00	60.00	70.00	0.00

[Add Line](#)

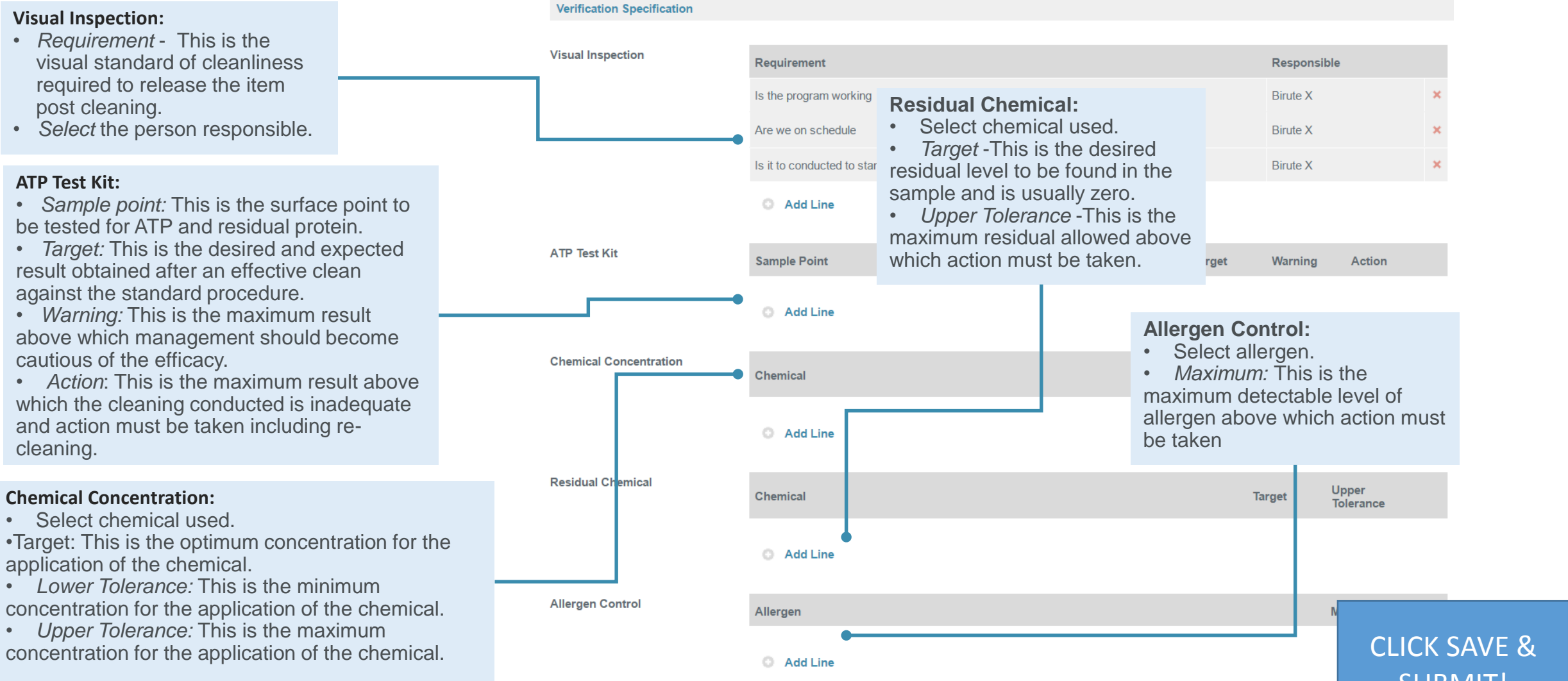
### Specification:

- Production Unit Select the such as the line or equipment involved.
- Procedure: Choose the cleaning procedure document you intend to use.
- Responsible: Select the person responsible for seeing this specification through.

### Cleaning In Place Cycles

- Concentration Specifications
- Cycle Times
- Cycles Temperatures
- Flow Rate

## How Safefood 360 address Sanitation Programs: Verification Specification



## Complete Standard Cleaning Program

Enter Date

Actions ▾

Edit

Add Record

### Cleaning Record

Date 27/07/2016

Record	Item	Task	Responsible	Procedure	Completed	Completed By
	Dock Floors :: Piso del muelle	This is the procedure for completing the task and you can put in as much and as little information as you like	Third Party Cleaner	Cleaning Procedure	Yes	Adilson X
	Front and Warehouse Office Areas :: Area de oficinas	This is the procedure for completing the task and you can put in as much and as little information as you like	iner		No	Adilson X
	Dock Floors and aisles :: Piso del muelle y pisos del almacén	This is the procedure for completing the task and you can put in as much and as little information as you like	iner		Yes	Adilson X
	Front and Warehouse Office Areas :: Area de oficinas	kdfskfdjklfdsjkldsfjklfsjkl	Third Party Cleaner	Contact Cleaner :: 02016	Yes	Adilson X

Indicate Complete (Yes / No / Not Applicable) and Who Completed It

Chemical Used?	Chemical	Material Safety Data Sheet	Chemical Used?
	03CC08 :: TOPAX 17 %V/V	Contact Cleaner :: 02016	Yes

Review Safety Data Sheet

Report

Indicate chemical usage

Report: Add any pertinent notes

CLICK SAVE & SUBMIT!

## Complete Standard Cleaning Program: Verification

Verification & Release

Visual Inspection

Requirements	Conducted By	Result
Is the program working	Birute X	Pass
Are we on schedule	Birute X	Pass
Is it to conducted to standard	Birute X	Pass

ATP Test Result

Not required

Chemical Concentration

Not required

Residual Chemical

Not required

Allergen Control

Not required

Report

Report:  
Document any  
pertinent notes

Re-clean /  
Release into  
Production?

☐ Re-clean Required?

☒ Release into Production?

Complete  
verification

Tip: you can set up verification activities (such as ATP, Allergen Swabs) indicating the areas chosen to take readings. If you've indicated 10 different areas, however are only swabbing 1 or 2 areas post cleaning, simply leave the other areas blank and readings will not be recorded!

\*In the event re-clean is selected, another workflow will open up to allow the documentation of re-cleaning activity

CLICK SAVE  
& SUBMIT!

## Reports: PRP Control > Cleaning : Reports

DashboardRiskManagementPRP ControlMonitoringMaster DataUtilities

Cleaning

Add ProgramAdd Cleaning

SummaryCompletePlanActions (3)Reports

Performance Reports

Shows how you are performing based on the number of records completed over time

Number per Type

Number per Result

Number per Program

Number per Item

Number per Line

Report Registers

Shows registers / lists of records by status / type

By Type

By Result

By Program

By Item

By Line

By Status

By Employee

Cleaning Plan

Trending Reports

Shows how you are performing based on the number of records completed over time

Allergen Control Test

ATP Test

Chemical concentration test

Chemical residual test

Data Export

Export your module data for further analysis, reporting and archiving. The Export to Excel report is limited to the last 12 months of data

Export to Excel

Report Manager

Use Report Manager to schedule reports to arrive into your inbox at a frequency you specify

Report Manager

### “Canned” Report Types

#### Performance Registers

- Number Per Type
- Number Per Result
- Number Per Program
- Number Per Item
- Number Per Line

#### Trending Reports

- Allergen Control
- ATP
- Chemical Concentration
- Chemical Residual

#### Report Registers

- |              |                 |
|--------------|-----------------|
| • By Type    | • By Line       |
| • By Result  | • By Status     |
| • By Program | • By Employee   |
| • By Item    | • Cleaning Plan |



## Scheduled Reports: Utilities > Reports : Add Program

Dashboard

Risk ▾

Management ▾

PRP Control ▾

Monitoring ▾

Master Data ▾

Utilities ▾

Reports

+ Add Program

+ Add Query

+ Add Custom Report

Plan

Queries

Custom Reports

System Reports

No.	Date ▾	Name	Repeat	Last Sent	Next Due
1	06/04/2016	monthly Report	1-Weeks	15/02/2017	22/02/2017

Page 1 of 1

Displaying 1 - 1 of 1

Archive: On

Search name

## Scheduled Reports: Utilities > Reports : Add Program

DashboardRiskManagementPRP ControlMonitoringMaster DataUtilities

Reports

+ Add Program

+ Add Query

+ Add Custom Report

PlanQueriesCustom ReportsSystem Reports

Alerts

Reports

Discussions

Click Utilities > Reports

Add Program

No.	Date	Name	Repeat	Last Sent	Next Due
1	06/04/2016	monthly Report	1-Weeks	15/02/2017	22/02/2017

Page 1 of 1

Displaying 1 - 1 of 1

Archive: On

Search name

## Build Scheduled Reports

Report Program

Report Criteria

Module

Corrective Action

Report Type

Performance Reports

Report

Number per Nonconformance Category

Range

Last 12 Months

Criteria 1

Foreign Body :: Glass

Criteria 2

---SELECT---

Report Details

Name

monthly Report

Start Date

13/04/2016

Repeat Every

1 Weeks

Email To

Contact

Brian X

File Type

PDF

Define Report Criteria

- Module
- Report Type
- Report
- Range
- Criteria 1
- Criteria 2 (If applicable)

Enter Report Details

- Name
- Start Date
- Repeat Every (?)
- Email to
- File type (PDF, Excel, Word)

\*Report Types will match the Report Categories in each module

## Build an Alert

Click **Utilities > Alerts : Add Alert**.

**Folder:** It's a good idea to organize alerts into bucketed folders so they can be easily found

**Module:** Select the Cleaning Module

**Record:** Select the Cleaning Standard Record

**Risk:** Select the Risk level of the failed cleaning programs you'd like to be receive alerts for. (Advice: Choose to be alerted to the higher risk items on your alerts to avoid apathy)

**Stage:** Choose the stage (or part of the workflow) – i.e. Action Details

**Status:** To be notified when an action Stage has failed and been logged, you would choose "Closed".

**Condition:** For certain records you set conditions. (ex. To be alerted to a failed Cleaning activity, set the Condition 1 = Result, Value 1 = Fail)

**Alert Criteria**

Folder

Alerts

Auditing Alerts

Complaints Alerts

FSM Alerts

Supplier Alerts

New Folder

Rename

Delete

Module

Record

Risk

Stage

Status

With Condition 1

Condition Value 1

**Alert Details**

Alert Description

Send To

Attach PDF to email alert?

Alerts

Auditing Alerts

Complaints Alerts

FSM Alerts

Supplier Alerts

New Folder

Rename

Delete

Cleaning

Cleaning Standard

--SELECT--

Verification & Release

Closed

0

Days

Result

Fail

Remove condition and value

Add Condition

A failed sanitation verification has been recorded. Your attention is required!

Contact

Chris Domenico

Add Line

Dashboard

Email

SMS

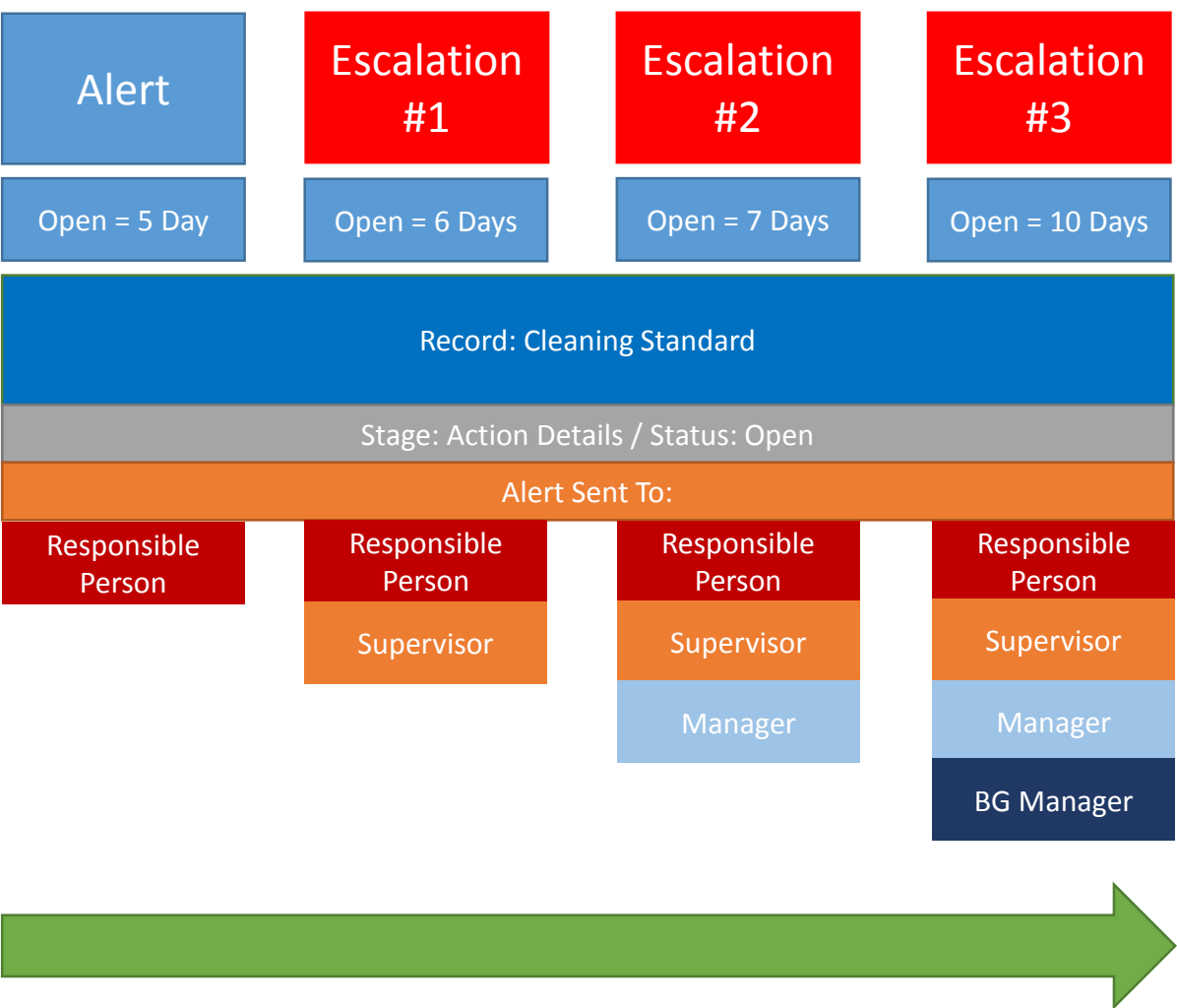
Push

Attach a PDF?

**Alert Description:** Define the notification (Ex. A failed cleaning activity has occurred!)

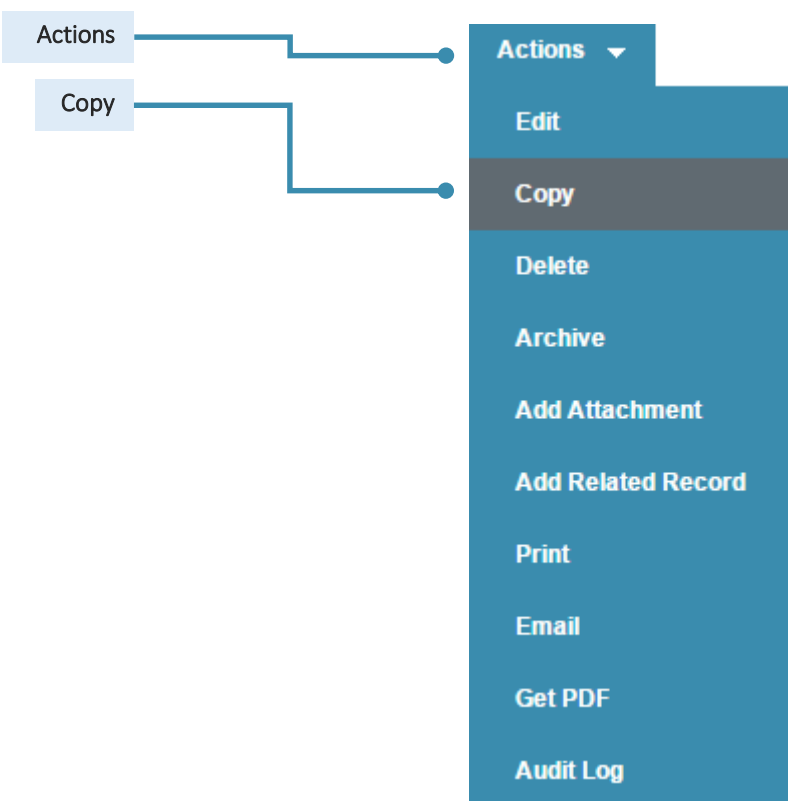
**Send To:** Choose who the Alert should be sent to, and method of delivery

## Escalation. What is it....?



## How do I ....?

Select an existing alert. Click Actions > Copy.



## Escalation. How do I...?

Click **Utilities > Alerts : Add Alert**.

**Status:** Increase the number of days when the alert should occur “up the line”

**Send To:** Add the next person “up the line” who should be alerted to the issue

Alerts

Alert Criteria

Folder

Alerts

Corrective Action

Monitoring

New Folder

Rename

Delete

Module

Corrective Action

Record

Corrective Action

Risk

High

Stage

Action Details

Status

Open

1

Days

Add Condition

Alert Details

Alert Description

High risk corrective now over due ans requires immediate attention

Send To

Contact	Dashboard	Email	SMS	Push	
Jonathan X	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	✖
Responsible (Record)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	✖

Add Line

Attach PDF to email alert?

☒

## Why do I ....?

- Not all events and actions in SF360 need to be alerted
- Alerts must add value
  - Alerts must in some way either prevent, mitigate, or reduce the likelihood of an adverse business or food safety impact occurrence
    - VALUE = RISK
- Risk = likelihood that a hazard will cause some adverse food safety impact
  - It is possible to assign risk to various entities and programs within SF360
  - This features gives value to alerts!

Tip: Use alerts sparingly. Overwhelming the alerts to an individual could result in an important alert being overlooked!

## What requires an alert....?

- Complete or overdue programs
- Failed CCP's (Monitoring)
- Workflow stages
- Particular level risk events
- Response completion
- Outstanding tasks
- Notifications of specific occurrences
  - Nonconformance raised