

# PlanChexx

---

<b>System Requirements .....</b>	<b>3</b>
Logging On .....	3
Basic Navigation .....	4
<b>Adding Areas and Plant Items .....</b>	<b>6</b>
Editing an Area or Plant Item .....	7
Activating and Deactivating Areas and Plant Items .....	7
<b>Procedure Maintenance .....</b>	<b>8</b>
Creating a New Procedure.....	9
Defining the Steps.....	12
Pictograms .....	12
Selecting the Required Chemicals.....	14
Step Instructions .....	16
Inspection Points.....	17
Saving your Procedure .....	18
Adding Photographs .....	18
Editing an Existing Procedure .....	20
Copying an Existing Procedure.....	22
Importing a Procedure from the Library .....	23
Previewing Procedures .....	25
Find and Replace .....	27
<b>Procedure Attachments .....</b>	<b>28</b>
Viewing Procedure Attachments.....	30
Editing Procedure Attachments .....	31
Deleting Procedure Attachments .....	32
<b>Print Maintenance .....</b>	<b>33</b>
Creating & Printing Procedures .....	33
Moving the Order of Procedures.....	34
Creating your PDF Document.....	35
<b>Example Documents.....</b>	<b>38</b>
Standard Methods.....	38
Cover Sheet .....	39
Symbol Sheet.....	40
Procedure .....	41
Check Sheets.....	42

## System Requirements

In order to operate the Ecochexx PlanChexx system, ensure that all PC's utilising the system have internet access and operate to a minimum of Microsoft Internet Explorer version 5.5. Adobe Acrobat Reader version 4 or higher is required to generate the procedures.

Screen resolutions of less that 1024 x 768 pixels will not display the full application. To alter your screen resolution, please contact your IT department.

## Logging On

To log onto the system, enter the web address [www.ecochexx-macs.net](http://www.ecochexx-macs.net) this will navigate the User to the opening screen:

Welcome Please enter your username and password

**EcoChexX Net**

Username

Password

Date (D/M/Y) 1 / 1 / 1901

Log In

**ECOLAB**

Using the Username and Password provided by Ecolab, type these into the relevant boxes on the screen. Additional security is provided with the inclusion of a memorable date for logging on.

If you're memorable date is not set up as the default date of 01/01/1901, enter the personal date by clicking on each of the drop-down boxes in turn. Scroll down each list and when the required number is highlighted, click on it using the left mouse button.

Username

Password

Date (D/M/Y) 1 / 1 / 1901

Log In

**ECOLAB**

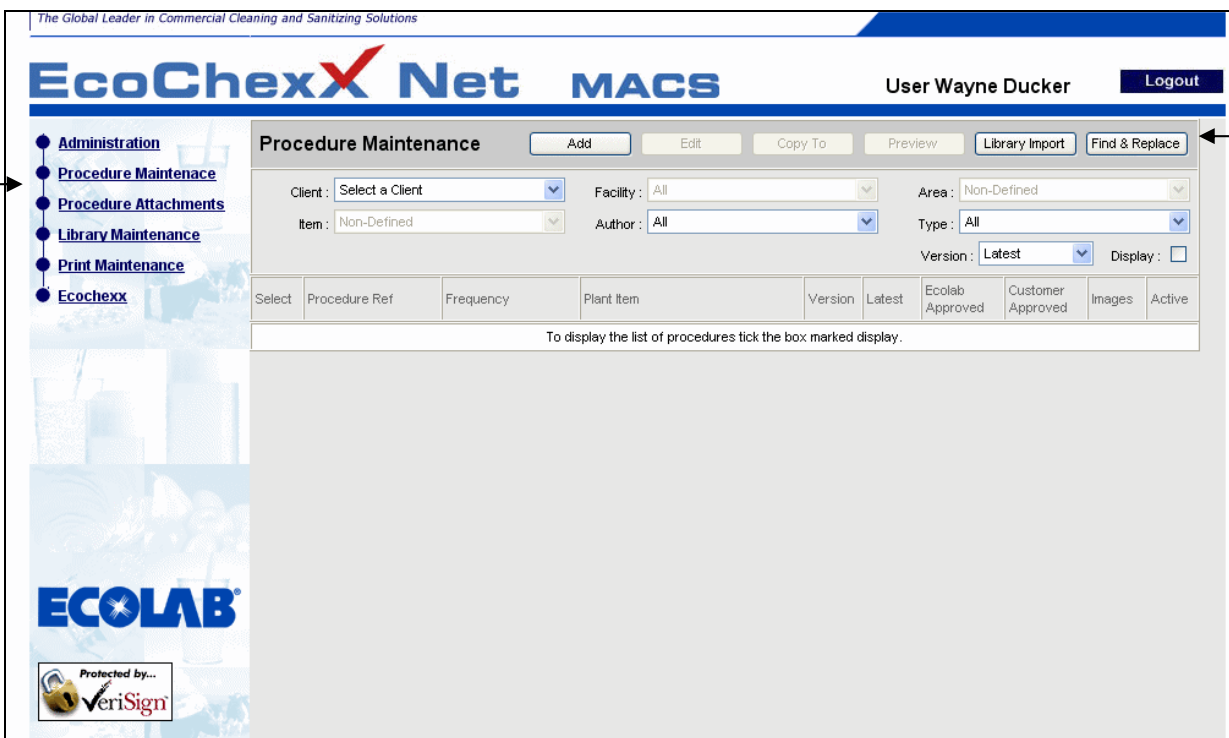
## Basic Navigation

When you have successfully logged into the **PlanChexx** system, you will be presented with the opening Screen.

**Note:** This will vary depending on the permissions you have been granted, and will be established during the setup of the system by your administrator.

There will be differing levels of access granted to individual users, this will vary from total access to all modules and functionality, to exclusion from certain modules or limited functionality within each module. Restricted functionality will be deactivated or hidden.

The screen layout is common throughout the application and has four main areas:



On the left of the window there is a System Navigation Index. This will contain up to a maximum of 6 modules: Administration, Procedure Maintenance, Procedure Attachments, Library Maintenance, Print Maintenance and Ecochexx. The extent of the index available will be dependant upon your individual access rights.

The activity buttons are positioned along the top of the window, each contains a description. These buttons provide the functionality of the screen and allow for efficient navigation.

**Note:** In the example above three of the buttons are unavailable and have been greyed out.

A variety of filters are provided to locate specific data. The filters are situated below the activity buttons and are activated by clicking on the down arrow which will reveal further options.

**Procedure Maintenance**    Add    Edit    Copy To    Preview    Library Import    Find & Replace

Client :     Facility :     Area :

Item :     Author :     Type :

Version :     Display :

The area situated below the filters is provided for information. This allows the system to display a number of records, which have been filtered against your selection within the dropdown boxes.

**Procedure Maintenance**    Add    Edit    Copy To    Preview    Library Import    Find & Replace

Client :     Facility :     Area :

Item :     Author :     Type :

Version :     Display :

Select	Procedure Ref	Frequency	Plant Item	Version	Latest	Ecolab Approved	Customer Approved	Images	Active
<input type="checkbox"/>	ABLIB001	Daily or as required	KNIFE SANITISER BOX	1	Yes	<a href="#">Yes</a>	No	No	<a href="#">Yes</a>
<input type="checkbox"/>	0001	Daily	Bowl Chopper	1	Yes	<a href="#">Yes</a>	No	No	<a href="#">Yes</a>
<input type="checkbox"/>	234	daily	Bowl Chopper	1	Yes	<a href="#">No</a>	No	No	<a href="#">Yes</a>
<input type="checkbox"/>	12	weekly	Bowl Chopper	1	Yes	<a href="#">No</a>	No	No	<a href="#">Yes</a>
<input type="checkbox"/>	ABLIB001	Daily or as required	Test Procedure 2	1	Yes	<a href="#">No</a>	No	No	<a href="#">Yes</a>

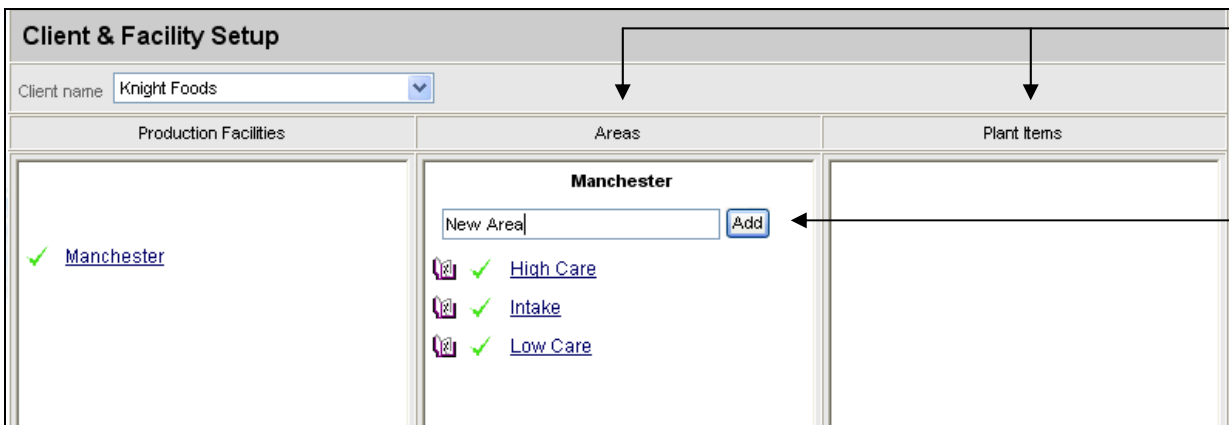
## Adding Areas and Plant Items

Before you can create a procedure you must build the structure of your Facility by identifying the Areas and the Plant Items located within them. This is a simple process and new items can be added at any time.

To add new Areas or Plant Items to your facilities structure select the “Administration” link on the left hand side of the screen. The sub link “Client and Facility Setup” will be displayed, click on it to select.



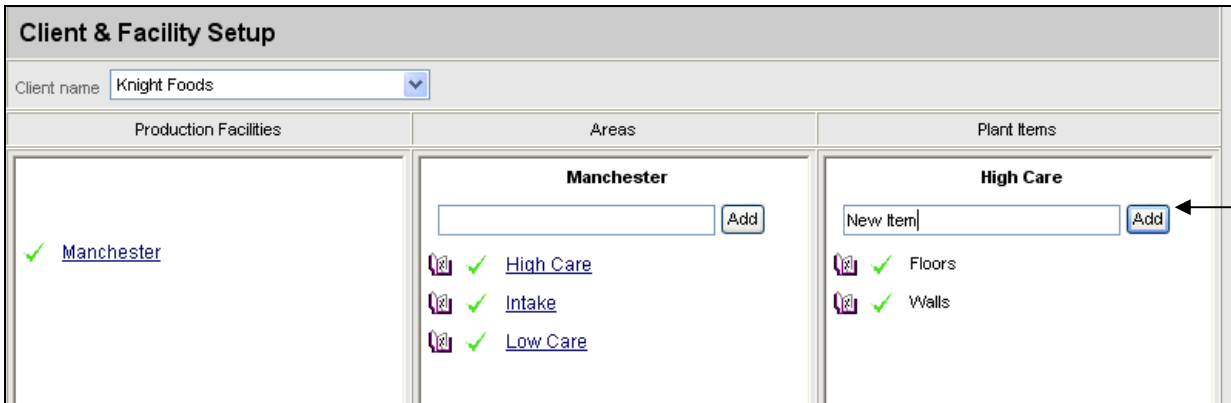
The “Client and Facility Setup” screen is split into three areas. Select the Production Facility you wish to add the new “Areas” or “Plant Item” to. This will expand the tree structure and display the existing areas.



To add a new “Area”, type the name of the new Area in the text box and click on the “Add” button. The new area will now be displayed in the list below.

To “Add” a new “Plant Item”, select the “Area” that you wish it to be linked to; the Plant Item list will now display a text box.

Type the name of the new "Plant Item" and click on the "Add" button to add it to the list.



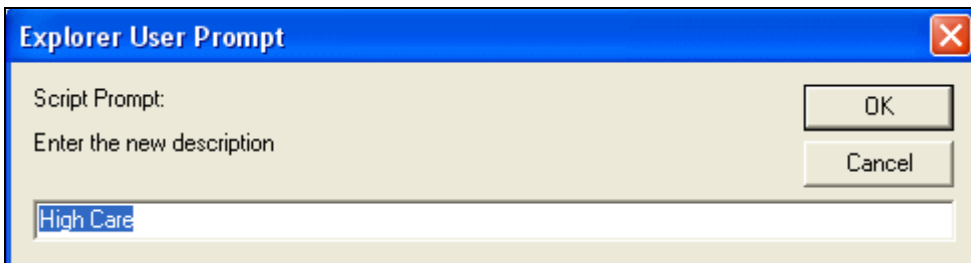
**Note:** An unlimited number of Areas and Plant Items can be added to your facility. New Areas and Plant Items can be added at any time in the future.

### Editing an Area or Plant Item

Areas and Plant items can be edited by clicking on the "Book" symbol situated to the left hand side of each entry. This enables you to change or edit the name.



Make the necessary changes in the text field and click on "OK" to save your new description.

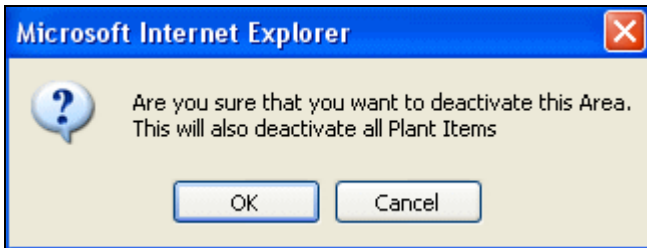


### Activating and Deactivating Areas and Plant Items

To deactivate an Area or Plant Item select the "Green Tick" symbol situated to the left hand side of each entry.



This will provide you with the option to deactivate.



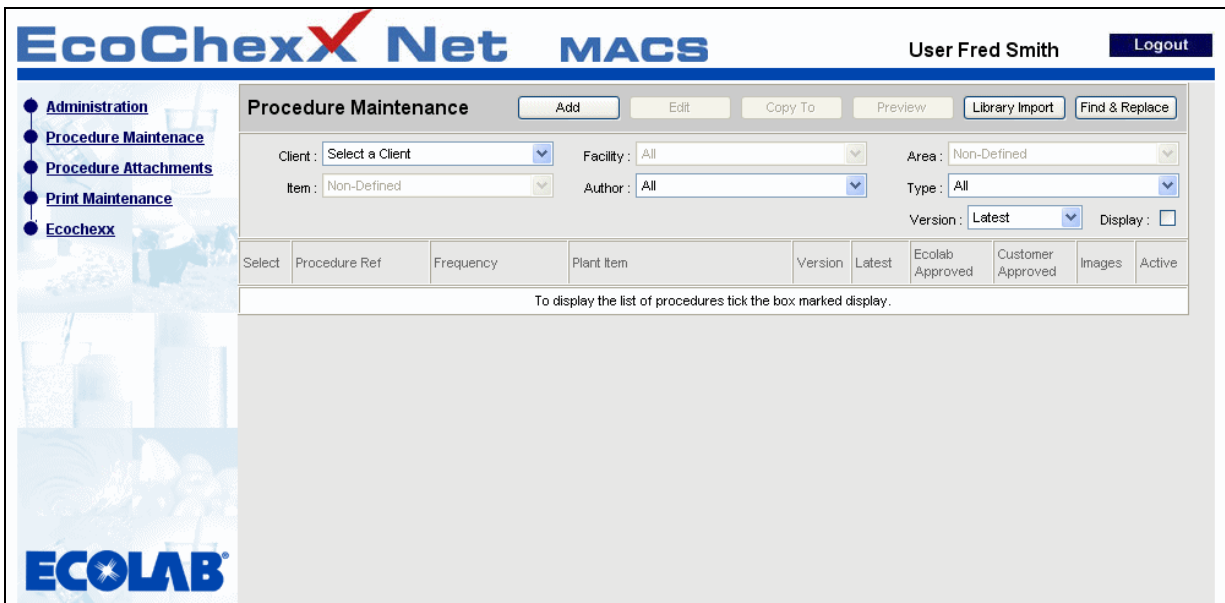
By selecting "OK" the item will be deactivated and a Red Cross will be displayed instead of the Green Tick indicating that the item has been successfully deactivated.



**Note:** By deactivating an Area you will also deactivate all of the Plant Items associated with it. Items that have been deactivated will no longer be displayed or available elsewhere within the system. Use this option when the entry is no longer required.

## Procedure Maintenance

The Procedure Maintenance window is opened as the default window when logging into the PlanChexx system. This module allows you to create new and edit existing hygiene procedures.





When created, procedures will be stored against the selected plant item and can be viewed or edited at any time in the future by locating it through the Client, Facility, Area and Plant Item filters.

**Note:** Before you can create a new procedure ensure that the Plant Item has been created within your Facilities structure. If the plant item does not yet exist please refer to the “Adding Areas and Plant Items” section of this document.

## Creating a New Procedure

To create a new procedure select the “Add” button from the menu within the Procedure Maintenance screen.

The screenshot shows the 'Procedure Maintenance' interface. At the top, there is a menu bar with buttons for 'Add', 'Edit', 'Copy To', 'Preview', 'Library Import', and 'Find & Replace'. Below the menu, there are several filter fields: 'Client' (dropdown), 'Item' (dropdown), 'Facility' (dropdown), 'Author' (dropdown), 'Area' (dropdown), 'Type' (dropdown), 'Version' (dropdown), and a 'Display' checkbox. The 'Add' button is highlighted with a white background.

This will launch the New Procedure screen.

The screenshot shows the 'New Procedure' screen. It features a top bar with 'Save', 'Photos', and 'Cancel' buttons. The main area contains several sections:
 

- Client/Item/Facility/Area:** Dropdown menus for selection.
- Responsibility:** A dropdown menu.
- Equipment:** A list box for selection.
- Special Instructions:** A text area.
- Procedure Ref:** A text field.
- Frequency:** A text field.
- Check List:** Radio buttons for 'Daily', 'Weekly', and 'Monthly'.
- Typical Residues:** A list box.
- Extra PPE:** A text area.
- Step:** A section with 'Previous', 'Next', 'Insert', and 'Delete' buttons, and a 'Step' dropdown.
- Library/New Picto:** Radio buttons and a 'Browse' button.
- Product Range:** A dropdown menu.
- Product 1-4:** Text fields for product identification.
- Ref:** Text fields for reference numbers, percentages, temperatures, and times.
- Step Instructions:** A large text area for detailed instructions.
- Inspection Points:** A list box for defining inspection points.

Select the **Client, Production Facility, Area** and then the **Item** that you wish to create the procedure for. This is achieved by using the filters situated at the top of the screen. The system is now able to associate your new procedure with the correct Plant Item.

The screenshot shows the 'New Procedure' form with the following fields and values:

- Client: Knight Foods
- Facility: Manchester
- Area: High Care
- Item: Floors
- Procedure Ref: (empty)
- Type: Select Procedure Type
- Responsibility: Select Responsibility
- Frequency: (empty)
- Check List:  Daily,  Weekly,  Monthly
- Equipment: (empty)
- Typical Residues: (empty)
- 1: Procedure Header
- 2: Procedure Header

The **“Procedure Reference”** box is customer specific and can be used to link the document to other systems if required. The field is free text and can be any combination of characters.

The screenshot shows the 'New Procedure' form with the following fields and values:

- Client: Knight Foods
- Facility: Manchester
- Area: High Care
- Item: Walls
- Procedure Ref: HC 132
- Type: Food
- Responsibility: Hygiene Operative
- Frequency: Daily
- Check List:  Daily,  Weekly,  Monthly
- Equipment: Bucket, Mop & Hose
- Typical Residues: Fats & Protein
- 1: Procedure Header
- 2: Procedure Header

The **“Type”** option is used to classify the type of procedure that is about to be written. The options are Food, Flow or other. This is a mandatory field.

The **“Responsibility”** dropdown box is mandatory and you must make a selection. This indicates who is likely to be responsible for completing the hygiene activity that this procedure describes. The list has been populated with a wide range of options. If the specific title you require is not listed please contact Ecolab to have this added.

The **Frequency** input field allows you to enter the frequency of the Cleaning Procedure i.e. “Once Daily”, “Three times per week” etc. Input into this field is free text and is mandatory.

The screenshot shows the 'New Procedure' form with the following fields and values:

- Client: Knight Foods
- Facility: Manchester
- Area: High Care
- Item: Walls
- Procedure Ref: HC 132
- Type: Food
- Responsibility: Hygiene Operative
- Frequency: Daily
- Check List:  Daily,  Weekly,  Monthly
- Equipment: Bucket, Mop & Hose
- Typical Residues: Fats & Protein
- 1: Procedure Header
- 2: Procedure Header

The **“Check List”** field offers a selection of Daily, Weekly or Monthly. You must select one of these in order to produce Hygiene Check Sheets. The check lists can later be printed and issued in the form of job cards. If you wish to produce Check sheets of more than one frequency you can select multiple checkboxes.

The **“Equipment”** field is used to list the items that will be needed to complete this hygiene procedure e.g. Brush, Bucket etc. This is a free text field and is not mandatory. If the information entered into the “Equipment” field exceeds the input area provided, the system will automatically scroll to accommodate the additional text.

The **“Typical Residues”** field is used to describe the types of soiling that will be present while completing this Hygiene Procedure. This is not a mandatory field.

For each Procedure a maximum of two **“Procedure Headings”** can be selected. These are used to refer to other documents that may have relevance to the procedure. For example a SSOW (Safe System of Work) may have been written to cover aspects of this activity.

By selecting the SSOW “Procedure Heading” a reference can be made in the field to the right, identifying the exact document.

The **“Special Instructions”** field is used to describe any issues that you wish to be considered before starting the procedure. For example you may wish to highlight safety or possible contamination issues. The field is free text and will scroll to accommodate the amount of comments you wish to enter. This text will always appear red on the screen and in the printed document.

The “**Extra PPE**” (Personal Protective Equipment) dropdown box allows you to select one or more items. To select more than one item you must hold down the <Ctrl> key while highlighting the required items with the left mouse button.

**Note:** When selecting the chemicals to be used in the procedure the system will automatically identify and select the minimum legal requirement for PPE. The “Extra PPE” selection box is used only when additional PPE is deemed necessary.



## Defining the Steps

Each procedure can have an unlimited number of steps. These are used to describe the required activity and the order that they should be undertaken. There is no limit to the amount of text that can be used.

For each step you can select up to four chemicals. After choosing the required chemicals the system will automatically import the correct hazard, classification and PPE symbols which will be displayed in the final document.

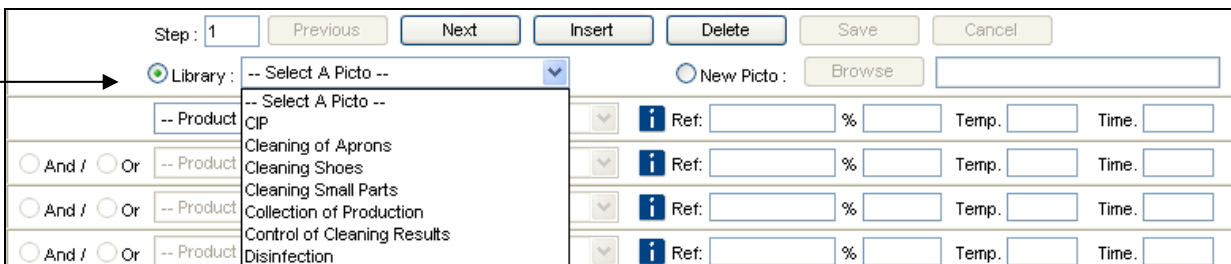
## Pictograms

Pictograms are used to provide a visual guide to the nature of each activity and an extensive library is provided.



Select the “Pictogram” that best indicates the nature of the steps activity. There are two methods available; you can select from the “Library” or the “New Picto” option.

The pictogram **Library** contains a list of predefined pictograms and descriptions. The library is accessed by clicking on the library button which will then activate the drop down menu. The menu provides a description of an activity to which a pictogram has been associated.



Click on the description you require, the screen will refresh and the pictogram and description will be displayed.

Step: 1   Previous   Next   Insert   Delete   Save   Cancel

Library: Cleaning Shoes   New Picto: Browse

**Note:** If none of the predefined options in the library adequately describe the step select “New Picto”

The “**New Picto**” option provides more flexibility. You can browse the image library and select the image that best indicates the activity for this step. The description can then be edited.

To activate the “New Picto” option, click on the “New Picto” button and select “Browse”. The “Picto Image Browser” will be displayed. Select the required image by clicking the images box and click “Attach”.

**Picto Image Browser**   Attach   Close

CIP Select <input type="checkbox"/>	Cleaning of Aprons Select <input type="checkbox"/>	Cleaning Shoes Select <input type="checkbox"/>	Cleaning Small Parts Select <input type="checkbox"/>	Collection of Production Select <input type="checkbox"/>
Control of Cleaning Results Select <input type="checkbox"/>	Disinfection Select <input type="checkbox"/>	Final Rinse Select <input type="checkbox"/>	Foam / TFC-cleaning / Disinfection Select <input type="checkbox"/>	Hand Cleaning Select <input type="checkbox"/>

The screen will refresh and the pictogram and description will be displayed. You are now able to edit the description.

Step: 1   Previous   Next   Insert   Delete   Save   Cancel

Library: -- Select A Picto --   New Picto: Browse   Write your description here

## Selecting the Required Chemicals

A predefined list of chemicals is provided to enable you to make your selection. For each step you can select up to four chemicals. After choosing the required chemicals the system will automatically import the correct hazard, classification and PPE symbols which will be displayed in the final document.

**Note:** Selecting a chemical for each step is not mandatory. If chemicals are not required in the step proceed to the “Step Instructions”

To select the chemical or chemicals to be used in a step, click on the “Product Range” filter. This will expand and display a scrolling list of the available ranges. These will generally be country specific and the choice will depend on your permissions.

Having selected the product range the “Product 1” field immediately to the right will be activated. By clicking on the “Product 1” filter it will expand and display the available chemicals. Select the product you require by clicking on its name.

Your selection will now be displayed in the “Product 1” field. A reference will also be displayed against this product.

Each product will be assigned a unique “Ref” (Reference). The “Reference” in this example (chem\_853) is used in the “Step Instructions” instead of the chemicals name when describing which product to use.







For example when writing a step you refer to the chemical in the following manner. “Apply chem\_853 to all surfaces”

**Note:** The benefit of using the “Reference” is that it will automatically insert and colour code (in accordance with its classification) the correct chemical name with the percentage concentration that it should be used at. This will be visible in either the preview or in the final document.

To view the automatically inserted symbols (hazard, classification, colour coding and PPE) associated with this chemical click on the “Information” symbol.



This will display the appropriate information. Only the PPE (personal protective equipment) can be edited. If any of the recommended PPE is not required click the “Tick” immediately below its symbol and it will not appear in the final document.





Cosa CIP 92		Update
PPE :	   <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	
Hazard :		
Chemical :		
Colour :		

**Note:** If several chemicals are selected throughout the procedure which recommends the same item of PPE these will not be duplicated in the final document and only one instance will be displayed. If additional PPE is required select the items required using the “Extra PPE” facility.

The percentage (%) field is used to indicate the strength of the in use solution of the chemical

The temperature (**Temp**) field is used to indicate the temperature of the solution

The time (**Time**) field is used to indicate the contact time the

	Ref: Chem_853	% 1-2	Temp. 40c	Time. 20 min
	Ref: <input type="text"/>	% <input type="text"/>	Temp. <input type="text"/>	Time. <input type="text"/>
	Ref: <input type="text"/>	% <input type="text"/>	Temp. <input type="text"/>	Time. <input type="text"/>
	Ref: <input type="text"/>	% <input type="text"/>	Temp. <input type="text"/>	Time. <input type="text"/>

Additional chemicals can be inserted into this step by using the “And/or” facility.

<input type="checkbox"/>	<input type="checkbox"/>	F&B - UK	Cosa CIP 92		Ref:
<input checked="" type="radio"/>	<input type="radio"/>	F&B - UK	-- Product 2 --		Ref:
<input type="radio"/>	<input type="radio"/>	-- Product Range --	-- Product 3 --		Ref:
<input type="radio"/>	<input type="radio"/>	-- Product Range --	-- Product 4 --		Ref:

The “Add” facility is used where more than one chemical product is used in a single step. The “Or” facility is used where you may wish to suggest an alternative product.

By selecting either the “Add/or” facility it will activate the “Product Range” field and allow you to select the next chemical. Complete the required fields for each product as described above.

## Step Instructions

The step instruction field is free text and will scroll to allow unlimited text. Each step is allocated a number and an unlimited number of steps are available. This enables instructions to be created in a logical order.

Navigation between steps is facilitated by the use of the Previous, Next, Insert & Delete buttons.

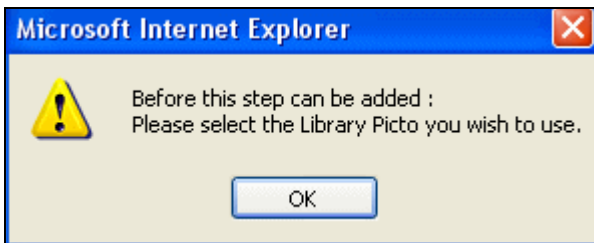
Step: 1	Previous	Next	Insert	Delete	Save	Cancel
<input checked="" type="radio"/> Library:	-- Select A Picto --	<input type="radio"/> New Picto:	Browse			
<input type="checkbox"/>	<input type="checkbox"/>	F&B - UK	Cosa CIP 92		Ref: Chem_853	% 1-2 Temp. 40c Time. 20 min
<input type="radio"/>	<input type="radio"/>	-- Product Range --	-- Product 2 --		Ref:	% Temp. Time.
<input type="radio"/>	<input type="radio"/>	-- Product Range --	-- Product 3 --		Ref:	% Temp. Time.
<input type="radio"/>	<input type="radio"/>	-- Product Range --	-- Product 4 --		Ref:	% Temp. Time.
Step Instructions:	Enter your step instructions here					

When you have completed the first step by entering the required text and clicking on “Next” the system will automatically save the details you have entered so far and refresh the screen so that the next step can be added. The step number will automatically be updated to show the next step in the sequence. After completing the first step the “Previous” button will be activated allowing you to navigate in either direction.

Step: 2	Previous	Next	Insert	Delete	Save	Cancel
<input type="radio"/> Library:	-- Select A Picto --	<input type="radio"/> New Picto:	Browse			



**Note:** If you have forgotten to populate any of the mandatory fields a warning message will be displayed listing the fields that require information before you can proceed to the next step.



Additional steps can now be added following the same process.

It is possible to "Insert" a new step between existing steps by using the Insert button. Select the step that you would like the new step to appear in front of and select "Insert". Enter the data into the required fields for the new step. Two new buttons will now have appeared, "Save" and "Cancel".

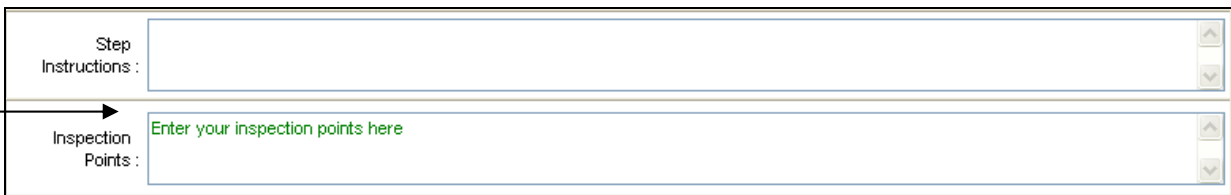


By saving the step, the newly inserted step will adopt the current step number. The original step and subsequent steps will be increment by one.

The "Delete" button allows you to delete a step. If you delete a step then all subsequent steps will be renumbered to maintain the numeric sequence.

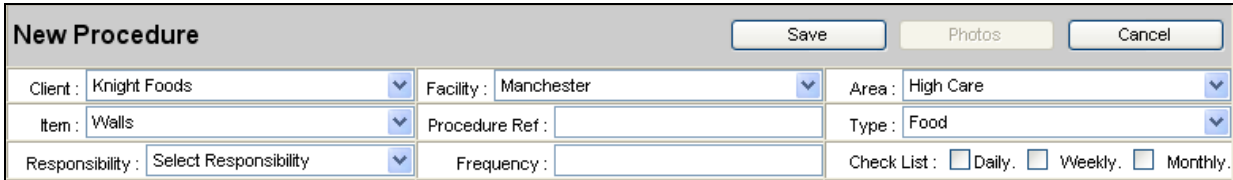
## Inspection Points

The "Inspection Points" are displayed at the end of the finished procedure and will be colour coded "Green". "Inspection Points" can be used to identify expected standards or critical areas within the procedure.



## Saving your Procedure

When all of the required detail has been added the procedure can be saved, using the “Save” button at the top of the “New Procedure” screen.



The screenshot shows the 'New Procedure' form with the following fields: Client: Knight Foods, Facility: Manchester, Area: High Care, Item: Walls, Procedure Ref: (empty), Type: Food, Responsibility: Select Responsibility, Frequency: (empty), and Check List:  Daily,  Weekly,  Monthly. The 'Save' button is highlighted with an arrow pointing to it.

**Note:** If any of the mandatory fields have not been populated the following error message will appear detailing the areas that require attention.

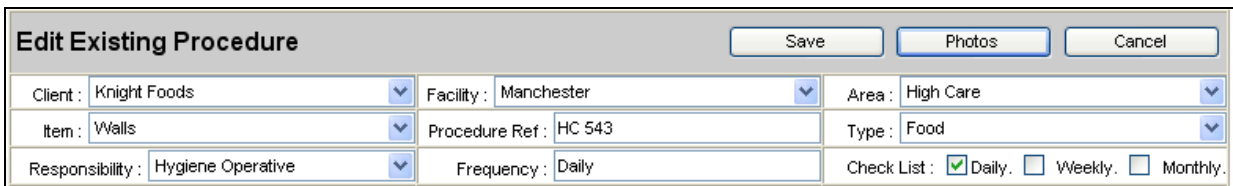


## Adding Photographs

Any number of digital images can be added to a procedure. Unlimited space is provided for a detailed description below each image and the system will automatically resize the image to fit the available space.

**Note:** Digital images must be in either \*.jpg or \*.gif format and not exceed 500 KB.

Click on the “Photos” button to open the “Image Upload” window.



The screenshot shows the 'Edit Existing Procedure' form with the following fields: Client: Knight Foods, Facility: Manchester, Area: High Care, Item: Walls, Procedure Ref: HC 543, Type: Food, Responsibility: Hygiene Operative, Frequency: Daily, and Check List:  Daily,  Weekly,  Monthly. The 'Photos' button is highlighted with an arrow pointing to it.

In the "Image Caption" box unlimited text can be used to provide additional information to support your image.

Use the "Browse" button to locate the image on your local drive.

**Note:** Digital images must be in either \*.jpg or \*.gif format and no larger than 500 KB.

Click on the "Upload" button to upload your image. Depending on the size of the image and the speed of your internet connection this may take a few seconds.

**No images uploaded for this procedure.**

**Image Preview**

**To Upload an Image.**

- Enter the Image Description.
- Browse your local drives for the image file.
- Make sure it is has a '.gif' or '.jpg' file extension.
- Click the 'upload' button .
- Be patient as uploading files may take a few minutes.

Image Caption :

Image Name :

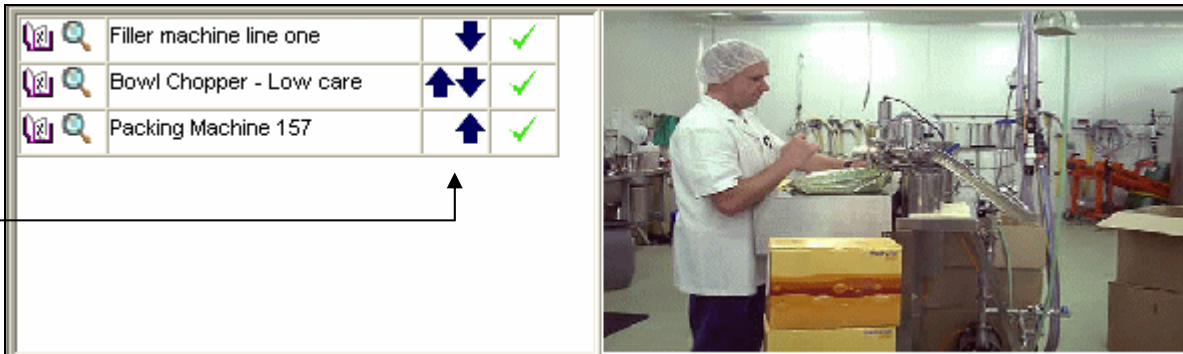
As images are added they will be displayed in order of upload. It is possible to Edit Captions, Preview, Change the Order and Deactivate individual images.

	Filler machine line one		
	Bowl Chopper - Low care		
	Packing Machine 157		

**Image Preview**

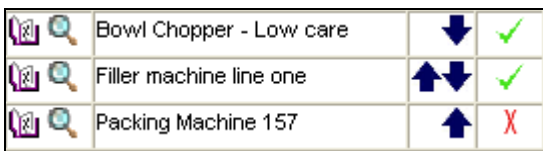
To "Edit" the caption of an image, click on the "Book" symbol next to the caption.

To "Preview" an image click on the "Spy Glass" symbol and the image will appear in the preview pane.



To "Change the Order" of the images use the arrows to move the images to the desired position.

To "Deactivate" an image click on the "Green Tick" beside the image description and it will change to a "Red Cross" indicating that it has been deactivated.

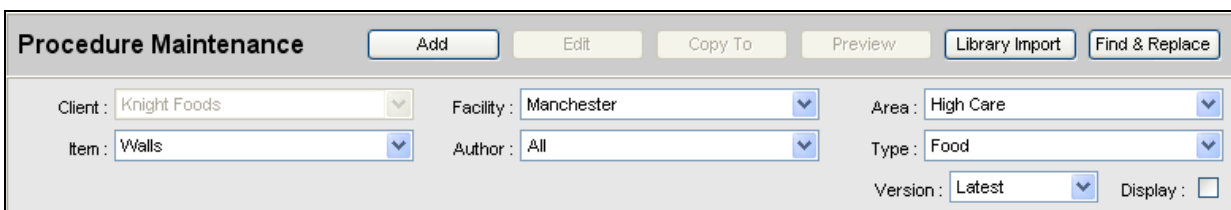


**Note:** An image that has been deactivated will remain within the list but will not be displayed in the final procedure.

## Editing an Existing Procedure

To "Edit" an existing procedure, navigate to the "Procedure Maintenance" screen.

Using the filters select the Client, Facility, Area and Plant Item to locate the procedure that requires editing.



If the list of procedures is extensive, three additional filters are available to further refine your search.

The “**Author**” filter will provide a list of “Users” that have created procedures within your Facility.

The “**Type**” filter will distinguish between a procedure classification (Food, Flow, Etc.)

The “**Version**” filter will allow you to view previous amendments to a procedure. The options available are “All”, “Latest” and “Previous”. By default the latest version will always be displayed.

Having narrowed your search click on the “Display” button and a list of available procedures will be shown in the table below.

**Procedure Maintenance**    Add    Edit    Copy To    Preview    Library Import    Find & Replace

Client : Knight Foods    Facility : Manchester    Area : High Care

Item : Walls    Author : All    Type : Food

Version : Latest    Display :

Select	Procedure Ref	Frequency	Plant Item	Version	Latest	Ecolab Approved	Customer Approved	Images	Active
<input type="checkbox"/>	HC 543	Daily	walls	1	Yes	No	No	No	<a href="#">Yes</a>

Select the required Procedure by clicking in the “Box” situated on the left hand side of the table. A green tick will be displayed when this has been completed. The “Edit” button can now be selected from the top menu which will launch the “Edit Existing Procedure” screen.

**Note:** All elements of the procedure can now be edited.

**Edit Existing Procedure**    Save    Photos    Cancel

Client : Knight Foods    Facility : Manchester    Area : High Care

Item : Walls    Procedure Ref : HC 543    Type : Food

Responsibility : Hygiene Operative    Frequency : Daily    Check List :  Daily     Weekly     Monthly

Equipment :    Typical Residues :    1: Procedure Header    2: Procedure Header

Special Instructions : Enter your special instructions here    Extra PPE : Eye Protection Required, Face Screen Required, Inhalation Protection Required

Step : 1    Previous    Next    Insert    Delete    Save    Cancel

Library : Hand Cleaning    New Picto : Browse

-- Product Range --    -- Product 1 --    Ref:    %    Temp.    Time.

And /  Or    -- Product Range --    -- Product 2 --    Ref:    %    Temp.    Time.

And /  Or    -- Product Range --    -- Product 3 --    Ref:    %    Temp.    Time.

And /  Or    -- Product Range --    -- Product 4 --    Ref:    %    Temp.    Time.

Step Instructions : Enter your step instructions here

Inspection Points : Enter your inspection points here

**Note:** Version control will automatically track changes to procedures. Every time an amendment is made and saved, the version number will increase by one.

## Copying an Existing Procedure

Existing procedures can be copied from one Facility to another or from Area to Area within a facility.

**Note:** This may be useful if the same procedure is used in a number of Areas throughout a Facility e.g. Floors. The procedure can be created once and copied to the additional Areas saving time.

**Procedure Maintenance**    Add    Edit    Copy To    Preview    Library Import    Find & Replace

Client:     Facility:     Area:

Item:     Author:     Type:

Version:     Display:

Select	Procedure Ref	Frequency	Plant Item	Version	Latest	Ecolab Approved	Customer Approved	Images	Active
<input checked="" type="checkbox"/>	HC 543	Daily	Walls	1	Yes	Yes	No	No	<a href="#">Yes</a>
<input type="checkbox"/>	HC 542	Daily	Floors	2	Yes	No	No	No	<a href="#">Yes</a>
<input type="checkbox"/>	HC 544	Daily	Sinks	1	Yes	Yes	No	No	<a href="#">Yes</a>
<input type="checkbox"/>	HC 545	Daily	Drains	2	Yes	Yes	No	No	<a href="#">Yes</a>

To copy a procedure navigate to the “Procedure Maintenance” screen and use the Client, Facility, and Plant Item filters to locate the procedure to be copied. Click on the “Display” option, the procedures will be displayed in table format.

Identify the procedure by clicking on the “Select” option; a green tick will appear in the box.

Click on the “Copy To” button located at the top of the screen. The “Copy To” options box will appear.

**To Copy A Procedure.**

- Select where you wish to Copy the procedure to.

Copy To:

- Select the Client / Facility /Area / Item & Type.
- Click the 'Copy Procedure' button.

Client:

Facility:

Area:

Item:

Type:

Your Client will be automatically displayed, allowing you to choose the Facility, Area and Plant Item to copy the procedure too. Having selected the required options click on “Copy Procedure”

The screen will refresh and the newly copied procedure will be displayed in the table. The procedure can be edited if required.

**Procedure Maintenance**    Add    Edit    Copy To    Preview    Library Import    Find & Replace

Client : Knight Foods    Facility : Manchester    Area : Low Care  
 Item : Walls    Author : All    Type : Food  
 Version : Latest    Display :

Select	Procedure Ref	Frequency	Plant Item	Version	Latest	Ecolab Approved	Customer Approved	Images	Active
<input type="checkbox"/>	HC 543	Daily	Walls	1	Yes	No	No	No	Yes

## Importing a Procedure from the Library

The Library (if populated) allows users to use a standard pre-written approved procedure for selected Plant Items. The Library provides companies with the means to standardise procedures across multiple countries and facilities.

To import a procedure from the Library navigate to the “Procedure Maintenance” screen and select “Library Import” from the menu bar.

**Procedure Maintenance**    Add    Edit    Copy To    Preview    Library Import    Find & Replace

Client : Knight Foods    Facility : All    Area : Non-Defined  
 Item : Non-Defined    Author : All    Type : All  
 Version : Latest    Display :

This will activate the “Import Library Items” screen.

**Import Library Items.**    Import    Preview    Close

**To Import Library Items.**

- Step 1:** Select the Client / Facility & Area to import to.  
 Client : Knight Foods    Facility : Manchester    Area : Intake
- Step 2:** Using the filters provided, select the Library Items you wish to import.  
 Library : United Kingdom    Item : All    Type : Food    Author : All
- Step 3:** Press the 'Import' button to finish. (Use the 'Preview' button to view a Library Item).  
 Display Records :

To import items from the Library select the Facility and Area to which the procedures will be imported too.

**Import Library Items.**
Import Preview Close

---

**To Import Library Items.**

- Step 1:** Select the Client / Facility & Area to import to.  
 Client:  Facility:  Area:
- Step 2:** Using the filters provided, select the Library Items you wish to import.  
 Library:  Item:  Type:  Author:
- Step 3:** Press the 'Import' button to finish. (Use the 'Preview' button to view a Library Item).  
 Display Records:

Select the Library that you wish to copy from. This will be presented as a choice of countries. If required the Library can be further filtered by Item, Type and Author.

By clicking on display the available library procedures will be displayed in the table below. The procedures can be viewed by clicking on the "Preview" button.

**Import Library Items.**
Import Preview Close

---

**To Import Library Items.**

- Step 1:** Select the Client / Facility & Area to import to.  
 Client:  Facility:  Area:
- Step 2:** Using the filters provided, select the Library Items you wish to import.  
 Library:  Item:  Type:  Author:
- Step 3:** Press the 'Import' button to finish. (Use the 'Preview' button to view a Library Item).  
 Display Records:

Select	Procedure Ref	Item	Frequency	Type	Author
<input checked="" type="checkbox"/>	HC 543	BOWL CHOPPER	Daily	Food	Fred Smith
<input type="checkbox"/>	HC 540	DEPOSITOR	Daily	Food	Fred Smith
<input checked="" type="checkbox"/>	HC 542	FLOORS	Daily	Food	Fred Smith
<input checked="" type="checkbox"/>	HC 545	SINKS	Daily	Food	Fred Smith
<input type="checkbox"/>	HC 543	WALLS	Daily	Food	Fred Smith

**Note:** Multiple procedures can be imported into an Area in one operation.

Select the procedures required for importing by clicking on the "Select" option in the table. A "Green Tick" will appear to confirm selection.

By clicking on the "Import" button the procedures will automatically be imported into the selected Area. The screen will refresh and will display the target area and the imported procedures



## Previewing Procedures

The “Preview” function allows users to view a draft copy of a selected procedure.

**Note:** The draft version will not contain all of the formatting that is available in the final document but can be used to verify content.

To Preview a document navigate to the “Procedure Maintenance” screen and using the filters select the Client, Facility and Area required and use the “Display” option to populate the list of available procedures.


The screenshot shows the 'Procedure Maintenance' interface. At the top, there are buttons for 'Add', 'Edit', 'Copy To', 'Preview', 'Library Import', and 'Find & Replace'. Below these are several filter dropdown menus: Client (Knight Foods), Facility (Manchester), Area (High Care), Item (Walls), Author (All), Type (Food), and Version (Latest). A 'Display' checkbox is checked. Below the filters is a table with the following data:

Select	Procedure Ref	Frequency	Plant Item	Version	Latest	Ecolab Approved	Customer Approved	Images	Active
<input type="checkbox"/>	HC 543	Daily	vWalls	1	Yes	No	No	No	Yes

Select the required procedure by clicking in the box and select “Preview” from the menu above.




**Note:** The “Preview” will be presented as one continuous document.

Product		Hazard Symbol(s)		Chemical Symbol	
Topax 66					
Triquart GB					

**ECOLAB** 

TEST SITE 1 / AREA 1 / KNIFE SANITISER BOX

**Personal Protective Equipment**

 Eye Protection Required  Protective Apron Required  Protective Gloves Required

**Frequency** Daily or as required










**Equipment** Airline Foamer, Scrubbing Brush, Hose Pipe, Sanitiser Sprayer, Scouring Pad.

**Typical Residues** Fat, Protein & Blood

**Responsibility** Hygiene Operative

**Special Instructions**

During cleaning / dismantling of utensils and equipment, at no point should any food contact surface be placed on the floor. NEVER USE CHLORINATED CHEMICALS AND ACIDIC CHEMICALS ON THE SAME CLEAN. RISK OF CHEMICAL CONTACT THROUGH DAMAGED OR INCORRECT P.P.E. WHEN DECANTING, FOAMING AND MANUAL SCRUBBING WITH FOAMING DETERGENT. CHECK ALL PPE. ON A REGULAR BASIS AND REPLACE WHEN NECESSARY. Erect warning signs to show that cleaning is in progress. Use only green handled utensils in this area.

No.	Cleaning Procedure & Chemical	%	Temp.	Time	Instruction
1	 Wear correct PPE				Wear full P.P.E. as listed.
2	 Remove Utensils				If unlocked, remove any knives from inside the sanitiser and take to the utensil washing area inside a tray with a lid on it for safety reasons. BEWARE OF SHARP BLADES - TAKE EXTRA CARE WHEN HANDLING THESE KNIVES.
3	 Prepare for cleaning				If unlocked, drain the sanitiser solution from the holding tank and remove the knife holding block from the normal position, placing at an angle for cleaning.
4	 Remove Gross Debris				Using a hosepipe rinse off any gross debris. Visually check that all Debris has been removed before commencing to the next stage.
5	 Foam / TFC-cleaning / Disinfection Topax 66	3-5	30	15	Using a solution of Topax 66 detergent foam over all surface areas of the removed holder and sanitiser box.
6	 Remove Coarse Soil				Using a scouring pad or scrubbing brush manually pad any stubborn stains.
7	 Foam Cleaning				Allow contact time of 20 minutes.
8	 Final Rinse				Using a hose pipe rinse of all traces of chemical detergent to drain.
9	 Disinfection Triquart GB	1	10	5	Spray all external surfaces of the tank with Triquart GB sanitiser, and leave to air dry.

**Inspection Points**

Complete a thorough inspection of all areas of the holding unit internal and external. Inspect the surrounding wall areas ensuring they are free of any gross debris.

## Find and Replace

This functionality will allow you to globally change a chemical product used in existing procedures by Facility, Area or Plant Item.

E.g. if a customer has replaced Topax 66 with Topax 59 throughout their low risk Area, these changes can be made automatically without the need to edit each procedure. This process will update the following elements of each procedure:

- The chemical product name in all areas
- The hazard symbols
- The chemical classification symbols
- The PPE (Personal Protective Equipment)
- The colour coded text in all relevant steps
- The version number of the procedure ( the version number will advance by one)

Navigate to the “Procedure Maintenance” screen and from the top menu select “Find & Replace” by clicking on it. The “Find & Replace” screen will be displayed. To complete the process follow the steps below:

- Select as a minimum the Client and Facility you wish to change
- Select the product range the original chemical exists within (e.g. F&B UK)
- Select the original product (e.g. Topax 66)
- Select the new product range the replacement product will come from (e.g. F&B UK)
- Select the new product e.g. (e.g. Topax 59)
- When you have checked your selections click on “Replace” to activate the changes

### Find & Replace

**To replace Products.**

- Select at least a Client & Facility.
- Select the Old Product Range.
- Select the Old Product.
- Select the New Product Range.
- Select the New Product.
- Click the 'Replace' button.

Client :

Facility :

Area :

Item :

Old Range :

Old Product :

New Range :

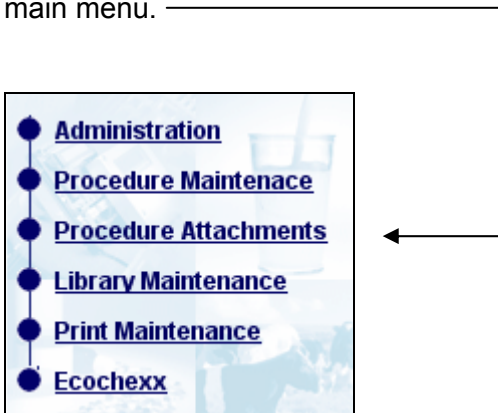
New Product :

## Procedure Attachments

The “Procedure Attachment” facility enables users to attach an unlimited number of files to a Plant Item. This could be supplementary information used to support an existing procedure e.g. (additional Health & Safety information).

**Note:** The vast majority of file types are accepted but to maintain the highest levels of system integrity “Executable” and “High Risk” files will be refused during the upload process.

To attach a file to a “Plant Item” navigate to the “Procedure Attachments” link situated in the main menu.



This will launch the “Procedure Attachments” screen.

Procedure Attachments						
<input type="button" value="Add"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>						
Client :	<input type="text" value="Knight Foods"/>	Facility :	<input type="text" value="All"/>	Area :	<input type="text" value="Non-Defined"/>	
Item :	<input type="text" value="Non-Defined"/>	Uploaded By :	<input type="text" value="All"/>	Version :	<input type="text" value="Latest"/>	Display : <input type="checkbox"/>
Select	Procedure Ref	Description	Plant Item	Link	Uploaded By	Version
To display the list of procedures tick the box marked display.						

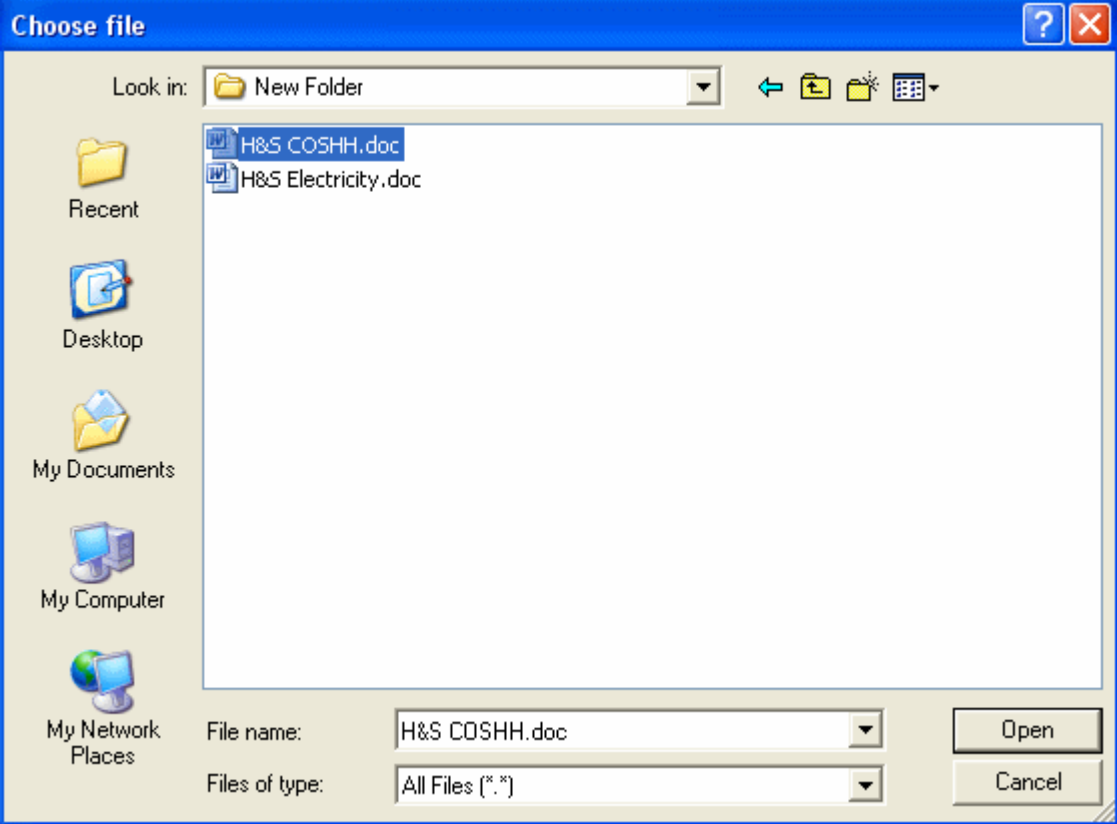
To “Add” a new attachment click on the “Add” button, this will launch the “New Attachment” screen. Using the filters select the Client, Facility, Area and Plant Item.

The “Reference” field is free text and can be used to link the document to other systems.

The “Description” field is free text and should be used to describe the nature of the document so that it can be easily identified.

New Attachment		Attach	Close
Client :	<input type="text" value="Knight Foods"/>		
Facility :	<input type="text" value="---Production Facility---"/>		
Area :	<input type="text" value="---Select Area---"/>		
Item :	<input type="text" value="---Select Item---"/>		
Reference :	<input type="text"/>		
Description :	<input type="text"/>		
Document :	<input type="text"/> <input type="button" value="Browse..."/>		

To select the document you wish to attach to the Plant Item use the “Browse” button which will enable you to browse your local drives. When you have located the required file select it and click on the “Open” button.



The path will now be displayed in the “Document” Field. To attach the file click on the “Attach” button and you file will begin uploading.

**Note:** The length of time required to upload a file will be dependant on the files size and the speed of your internet connection.

**New Attachment**
Attach
Close

Client :	Knight Foods
Facility :	Manchester
Area :	High Care
Item :	Walls
Reference :	H&S 455/05
Description :	COSHH assesment for production areas
Document :	C:\Documents and Sett... <span>Browse...</span>

Files that have been attached to a Plant Item can be viewed in the “Procedure Attachments” screen. To view the files, use the filters to select the Area or Plant Item required and click on the “Display” box. The attached files will now be displayed in table format.

**Procedure Attachments**
Add
Edit
Delete

Client : Knight Foods

Facility : Manchester

Area : All

Item : Non-Defined

Uploaded By : All

Version : Latest

Display :

Select	Procedure Ref	Description	Plant Item	Link	Uploaded By	Version
<input type="checkbox"/>	H&S 554/04	Electricity Guide Lines	walls		Fred Smith	Version 1
<input type="checkbox"/>	H&S 669/05	COSHH Assesmant	walls		Fred Smith	Version 1
<input type="checkbox"/>	HC COSHH	COSHH Assesment for HC areas	Floors		Wayne Ducker	Version 1

## Viewing Procedure Attachments

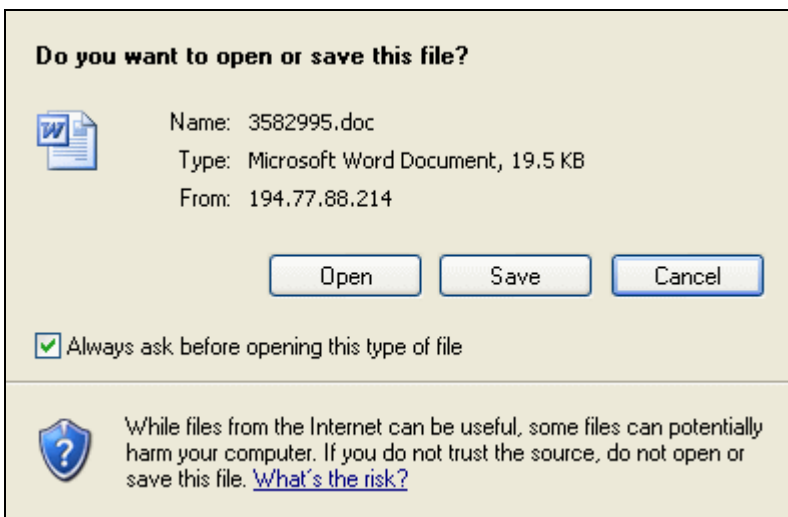
To view a “Procedure Attachment”, locate the file in the table and click on the “Link” which is displayed as a “Note Pad”.



This will launch an options screen that will allow you to either “Open” or “Save” the file. If “Open” is selected the program associated with this file will be launched and the file will be displayed.

To save the file click on the “Save” button and browse your local drives for an appropriate location.

**Note:** If an attempt to “Open” a file is made and your system does not have the required program to view it, an error message will be displayed.



## Editing Procedure Attachments

To “Edit” a Procedure Attachment, use the filters to select the Facility, Area and Plant Item required and click on the “Display” box. The attached files will now be displayed in table format.

Select	Procedure Ref	Description	Plant Item	Link	Uploaded By	Version
<input type="checkbox"/>	H&S 554/04	Electricity Guide Lines	wWalls		Fred Smith	Version 1
<input type="checkbox"/>	H&S 669/05	COSHH Assesmant	wWalls		Fred Smith	Version 1
<input type="checkbox"/>	HC COSHH	COSHH Assesment for HC areas	Floors		Wayne Ducker	Version 1

Select the “Attachment” to be edited by clicking on the “Select” box situated on the left hand side of the table and select “Edit” from the top menu.

The “Edit Attachment” screen allows you to edit all aspects of the attachment.

If a new or updated attachment is required select the new file from your local drive using the “Browse” option. Click on “Update” to upload the file.

Edit Attachment		Update	Close
Client :	Knight Foods		
Facility :	Manchester		
Area :	High Care		
Item :	Walls		
Reference :	H		
Description :	Electricity Guide Lines		
Document :		Browse...	

**Note:** Any amendments made to an Attachment will activate the version control. The version control will increment by one and the new attachment will be displayed as the “Latest” version.

## Deleting Procedure Attachments

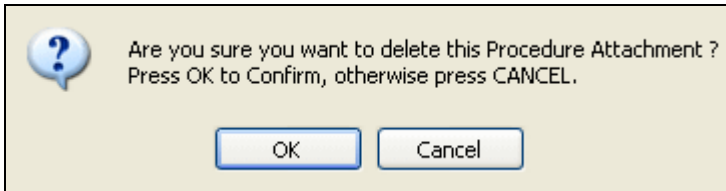
To “Delete” a Procedure Attachment, use the filters to select the Facility, Area and Plant Item required and click on the “Display” box. The attached files will now be displayed in a table format.

Procedure Attachments							Add	Edit	Delete
Client :	Knight Foods	Facility :	Manchester	Area :	All				
Item :	Non-Defined	Uploaded By :	All	Version :	Latest	Display :	<input checked="" type="checkbox"/>		
Select	Procedure Ref	Description	Plant Item	Link	Uploaded By	Version			
<input type="checkbox"/>	H&S 554/04	Electricity Guide Lines	wWalls		Fred Smith	Version 1			
<input type="checkbox"/>	H&S 669/05	COSHH Assesmant	wWalls		Fred Smith	Version 1			
<input type="checkbox"/>	HC COSHH	COSHH Assesment for HC areas	Floors		Wayne Ducker	Version 1			

Using the “Select” option, click on the box to highlight the “Attachment” to be deleted.



Click on the “Delete” button to remove the attachment. This will activate a warning screen providing an opportunity to confirm that deletion is required. Click on “OK” to complete the process.



**Note:** When deleting an attachment this action is final and the attachment will no longer be available.

## Print Maintenance

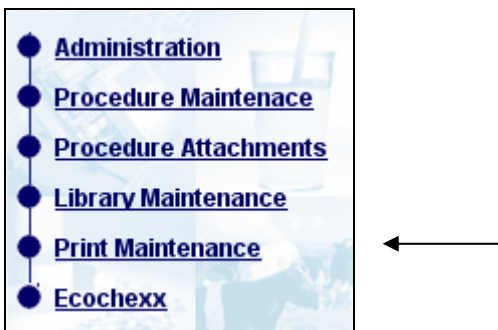
The PlanChexx system automatically uses Adobe Acrobat Writer to create the completed procedures and documents.

The “Print Maintenance” module allows users to select the items required for printing and then automatically converts the documents into Adobe \*.PDF format. The \*.PDF files can be saved on a local drive and using Adobe Acrobat Reader can be viewed and printed.

**Note:** Adobe Acrobat Reader is a free application and can be downloaded from [www.adobe.com](http://www.adobe.com)

## Creating & Printing Procedures

To create and print your PlanChexx documents navigate to the “Print Maintenance” screen using the main menu.



Click on “Print Maintenance” to launch the “Procedure Documentation” screen.

**Procedure Documentation**
Save Print Order   Create Document

Client : Exmoor Foods

Facility : Exmoor Foods

Area : All

Item : Non-Defined

Author : All

Version : Latest

Display :

Select	Procedure Ref	Frequency	Plant Item	Version No.	Status
<input type="checkbox"/>	HR456	daily	Walls	Version 2	Approved
<input type="checkbox"/>	hc51	Daily	Line 2	Version 4	Draft
<input type="checkbox"/>	1243	Daily	Floors	Version 1	Draft
<input type="checkbox"/>	Test PB	Weekly	Meat Chiller	Version 1	Approved
<input type="checkbox"/>	MP 34 YTtty	Daily	Bowl Chopper	Version 2	Approved
<input type="checkbox"/>	New Test Ref	Daily	Cooker 1	Version 1	Approved

Move Up  
Move Down

Use the filters to select the documents required for printing and click on the “Display” box. The attached files will now be displayed in a table format.

**Note:** It is possible to create multiple or single procedures and documents in the PDF file.

### Moving the Order of Procedures

Procedures displayed in the table will be automatically created in the same order as they appear, working from the top down. To change the order of a procedure click on its row in the table and it will be highlighted in “Red”

**Procedure Documentation**
Save Print Order   Create Document

Client : Exmoor Foods

Facility : Exmoor Foods

Area : All

Item : Non-Defined

Author : All

Version : Latest

Display :

Select	Procedure Ref	Frequency	Plant Item	Version No.	Status
<input type="checkbox"/>	HR456	daily	Walls	Version 2	Approved
<input type="checkbox"/>	hc51	Daily	Line 2	Version 4	Draft
<input type="checkbox"/>	1243	Daily	Floors	Version 1	Draft
<input type="checkbox"/>	Test PB	Weekly	Meat Chiller	Version 1	Approved
<input type="checkbox"/>	MP 34 YTtty	Daily	Bowl Chopper	Version 2	Approved
<input type="checkbox"/>	New Test Ref	Daily	Cooker 1	Version 1	Approved
<input type="checkbox"/>	test 1	Daily	Depositor 1	Version 4	Approved

Move Up  
Move Down

Using the “Move Up” or “Move Down” buttons the order can be organised. When the required order has been achieved it is possible to save the order for printing by clicking on the “Save Print Order” button.

## Creating your PDF Document

The PlanChexx system automatically collates all relevant files for a specific Facility, Area or Plant Item and prepares a PDF document for use with Adobe Acrobat Reader.

**Note:** This will provide the flexibility to print, save or e-mail the required document. The PDF format is globally recognised and can be read by anyone with Adobe Acrobat Reader software, but it cannot be amended.

Having selected the documents for printing and adjusted the print order click on “Create Document”. The “Selected Document Options” screen will allow you to select which documents you require.

**Select document options:**

Standard Methods :  \*

Cover Sheet :

Symbol Sheet :

Procedures :

Check Sheets :  \*

Product Data Sheets :  \*

(\* This document will require a separate download.)

**Note:** Items marked with a star will be created as individual documents. The Cover Sheet, Symbol Sheet and Procedures can be produced either individually or together. Check sheets, Standard Methods and Product Data Sheets must be produced separately.

The following options are available:

### Standard Methods

The standard methods document describes in detail the need for cleaning and the following generic techniques:

- Gross Debris Removal
- Pre Rinse
- Foam Cleaning
- Manual Cleaning
- Post Rinse
- Manual Sanitising
- Spray Sanitising

### Cover Sheet

The cover sheet displays the company logo, Facility details and the date of printing.

### Symbol Sheets

The symbol sheet will display the chemical products and the associated Hazard and Classification symbols for each chemical used.

### Procedures

The procedures option will create all procedures for the Facility, Area or Plant Items selected.

### Check Sheets

The check sheet option will create check sheets for the Facility, Area or Plant Items selected. Check sheets will be created for all Daily, Weekly and Monthly tasks. These can be used to manually record cleaning activity whilst providing traceability and responsibility by capturing the signatures of the individuals involved.

### Product Data Sheets

The Product Data Sheet option provides the means to print detailed information on the chemicals used in the selected procedures. This will include Technical Data Sheets (TDS), Material Safety Data Sheets (MSDS).

To create the required documents select each option by clicking in the box next to it.

**Select document options:**

Standard Methods :  \*

Cover Sheet :

Symbol Sheet :

Procedures :

Check Sheets :  \*

Product Data Sheets :  \*

(\* This document will require a separate download.)

Having made the document selection, click on the "Create document" button.

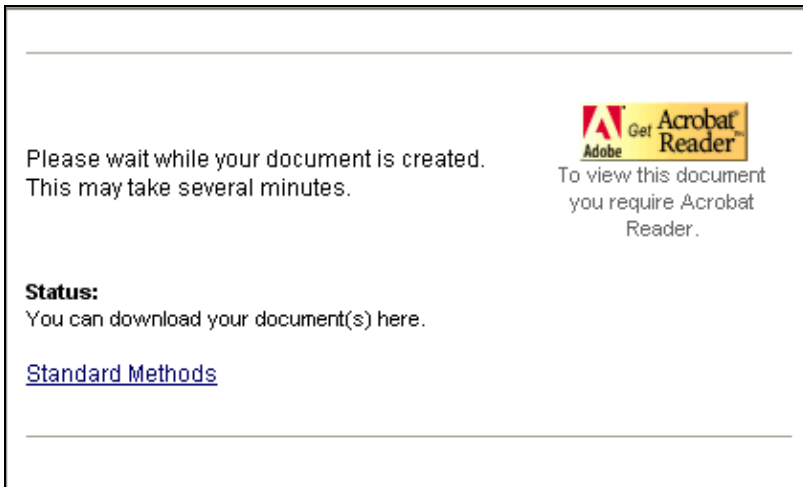
**Note:** The time required to create your documents will depend on the number of documents you have selected and the speed of your internet connection.

Please wait while your document is created.  
This may take several minutes.

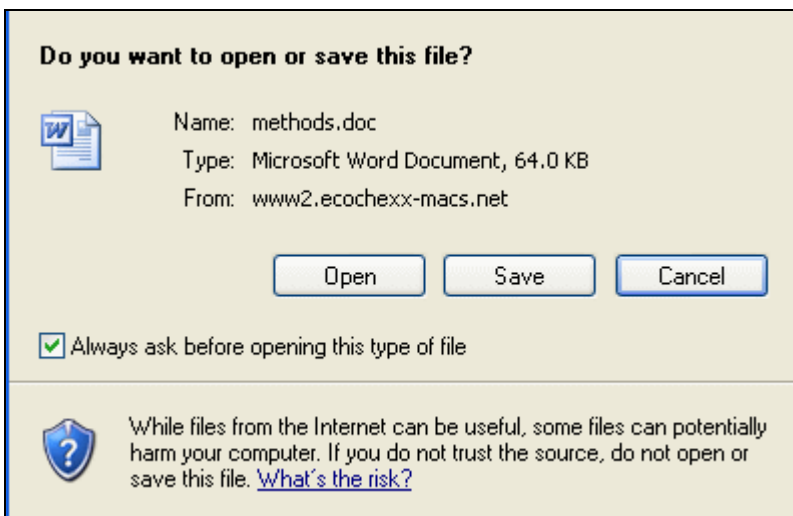
**Status:**  
Adding PPE....

Creating procedure 1 of 11

When the download is complete, click on the blue underlined text, this will launch The Adobe Acrobat Reader application on your system for all documents (except for the standard methods). The documents will be displayed and can be either printed or saved.



The Standard Methods will be created as a Microsoft Word document. The following options will be available:



The document can be “Opened” which will launch Microsoft Word and display the content or the file can be “Saved” to a local drive.

## Example Documents

### Standard Methods

**INTRODUCTION TO STANDARD METHODS**

**COMPANY POLICY**

A COMPANY LTD is in the business of producing food for human consumption; food that is wholesome and nutritious and of the quality that the customer demands. Quality is, therefore, a top priority and a major part of quality in a food factory is HYGIENE.

It is the policy of this Company Management to Shop Floor of our products (and to our business) committed to hygiene. In the Company (Manager, Supervisors) being responsible for the hygiene and of themselves personally.

**'THINK HYGIENE'**

This Manual sets out, for the factory and for monitoring the on continuous assessment an

ECOLAB

**INTRODUCTION TO STANDARD METHODS  
GROSS CLEAN**

**PURPOSE**

To remove thick deposits accumulated during production the cleaning and sanitising workness.

**METHOD**

1. Handpick pieces of debris and inside and from
2. Dismantle machinery
3. Remove any large debris
4. Using a hand scrape any crates and pack
5. Sweep up any debris remove from area.
6. Check the thorough area and all surfaces a little finger small rem
7. The floor should be boxes, e.c., e.c. and
8. If necessary, arrange be carted out unline

ECOLAB

**STANDARD PRE-RINSE**

**PURPOSE**

To remove gross debris e.g. layers of dirt, soiling etc. from areas where manual picking and brushing will be too time-consuming, too difficult or ineffective; or as a follow up to a manual gross clean.

**METHOD**

After the standard gross clean rinse the surface using either warm pressurised water or cold low-pressure water according to the schedules.

Rinse the dirtiest areas first.

Try not to blast particles all over the place.

Generally work from top downwards, from equipment to walls to floors.

Remember the inside and underside surfaces.

~~Direct rinsed debris towards the floor drain without using top !!~~ Use a squeegee to brush the loosened soil towards a drain, but only if the particles are small. If possible, brush and shovel up any large accumulations of dirt.

Check the thoroughness of your pre-rinse: Walk around and inspect the area and all surfaces and crevices. There should be no soft scums or particles larger than an apple pip remaining. All pools of liquid, blood, water, etc., should have been washed away and squeegeed to drain.

**NOTE: DO NOT USE THE PRESSURE RINSE OR COLD HOSE ON ANY NON WATERPROOFED EQUIPMENT ESPECIALLY IF ELECTRICAL.**

**SATISFY YOURSELF THAT ALL IS READY FOR THE NEXT CLEANING STAGE.**

ECOLAB

Page 8 of 12

## Cover Sheet




Hygiene Procedures



KNIGHT FOOD GROUP



Prepared By : Wayne Ducker on Thursday, April 21 2005

## Symbol Sheet


ECOLAB® Hygiene Procedures		
PRODUCT SAFETY SYMBOLS		
	HOROLITH V	 CORROSIVE
	SANITISING WIPES	
	MIP BETOL	 CORROSIVE
	MIP PB	 CORROSIVE
	ALLPASS NU	 IRRITANT
	GAMO GR	 IRRITANT
	CLINT GP	 IRRITANT
	TRIQUART SUPER	 IRRITANT



## Procedure






**KNIGHT FOOD GROUP - STAFFORD / HIGH RISK / KNIFE SANITISER BOX**

Product	Hazard Symbol(s)	Chemical Symbol
Topax 66		
Triquart		

**Personal Protective Equipme**



 Eye Protection Required

 Protective Boots Required








**Frequency**  
Daily or as required

**Responsibility**  
Hygiene Operative

**Special instructions**  
During cleaning / dismantling of utensils CHLORINATED CHEMICALS AND AN INCORRECT P.P.E. WHEN DECAN ON A REGULAR BASIS AND REPLACE V in this area

**KNIGHT FOOD GROUP - STAFFORD / HIGH RISK / KNIFE SANITISER BOX cont ...**

No.	Cleaning Procedure & Chemical	%	Temp.	Time	Instruction
1	 Wear correct PPE				Wear full P.P.E. as listed.
2	 Remove L				
3	 Prepare fo				
4	 Remove G				
5	 Foam / TH Topax 66				
6	 Remove C				
7	 Foam Cle				
8	 Final Rinse				
9	 Disinfect Triquart				




Fig 1: Unlimited test can be added here.

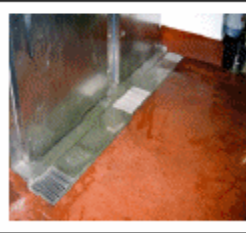


Fig 4: Unlimited test can be added here.




Fig 5: Unlimited test can be added here.




Fig 6: Unlimited test can be added here.

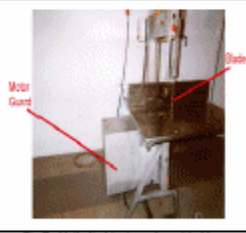


Fig 7: Unlimited test can be added here.



Fig 8: Unlimited test can be added here.

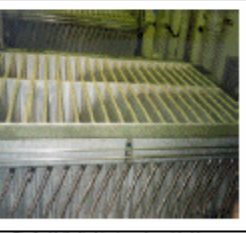


Fig 9: Unlimited test can be added here.

**Inspection Points**

Complete a thorough inspection of all areas of the holding unit internal and external. Inspect the surrounding wall areas ensuring they are free of any gross debris.

**Important Additional Remarks**

Due to the diversity of materials and applications the information above represents only a non binding guideline and is not intended to supersede the manufacturers specifications, limitations and recommendations. It is compulsory to follow the manufacturers limitations, especially concerning pH and temperature stability of the materials. The cleaning process should be individually optimised.

**Document Control**

Customer Approval : .....

Signature : .....

Knight Food Group/ Knight Food Group - Stafford High Risk/ Knife Sanitiser Box/Wayne Ducker

Ref: EC 2679B Version: 1

Ecolab Approval : Wayne Ducker.....


Signature : .....

Date Created: Thursday, April 21, 2005

14/10/2005

Page 41 of 42


## Check Sheets



### DAILY CLEANING CHECKLIST

WEEK COMMENCING:.....


Knight Foods	AREA	PROC. REF	MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY		SATURDAY		SUNDAY	
			OP	RC	OP	RC	OP	RC	OP	RC	OP	RC	OP	RC	OP	RC
Cleaning Equipment	Low Risk Cooking Area	LR1														
Pipework & Frames	Low Risk Cooking Area	LR42B														
Onion Puree Pipework Clean ( External )	Low Risk Cooking Area	LR53														
Bin Bag Holders	Low Risk Cooking Area	LR8														



### WEEKLY CLEANING CHECKLIST

MONTH COMMENCING:.....

Knight Foods	AREA	PROC. REF	WEEK 1			WEEK 2			WEEK 3			WEEK 4			WEEK 5		
			OP	DATE	RC	OP	DATE	RC	OP	DATE	RC	OP	DATE	RC	OP	DATE	RC
Pipework & Frames	Low Risk Cooking Area	LR42B															
Bin Bag Holders	Low Risk Cooking Area	LR8															
Tables	Low Risk Cooking Area	LR11															
Steps	Low Risk Cooking Area	LR13															



### MONTHLY CLEANING CHECKLIST

YEAR:.....

Knight Foods	AREA	PROC. REF	JULY			AUGUST			SEPTEMBER			OCTOBER			NOVEMBER			DECEMBER		
			OP	DATE	RC	OP	DATE	RC	OP	DATE	RC	OP	DATE	RC	OP	DATE	RC	OP	DATE	RC
Vent Ducts ( Vent Ducts )	Low Risk Cooking Area	LR82																		
Light Fittings (6 Monthly)	Low Risk Cooking Area	LR16																		
Walls above 3 ft (Monthly)	Low Risk Cooking Area	LR28																		
Guisti Hatch/Lids	Low Risk Cooking Area	LR50																		
Ceiling (Monthly)	Low Risk Cooking Area	LR58																		

OP = Operative: Initial each box when cleaned and record comments if nec. RC = Random Check: Initial box when checked and record comments if nec

ITEM	DATE	ISSUE/COMMENTS	ACTION