



# EFTCO FOOD assessment Questionnaires and comments

## Guideline

EFTCO FOOD assessment shall be a supplementary part of the SQAS tank cleaning assessment. During the previous years the quality demands of the loading industry and its related associations have steadily grown in relation to food safety and food defence. EFTCO FOOD provides a worthwhile supplement and a European solution to the SQAS assessments of the wash bays for foodstuff and food related cleaning.

The aim of the WG was to integrate the European legislation into the EFTCO FOOD questionnaire as much as possible. During the compilation of the questionnaire the fact had to be taken into consideration that there are no special legal requirements for foodstuff cleaning. That's why the general legal requirements are settled into the comments of the questionnaire. The aim was to achieve a practical solution, in which the interests of all parties i. e. the loading industry, the transport companies and the tank cleaning stations are taken into consideration.

The EFTCO FOOD assessment provides results and information to the industry for their quality evaluation of the cleaning station involved. As the quality rating is regulated by individual demands of the industry, the individual quality rating should be done based on the results provided by the EFTCO FOOD Assessment.

The use of potable water is mandatory to get EFTCO accreditation. Question 12.2.18 and 12.2.19 are mandatory for a positive answer.

Cleaning station that undertake the EFTCO FOOD assessment in addition to the SQAS-Audit, are allowed to use the EFTCO FOOD ASSESSED logo and audit results will be published on EFTCO website.



# EFTCO FOOD Assessment: questionnaires and comments

Food Assessment (Version: 30.06.2018)		Guidelines
<b>12.1.</b>	<b>Food safety &amp; Quality System</b>	-
12.1.1	Does the company have a current written policy (SQAS 1.1.1 Company Policies) which specifically declares the active involvement of the top management to comply with European Community regulations, Codex Alimentarius, good operating practice (GOP), Food-Safety/Defence and compliance with the relevant hygiene regulations in relation to the food container cleaning?	The establishment of the policy statement for foodstuff cleaning is the responsibility of the top management. The policy statement has to be controlled and updated regularly by the company. Employees are informed about the policy statement by the top management or a representative. Please check appropriate evidence and documents.
12.1.2	Is there a system for hazard analysis and identification of critical control points (Food Safety Management System) in relation to the cleaning of food transport tank equipment?	The Food Safety Management System principles shall always be kept up to date and comply with all of the legal, location-relevant and customer-specific requirements. Is it guaranteed, that legal requirements are included in the Food Safety Management System policy? An employee will be appointed as a Food Safety Management System representative. Are the employees aware of the Food Safety Management System principles of the company and are they able to communicate with the Food Safety Management System representative as a partner? Please check the current Food Safety Management System principles and verify the contents. The ATCN Hygiene Code is a possible guideline.
12.1.2.1	Is it guaranteed, that legal requirements are included in the Food Safety Management System policy?	Is there proof available that the company stays abreast of all relevant legislation and legislative developments in the area of SHEQ&Sec and CSR and are persons formally designated or a source defined?
12.1.2.2	Is an employee appointed as a Food Safety Management System representative?	Is there a person with the specific responsibility, appropriate education and the appropriate authority?
12.1.2.3	Are the employees aware of the Food Safety Management System principles of the company and are they able to communicate with the Food Safety Management System representative as a partner?	Is there a person with the specific responsibility, appropriate education and the appropriate authority?
12.1.2.4	Are the Food Safety Management System principles kept up to date and comply with all of the legal, location-relevant and customer-specific requirements?	Is a regular review made of the system for compliance with legal requirements ?
12.1.2.5	Are the customer (contract partner) requirements and expectations evaluated and considered to determine quality and food safety objectives?	Check if client specific requirements are documented and communicated.
12.1.3	Food safety objectives?	The following principles were taken into consideration in accordance with EC Decree No. 852/2004 (Foodstuff hygiene), Article 5:
12.1.3.1	Identification of hazards that must be prevented, eliminated or reduced to acceptable levels.	The Food Safety Management System concept, a determination of the potential dangers with an evaluation which must be made. The evaluation should always reflect the distinction between the seriousness of the risk to humans and the probability of occurring, this by entering a judgment matrix. Note the evaluation criteria; this should be worked out not general but based on the location or system related.
12.1.3.2	Determination of critical control points along the process steps where a check is necessary to prevent or eliminate a hazard, or reduce it to an acceptable level.	Critical control points (CCP) or control points (CP) shall be fixed during the cleaning process so as to minimise and control the possible hazards. In case of critical control points consistency of the measurements and of the operational conditions are to be investigated. Hazardous points shall be clearly defined.
12.1.3.3	Establishing limits at critical control points, where the difference between acceptable and unacceptable values is defined with a view to the prevention, elimination or reduction of identified hazards.	Limit values shall not be fixed only for critical control points, but also for all control points. Limit values shall be evaluated and registered by suitable measurement processes.
12.1.3.4	Establishing and implementing effective monitoring procedures at critical control points	The auditor shall investigate, how is the monitoring system implemented for the critical control points and control points.
12.1.3.5	Establishing corrective measures for the event that monitoring indicates that a critical control point is not under control.	The auditor shall investigate the existence of an operational alarm plan and a plan for prevention of hazardous incidents for foodstuff cleaning.
12.1.3.6	Establishing of verification procedures carried out regularly to determine whether the regulations outlined in 12.1.3.1 through 12.1.3.5 are being complied with.	Is there in your company a continuous (minimum yearly) revision of the Food Safety Management System principles.
12.1.3.7	Establishing documents and records in order to be able to demonstrate that the measures outlined in 12.1.3.1 through 12.1.3.6 are being complied with.	The assessor shall revise the documents and records.
12.1.4	Is the effectiveness of the food safety management system yearly evaluated by senior management and reviewed when necessary?	Check yearly verification and implementation of action plan.
12.1.5	Are client specific requirements for cleaning procedures known and communicated to cleaning personnel?	Check if client specific requirements are documented and communicated.
12.1.6	Are procedures and work instructions in place in which Food Safety Management System requirements are taken into account and implemented?	The representative of the company must have the relevant documents of the process and work instructions presented. The auditor shall revise whether these instructions meet the requirements of the Food Safety Management System.
12.1.7	How is it ensured that in the event of deviations or necessary changes in the cleaning process, the process is reviewed and the chosen method meets the required degree of cleanliness and hygiene?	Are there in your company process or operational instructions with special requests to foodstuff cleaning, product identification and in which cleaning instructions are regulated? Cleaning processes shall be planned in such way that the desired cleaning quality (including specific measurement values) are fulfilled.
12.1.8	Are the following principles of food defence implemented?	Check documentation.
12.1.8.1	Is a written document/policy in place which creates awareness, responsibility's and prevention of intended contamination?	Check procedures and communication.
12.1.8.2	Are staff trained to be aware and to prevent intended contamination?	Check training registration and regular evaluations.
12.1.8.3	Is there a yearly evaluation of the food defence policy/measures?	Check registration of yearly evaluations by management.
12.1.9	Are regular / annual inspections by an external, qualified agent performed and documented?	Is there a valid contract in your company with an external provider, which regularly evaluates the effectiveness of the Food Safety Management System principles and the state of food safety issues within the cleaning station? The representative of the company shall present the contract and the relevant records.
12.1.10	After a complaint/claim are the employees and contractors concerned informed and if necessary trained with aid of a root cause analysis?	Are criteria set in which cases a RCA have to be conducted and is the system implemented according to the criteria.
12.1.11	Are instruction available indicating the rules for handling drivers and visitors in order to secure food cleaning	Check instructions to guarantee that no unauthorized persons as visitors and drivers endanger the safe food cleaning by trespass of unauthorised areas.
<b>12.2</b>	<b>Requirements for the cleaning stations</b>	
12.2.1	Is the cleaning bay for foodstuffs separated from the chemical and external cleaning areas?	Spatial separation (a dedicated food bay should be available) shall be set up in a way, that no cross contamination may happen. If a separation of the cleaning bays (food/chemical) exists, this question scores 1 and a comment is compulsory to describe in detail how this separation is done.
12.2.2	Does the cleaning take place within a closed area?	A cleaning hall is a well enclosed area with a roof. The entry and exit is via lockable gates. The hall construction must have a corresponding strength of their use.
12.2.3	Are the walls and ceiling surfaces in the cleaning bay waterproof, smooth and washable?	The walls and ceilings have to be investigated. Paint covers have to be evaluated according to their adhesion. Steel braces and carriers may often corrode. Are there on the surface of the walls gaps or joints in which water condensation accumulates permanently? Investigation is needed whether there are sediments of mosses and moulds.
12.2.4	Are the floors in the cleaning bay easy to clean, with few gaps, waterproof, resistant to abrasion, and slip-proof?	Floors are exposed to mechanical, chemical and thermal impacts always on the same places, especially near to tank outlets and ends of the hose boxes. Is there any pool formation because of the accumulating cleaning or water condensation? Floors would have to be equipped with round connections at the walls, to enable cleaning and prevent accumulation of dirt.
12.2.5	Are the drains and gutters in the cleaning bay designed with sufficient inclination/slope and easily accessible?	In the wastewater channels of the cleaning bay no cleaning water may permanently accumulate. The wastewater channels have to be cleaned regularly (see Food Safety Management System-policy). Other products have to be removed from drain covers. Cross contamination has to be avoided.
12.2.6	Is the cleaning bay sufficiently illuminated?	It is necessary to provide daylight and also artificial illumination at the cleaning bays. Safety, health protection and foodstuff safety are to be guaranteed at the cleaning bays. The rate of the luminous intensity at workplaces shall be 500 lux.
12.2.7	Are glass or hard plastic procedures in place and are there specific instructions and responsibilities documented in case of glass breakage.	Check documentation and implementation on base of glass stocktaking.
12.2.8	Is the ventilation of the cleaning bay sufficient so as to ensure that no condensation can take place?	Occurring vapours and mist have to be removed from the cleaning bay. Also an additional ventilation can be implemented besides the natural aeration through gates, windows or roof windows. Ventilators have to be regularly cleaned and investigated. High rated air humidity is able to cause condensation on the walls and covers, which can lead to mould during accumulation. Ventilation must be sufficient during cleaning with the doors closed. Maximum relative air humidity in 20 °C room temperature may not exceed 80 %.

12.2.9	Are the rooms for energy utilities, machinery and equipment separated from the cleaning bays?	Aggregators must not be located or operated in the foodstuff cleaning lanes. Separation shall be guaranteed.
12.2.10	Is residual waste (from the cleanings) stored separately from the cleaning bays?	Storage of residual waste shall take place in a separated area. Waste storage places are to be cleaned easily and free from pests and vermin (See 852/2004, Annex II, Chapter VI). Residual waste shall be removed from the cleaning lanes after the end of the cleaning order.
12.2.11	Does the cleaning station have sufficient changing rooms (locker rooms) with washrooms, showers, toilets and social staff facilities (eating, drinking) for staff?	Toilets with flowing water, connected to the sewerage system and wash-hand basins with cold and warm water, with liquid soap and a hygienic hand dryer are mandatory installations at cleaning stations. Are there any showers / baths with cold and warm water available? Are locker rooms settled separately from the working area?
12.2.12	Are the locker rooms for staff only accessible through an entrance not directly accessible from the cleaning bay (separated by corridors/doors)?	Direct connection to the cleaning bays is prohibited, with special regard to the toilets.
12.2.13	Are work clothing and non-work clothing separated?	
12.2.14	How is a hygiene controlled and is there a registration?	Check if there are regular hygiene tours (note frequency) and how are these checks are performed (eg visual, ATP,...)
12.2.15	If windows and the lights pose a risk of contamination with glass (fracture), are these windows and / or bulbs secured to avoid such contamination (eg by a protective film)?	Are the areas known, in which glass breakage may happen and are the endangered (glass) surfaces secured sufficiently?
12.2.16	Is there an action plan for the control of pests and vermin?	Pest and vermin control shall be an integral part of the Food Safety Management System policy. Generally the cleaning station employs a professional pest/vermicide control company.
12.2.16.1	Are inspection, measures and recommendation for pest control documented, dated and signed	
12.2.16.2	Is the effectiveness of the pest control evaluated?	
12.2.17	Are all windows and openings fitted with screens to keep out pests and insects and do all rooms have bait traps for rodents?	The assessor shall investigate, are there any insects nets or screen doors on the windows, which are frequently opened, so as to prevent the invasion of the insects from outside. Bait traps for rodents at the cleaning bay must only be accessible by authorised people, because baits are often dangerous for human health. Traps shall be regularly investigated. The fact of the investigation shall be put into records.
12.2.18	Is food cleaning done exclusively with potable water quality in accordance with the requirements of the Potable Water Directive 98/83 EC and/or local legislation?	MANDATORY. Potable water quality shall be proved at the place of the cleaning bays, i. e. it is sufficient to present the analysis of the local water supplier when it is completed with regular additional measurements according to the result of your risk assessment. Comment of the assessor is compulsory detailing the additional test done and the frequency of these tests. Contamination by operational impairment shall be eliminated (See 98/83 EG Annex I, Chapter C.)
12.2.19	Is the quality of water guaranteed through regular analysis by the water utilities company and regular in-house analysis (performance parameters of the Potable Water Directive 98/83 EC, Annex I)?	MANDATORY. Are the sampling places fixed and is there an in-house water analysis available? Sampling and analysis shall be provided by an independent approved laboratory. The water quality of the rinsing water at the spinners should be periodically be tested, to ensure that the potable water quality will be maintained in the process. Such is especially the case when water buffer tanks (hot and cold) are used in the process.
12.2.20	Is the parameter for Legionella taken up in the annual water analyses?	For large installations in which potable water heating takes place, installations with showers or other mechanical parts, in which potable water vaporisation takes place, there should be prevention for contamination of Legionella. Check the installation and view the test results.
12.2.21	Are the pipes carrying potable water clearly labelled as such to avoid confusion?	Pipelines of potable water shall be labelled durable. Flow direction shall be recognizable. Pipelines of industrial water shall be clearly labeled. Confusion of the pipelines shall be eliminated.
12.2.22	Are water pipes and systems (ion exchangers, vessels, piping, heat exchangers, rinsing heads, etc.) regularly inspected (meeting the parameters of the Potable Water Directive 98/83 EC, Annex I) and disinfected as needed?	Water pipelines and installations shall be suitable and from an inert material. Is the quality of pipelines and installations an integral part of the Food Safety Management System policy, and are these quality criteria regularly investigated? Can they provide water analysis.
12.2.23	Are all possible contaminated or damaged equipment (parts) checked and where necessary blocked and not used until cleaned/repaired?	
<b>12.3</b>	<b>Work Processes</b>	
12.3.1	Is there a method for product acceptance and product identification of food transport tank equipment in relation to the existing local conditions of the cleaning facility?	Is there a clear product identification process at the cleaning station? How is it ensured, that only foodstuff tanks are cleaned at the food lanes? Are there written process instructions present and are these process instructions implemented into the daily business?
12.3.2	Are product-specific and site-specific cleaning instructions drafted?	The auditor shall ask the representative of the company to present the records of the process instructions. Are site specific conditions taken into consideration? Is there an individual databank for the cleaning station?
12.3.2.1	Do you have the product information (SHEFS aspects) for every product that is cleaned?	SHEFS: Safety, Health, Environment, Food, Safety. Product must be known, trade names are not sufficient.
12.3.2.2	Are Pre-Cleaning, cleaning and after-cleaning operations carried out according to existing procedures and in line with customer specification?	
12.3.3	Are cleaning programs adapted to last product?	
12.3.4	Are cleaning programs adapted to next loading (customer specific requirements)?	In case the cleaning program is adapted to the next product, the next product should be included in the cleaning document.
12.3.5	Are cleaning agents stored in a separate, lockable room?	Cleaning agents may only be stored in places, which are located separately from the cleaning bay and it must also be guaranteed, that only authorized persons may enter.
12.3.6	Are cleaning agents clearly labelled? Can confusing one product with another be ruled out?	Cleaning agents have to be stored, used, forwarded in a way, that they are easily identifiable. Clear labelling is needed, so as to prevent the confusing the products with one another or cross contamination. The auditor shall inspect the labelling of the delivery barrels and tanks during the working phases.
12.3.7	Are used cleaning detergents /disinfectants approved for use in food industry?	Check approval documentation of producers or certification body.
12.3.8	Are precautions taken to ensure that no traces of water-treatment chemicals are present in the steam used for cleaning?	Steam shall not contain any other product, which may endanger health or cause contamination (See 852/2004, Annex II, Chapter VII). The auditor shall inquire about the steam production and the additional chemicals used at the cleaning station. Condensed water analysis referring to the parameter of 98/83 EG may provide an additional information about steam quality.
12.3.9	Is the cleaning bay freed from possible contamination after each cleaning (work instructions)?	All unnecessary cleaning agents and residual waste have to be removed after each cleaning so as to prevent cross contamination and fulfil the hygienic requirements of the cleaning process. The auditor shall be convinced on the site, that cleaning and disinfection such regularly occurs, that no cross contamination may happen. Is there any statement in the Food Safety Management System Policy and are there also written work instructions regarding to the matter?
12.3.9.1	Are all materials hazardous to water stored in collecting containers?	
12.3.10	Are attachments such as valves, fittings, caps, reducers, and seals disassembled and cleaned in a special area?	Cleaning of attachments units on the floor is allowed only in exceptional cases, because there is a risk of cross contamination through residual products or waste water. Allowed areas/places for cleaning attachments units are e. g. wall units cleansing tables.
12.3.11	Is the warm water used >80°C?	Warm water temperature shall be proved at the cleaning lane/bay
12.3.12	Is the cold water used <20°C?	Cold water temperature shall be proved at the cleaning lane/bay
12.3.13	Is the starting time for steaming defined according to the condensation temperature (> 93 °C)?	Heating with steam depends on the steam boiler, the tanks, and can be defined with pressure, volume, temperature. E. g. min 93 °C and 10 minutes are required for a disinfection, according to the recommendation of the Robert Koch Institut (RKI). Time spans and minimum temperature of steaming should be pronounced specifically on cleaning document. The auditor shall investigate the process on site.
12.3.14	Is the concentration of detergent used monitored?	Is there in the company a written work or process instruction, which describes and guarantees the constant concentration of the certain cleaning agents? The auditor shall investigate, whether these instructions are implemented into the daily business. Are the technical conditions taken into consideration (e. g. runtime of the feeding pumps compared to the number of the spray heads. Is the process controlled and documented?)
12.3.15	Is the concentration of disinfectant used for cold-disinfection monitored?	Is there in the company a written work or process instruction, which describes and guarantees the constant concentration of the certain disinfectants? The auditor shall investigate, whether this instructions are implemented into the daily business. Is specified by the manufacturer specified exposure and response time observed? Is the process controlled and documented?
12.3.16	Is the tank and/or rinsing water measured for residual disinfectant after a Cold Disinfection?	Is there a process available with which the residual contamination of the disinfectant may be measured? Is there any measurement fixed at the end of each disinfection process?
12.3.17	Process Control	Measurement data may be collected regularly by any appropriate method. Records must be kept at least 3 years. The assessor should record the frequency of these measurements.
12.3.17.1.1	Are process parameters controlled and registered for Warm water temperature?	see comment 12.3.17
12.3.17.1.2	Are process parameters controlled and registered for cold water temperature?	see comment 12.3.17
12.3.17.1.3	Are process parameters controlled and registered for water-pressure?	see comment 12.3.17
12.3.17.1.4	Are process parameters controlled and registered for concentration of cleaning agents?	see comment 12.3.17
12.3.17.1.5	Are process parameters controlled and registered for condensate temperature at the outlet of the tank during steaming?	see comment 12.3.17

12.3.17.1.6	Duration of the cleaning	see comment 12.3.17
12.3.17.2	Are following process parameters checked against their set points.	Do the records show the system is achieving the limits set by the Food Safety Management System.
12.3.17.2.1	Are process parameters checked against their set points for Warm water temperature ?	see comment 12.3.17.2
12.3.17.2.2	Are process parameters checked against their set points for cold water temperature ?	see comment 12.3.17.2
12.3.17.2.3	Are process parameters checked against their set points for water-pressure ?	see comment 12.3.17.2
12.3.17.2.4	Are process parameters checked against their set points for concentration of cleaning agents ?	see comment 12.3.17.2
12.3.17.2.5	Are process parameters checked against their set points for condensate temperature at the outlet of the tank during steaming ?	see comment 12.3.17.2
12.3.17.2.6	Are process parameters checked against their set points for the duration of cleaning?	see comment 12.3.17.2
12.3.17.3	Are the records kept at least for 3 years?	Are records kept on all cleanings and all products that have been cleaned during the last 3 years, documenting the cleaning process that has been used ?
12.3.18	Is process documentation automatically generated?	Is the documentation of the process data integrated into a PLS or are the data manually transferred?
12.3.19	Are wash programmes set up in a way to remove all traces of allergens?	Check how is this controlled and documented.
12.3.20	Is validation and verification of cleaning procedures effectivity clearly controlled and documented?	Cleaning programmes needs to be validated on effectiveness on base of last product by ex. ATP, swabs/microbiologic testing. Yearly verification needs to be recorded.
12.3.21	Is effectiveness of disinfection procedures checked and controlled? (chemical/steam/hot water)	Records of regular verification by eg. Atp, swabs/microbiologic testing should be available.
12.3.22	Is a final check and cleanliness inspection performed, documented and carried out according to customer requirements? In particular:	Is there at the cleaning station adequate quantity of sufficient and calibrated measurement tools for the measurements at the end control?
12.3.22.1	ATP measurement (if requested)?	Generally the measurement sampler, which belongs to the measurement tool, has an expiry date, and has to be stored at a cool place. The auditor shall investigate the requirements of the manufacturer of the measurement tools.
12.3.22.2	pH measurement (if requested)?	Is the measuring instrument properly calibrated? The auditor shall control the validity date. The auditor shall investigate the requirements of the manufacturer of the measurement tools.
12.3.22.3	turbidity measurement (if requested)?	Is the measuring instrument properly calibrated? The auditor shall investigate the requirements of the manufacturer of the measurement tools.
12.3.22.4	conductivity measurement (if requested)?	Is the measuring instrument properly calibrated? The auditor shall investigate the requirements of the manufacturer of the measurement tools.
12.3.22.5	whether the tank is odour free?	No volatile substances may be perceived by human nose at the end control of the last product or used cleaning agents.
12.3.22.6	Are all testing equipment clearly identified, register and calibrated?	Are calibration procedures documented and records maintained?
12.3.23	In case customers require cooling of dried tanks, is the cooling air sanitised by use of air filters and correct point of air inlet.	Sanitized air for drying will only be available, when air is fed through a filter system. Air shall be sanitized, dry, and free from oils and solid substances. The auditor shall inspect the prime nozzle of the drying installation. Where is the drying air sucked? The quality of the sucked air (contaminations etc.)?
12.3.24	Are the drying hoses clean and sanitized?	The auditor shall inspect the drying hoses. Are the hoses kept in a perfect condition? Are rest products and adhesions removed?
12.3.25	Is there a procedure for monitoring the drying air quality?	Is there a regular maintenance and investigation plan for the drying installation? Is there an interval set up and kept in the Food Safety Management System policy?
12.3.26	Are the container openings, in accordance with dispatcher or driver instructions, sealed with seals?	Is there any fixed process (process -operational instructions) in the company, in which sealing is regulated? An employee of the cleaning station should assist the sealing, so as to raise food safety.
12.3.27	Is pressed air used in the cleaning process filtered (dust and oil)?	
12.3.28	Is the entry of food tanks forbidden after cleaning?	
12.3.29	Is the traceability maintained when rework or any reworking operation is performed?	
<b>12.4</b>	<b>Personnel</b>	
12.4.1	Are annual staff training courses carried out on the principles and implementation of the Food Safety Management System concepts for the interior cleaning of food transport tank equipment?	The essential content of the staff training stems from the Food Safety Management System Policy. The name of the participants and the content of the training have to be documented. The trainer must be qualified. Training shall be held in an understandable way and language. Trainings have to be held at least annually.
12.4.2	Does the scope of the training courses include the following points :	The auditor shall review whether the contents of the Food Safety Management System policy are included into the staff training.
12.4.2.1	personal hygiene and working place hygiene?	Employees shall clearly be informed about the impact of the non-sufficient personal hygiene. Besides the personal cleanliness there is also a need for a clean workwear. Other part of the training shall include, how to deal with illness, injuries, infections, which may be introduced from outside.
12.4.2.2	clean work clothes and wearing protective clothing?	Work and protective clothing shall always be kept tidy and clean. Clothing has to be changed regularly. Cross contamination from the other working areas has to be avoided when an employee works not only at the cleaning bay. The auditor shall revise the content of the training regarding to the matters.
12.4.2.3	separate designated areas for work clothes and non-work clothes?	Workwear should be worn only at workplace. Taking the workwear outside of the workplace is not allowed.
12.4.2.4	work ban for sick employees?	The training shall include, how to deal with illness, injuries, infections, which may be introduced from outside.
12.4.2.5	occupational medical examination?	The training shall also include the information about the mandatory occupational medical tests for the employees. Employees have to be clearly informed, that these medical tests are held for their health and safety.
12.4.2.6	application of the cleaning processes?	Employees have to be informed clearly and comprehensibly about the cleaning process. Training has to be determined by the specialities of the Food Safety Management System Policy and special customer demands.
12.4.2.7	Implementation of the work instructions?	Employees have to clearly be informed about the existing work instructions and this work instructions have to be explained at a part of the training.
12.4.2.8	instruction manuals for measuring equipment?	The instruction manuals of the measurement tools have to be presented in a comprehensive language. During the training the usage of the measuring instruments shall be exercised. The evaluation and interpretation of the measurement data shall also be a part of the training.
12.4.2.9	Carrying out the final inspection?	The final inspection of the outcome of the cleaning process is the last and most important part in foodstuff cleaning. Training shall include the information about the mandatory steps, measurements, and limit values. That's why Food Safety Management System Policy shall be integrated into the staff training.
12.4.2.10	Is there a yearly plan indicating the minimum content and revision frequency for the instructions for contractors and visitors commensurate their activity in the company	Is there a training programme in place for all personnel that results in an individual training plan and Is the training plan reviewed annually?
12.4.3	Are protective clothing of personnel separate from chemical cleaning bays and others areas of cleaning station?	
12.4.4	Is there a written procedure defining what protective clothing has to be used under what circumstances (when and where)?	A written procedure shall exist defining what protective clothing shall be worn when and where and what PPE (personal protective equipment) has to be used under what circumstances.
12.4.5	Are the protective clothing for personnel, contractors and visitors suitable, fitted for the cleaning requirements, clean and in tact	
12.4.6	Are there documented requirements for personnel hygiene and protection against infection	
12.4.6.1	Are company hygiene requirements complied with by all personnel, contractors and visitors?	Check if periodical inspections on compliance being conducted and recorded.