### 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.
12.1. Food safety & Quality System

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 Management System and compliance with the relevant hygiene regulations in relation to the food container cleaning?

12.1.2. Is there a system for hazard analyses and identification of critical control points (Food Safety Management System) in relation to the cleaning of food transport tank equipment?

12.1.3. 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?

12.1.4. Is it guaranteed that legal requirements are included in the Food Safety Management System policy?

12.1.5. Are criteria set in which cases a RCA have to be conducted and is the system implemented according to the criteria.

12.1.6. Are the floors in the cleaning bay easy to clean, with few gaps, waterproof, resistant to abrasion, and slip-proof?

12.1.7. How is it ensured that in the event of deviations or necessary changes in the cleaning room and foodstuff safety are to be guaranteed at the cleaning bays. The rate of the luminous intensity at wastewater channels have to be cleaned regularly (see Food Safety Management System-policy). Other hazardous points checks of the cleaning bay (CCP) 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.

12.1.8. 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.

12.1.9. Are regular / annual inspections by an external, qualified agent performed and documented?

12.1.10. After a complaint claim are the employees and contractors concerned informed and if necessary trained with all of a root cause analysis?

12.1.11. Are instruction available indicating the rules for handling drivers and visitors in order to secure food cleaning by treasuries of unauthorised areas?

12.1.12. Is it guaranteed, that legal requirements are included in the Food Safety Management System policy?

12.1.13. Are there proof available that the company stays always up to all relevant legislation and legislative developments in the area of SHEQ&Scs and CSR, and are persons formally designated or a source defined?

12.1.14. Is there a person with the specific responsibility, appropriate education and the appropriate authority?

12.1.15. Is there a person with the specific responsibility, appropriate education and the appropriate authority?

12.1.16. Is there a regular review made of the system for compliance with legal requirements?

12.1.17. Is there an employee appointed as a Food Safety Management System representative?

12.1.18. Are the customers (contract) partner requirements and expectations evaluated and considered to determine quality and food safety objectives?

12.1.19. Check instructions to guarantee that no unauthorized persons as visitors and drivers endanger the safe food cleaning by trespass of unauthorised areas.

12.2. Requirements for the cleaning stations

12.2.1. Are the walls and ceiling surfaces in the cleaning bay waterproof, smooth and washable?

12.2.2. Does the cleaning take place within a closed area?

12.2.3. Are the walls and ceiling surfaces in the cleaning bay waterproof, smooth and washable? Are criteria set in which cases a RCA have to be conducted and is the system implemented according to the criteria.

12.2.4. Are the floors in the cleaning bay easy to clean, with few gaps, waterproof, resistant to abrasion, and slip-proof?

12.2.5. Are the floors in the cleaning bay easy to clean, with few gaps, waterproof, resistant to abrasion, and slip-proof?

12.2.6. 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.

12.2.7. Are glass or hard plastic procedures in place and are there specific instructions and of the operational conditions are to be investigated. Hazardous points shall be clearly defined.

12.2.8. Are there proof available that the company stays always up to all relevant legislation and legislative developments in the area of SHEQ&Scs and CSR, and are persons formally designated or a source defined?

12.2.9. Are there proof available that the company stays always up to all relevant legislation and legislative developments in the area of SHEQ&Scs and CSR, and are persons formally designated or a source defined?

12.2.10. Are there proof available that the company stays always up to all relevant legislation and legislative developments in the area of SHEQ&Scs and CSR, and are persons formally designated or a source defined?
2.2.9 Are the rooms for energy utilities, machinery and equipment separated from the cleaning bay?

2.2.10 Is residual waste (from the cleaning) stored separately from the cleaning bay?

2.2.11 Does the cleaning station have sufficient changing rooms (locker rooms) with washrooms, showers, toilets and social staff facilities (eating, drinking) for staff?

2.2.12 Are the locker rooms for staff only accessible through an entrance not directly accessible from the cleaning bay (separated by corridors/doors)?

2.2.13 Are work shirts and non-work clothing separated?

2.2.14 Is a hygiene controlled and is there a registration?

2.2.15 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)?

2.2.16 In which way for the control of the cleaning process shall an integrated part of the Food Safety Management System policy. Generally the cleaning station employs a professional pest and vermin control company.

2.2.17 Are all windows and openings fitted with screens to keep out pests and insects and do all rooms have bait traps for rodents?

2.2.18 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?

2.2.19 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?

2.2.20 Are water pipes and systems (exchangers, vessels, piping, heat exchangers, rinsing heads, etc.) regularly inspected (measuring the parameters of the Potable Water Directive 98/83 EC, Annex I) and disinfected as needed?

2.2.21 Are attachments such as valves, fittings, caps, reducers, and seals disassembled and cleaned after each cleaning order?

2.2.22 Are all possible contaminated or damaged equipment (parts) checked and where necessary blocked and not used until cleaned/repaired?

2.3 Work Processes

2.3.1 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?

2.3.2 Are process-specific and site-specific cleaning instructions drafted?

2.3.3 Are cleaning programs adapted to meet customer specific requirements?

2.3.4 Are cleaning agents stored in a separate, lockable room?

2.3.5 Are cleaning agents clearly labeled?

2.3.6 Are cleaning programs adapted to meet product ?

2.3.7 Is there a clear product identification process at the cleaning station ? How is it ensured, that only foodstuffs are cleaned at the foodstuffs?

2.3.8 Are precautions taken to ensure that no traces of water-treatment chemicals are present in the steam used for cleaning?

2.3.9 Is the cleaning bay free from possible contamination after each cleaning (work instructions)?

2.3.10 Are all materials hazardous to water stored in collecting containers?

2.3.11 Are allergies such as asthma, eczema, skin problems, and allergies caused and cleaned in a special area?

2.3.12 Is the warm water used > 93 °C?

2.3.13 Are process parameters controlled and registered for warm water temperature?

2.3.14 Is the concentration of detergent used monitored?

2.3.15 Is the tank and / or rinsing water measured for residual disinfectant after a Cold Disinfection?

2.3.16 Are water pipes and systems (exchangers, vessels, piping, heat exchangers, rinsing heads, etc.) regularly inspected (measuring the parameters of the Potable Water Directive 98/83 EC, Annex I) and disinfected as needed?

2.3.17 Are all materials hazardous to water stored in collecting containers?

2.3.18 Are water pipes and systems (exchangers, vessels, piping, heat exchangers, rinsing heads, etc.) regularly inspected (measuring the parameters of the Potable Water Directive 98/83 EC, Annex I) and disinfected as needed?

2.3.19 Is the parameter for Legionella taken up in the annual water analyses?

2.3.20 Are process parameters controlled and registered for cold water temperature?

2.3.21 Are the pipes carrying potable water clearly labeled as to avoid confusion?

2.3.22 Are water pipes and systems (exchangers, vessels, piping, heat exchangers, rinsing heads, etc.) regularly inspected (measuring the parameters of the Potable Water Directive 98/83 EC, Annex I) and disinfected as needed?

2.3.23 Are all cleaning agents clearly labeled? Can confusing one product with another be ruled out?

2.3.24 Are site specific conditions taken into consideration? Is there an individual databank for the cleaning station?

2.3.25 Are 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 attachment units are, e.g. wall units cleaning stations.

2.3.26 Are site specific conditions taken into consideration? Is there an individual databank for the cleaning station?

2.3.27 Are water pipes and systems (exchangers, vessels, piping, heat exchangers, rinsing heads, etc.) regularly inspected (measuring the parameters of the Potable Water Directive 98/83 EC, Annex I) and disinfected as needed?

2.3.28 Are the sampling places fixed and is there an in-house water analysis available? Sampling and analyses shall be provided by an independent approved laboratory. The quality of the rinsing water as the sanitary should be periodically be tested, to ensure that the potable water quality will be maintained during the process. Such is especially the case when water buffer tanks (hot and cold) are used in the process.

2.3.29 Are all windows and openings fitted with screens to keep out pests and insects and do all rooms have bait traps for rodents?

2.3.30 Are water pipes and systems (exchangers, vessels, piping, heat exchangers, rinsing heads, etc.) regularly inspected (measuring the parameters of the Potable Water Directive 98/83 EC, Annex I) and disinfected as needed?

2.3.31 Are process parameters controlled and registered for cold water temperature?

2.3.32 Are site specific conditions taken into consideration? Is there an individual databank for the cleaning station?

2.3.33 Are water pipes and systems (exchangers, vessels, piping, heat exchangers, rinsing heads, etc.) regularly inspected (measuring the parameters of the Potable Water Directive 98/83 EC, Annex I) and disinfected as needed?

2.3.34 Are cleaning programs adapted to meet customer specific requirements?

2.3.35 Are cleaning agents stored in a separate, lockable room?

2.3.36 Are cleaning agents clearly labeled?

2.3.37 Are site specific conditions taken into consideration? Is there an individual databank for the cleaning station?
12.4.2.10 Is there a yearly plan indicating the minimum content and revision frequency for the
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 application of the cleaning processes? Employees have to be informed clearly and comprehensibly about the cleaning process. Training has to be
12.4.2.6 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.
12.4.2.3 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
12.4.2 Does the training plan reviewed annually?
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
12.3.17.1.6 Duration of the cleaning see comment 12.3.17
12.3.17.2.4 Are process parameters checked against their set points for concentration of cleaning agents ?
12.3.17.2.5 Are process parameters checked against their set points for condensate temperature at the outlet of the tank during steaming ?
12.3.17.2.3 Are process parameters checked against their set points for cold water temperature ? see comment 12.3.17.2
12.3.17.2.2 Are process parameters checked against their set points for warm water temperature ? see comment 12.3.17.2
12.3.17.2.1 Are process parameters checked against their set points for water pressure ? see comment 12.3.17.2
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. Is validation and verification of cleaning procedures effectivity clearly controlled and documented?
12.3.17 Are process documentation automatically generated? Is the documentation of the process data integrated into a PLS or are the data manually transferred? Is validation and verification of cleaning procedures effectiveness clearly controlled and documented?
appearance of the cleaning process? Employees have to be informed clearly and comprehensibly about the cleaning process. Training has to be
12.3.29 Is the traceability maintained when rework or any reworking operation is performed?
12.3.28 Is the entry of food tanks forbidden after cleaning?
12.3.27 Is pressurized air used in the cleaning process filtered (dust and oil)? Is the entry of food tanks forbidden after cleaning?
12.3.26 Is a final check and cleanliness inspection performed, documented and carried out according to customer requirements? in particular
12.3.25 Is there a written procedure defining what protective clothing has to be used under what circumstances (when and where)?
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
12.3.23 Are process documentation automatically generated? Is the documentation of the process data integrated into a PLS or are the data manually transferred? Are process parameters checked against their set points for water-pressure ? see comment 12.3.17.2
12.3.22 Are process parameters checked against their set points for concentration of cleaning agents?
12.3.21 In effectiveness of disinfection procedures checked and controlled? (chemical/steam/hot water)
12.3.20 Is there a yearly plan indicating the minimum content and revision frequency for the
12.3.19 Are wet programmes set up in a way to remove all traces of allergens? Check if in this 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.
12.3.18 Are the cleaning programme for the different cleaning programs and cleaning areas for the different areas of cleaning station? The auditor shall check the cleaning programme for the different cleaning programs and cleaning areas for the different areas of cleaning station.
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 ?
12.3.16 Is there a training programme in place for all personnel that results in an individual training plan and Is the training plan reviewed annually?
12.3.15 Are process parameters checked against their set points for the duration of cleaning?
12.3.14 Are the drying hoses clean and sanitized? Is the audit for the drying hoses conducted, Are the drying hoses kept in a perfect condition? Are rest products and
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12.3.9 Is the traceability maintained when rework or any reworking operation is performed?
12.3.8 Is the entry of food tanks forbidden after cleaning?
12.3.7.2 Are the conditions for checking the cleaning process maintained? Is the checking of the cleaning process maintained? Is the checking of the cleaning process maintained?