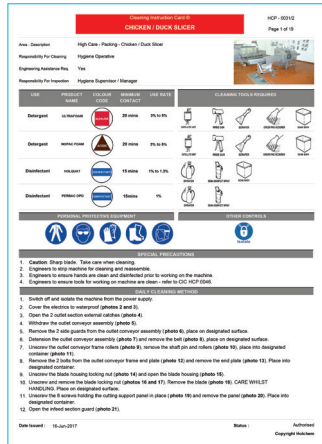




Cleaning Instruction Card System

Gateway is a web based system that allows Holchem and our customers quick and easy access for creation and amending of the Cleaning Instruction Card System. Gateway has the capability of allowing the user to add photos, strip down procedures, cleaning methods, frequencies, key inspection points, chemicals, cleaning tools and Personal Protective Equipment.



Area	Frequency	Chemical	Time	Pressure	Temperature	Notes
Bluger	1	1000	20 mins	10-15 PSI		
Bluger	1	1000	20 mins	10-15 PSI		
Bluger	1	1000	15 mins	10-15 PSI		
Bluger	1	1000	15 mins	10-15 PSI		

**SPECIAL INSTRUCTIONS**

1. Clean the area with water.
2. Engage the spray gun to clean the area.
3. Engage the spray gun to clean the area.
4. Engage the spray gun to clean the area.
5. Engage the spray gun to clean the area.
6. Engage the spray gun to clean the area.
7. Engage the spray gun to clean the area.
8. Engage the spray gun to clean the area.
9. Engage the spray gun to clean the area.
10. Engage the spray gun to clean the area.
11. Engage the spray gun to clean the area.
12. Engage the spray gun to clean the area.
13. Engage the spray gun to clean the area.
14. Engage the spray gun to clean the area.
15. Engage the spray gun to clean the area.
16. Engage the spray gun to clean the area.
17. Engage the spray gun to clean the area.
18. Engage the spray gun to clean the area.
19. Engage the spray gun to clean the area.
20. Engage the spray gun to clean the area.

Date Issued: 10-Jun-2017



**Cleaning Instruction Card**

Photo No. 1: Cleaning Preparation

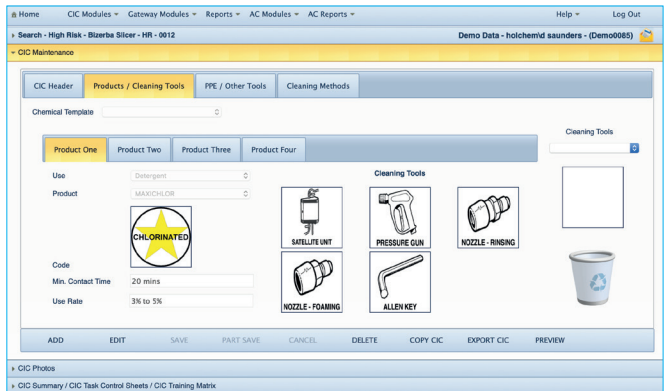
Photo No. 2: 2.1 Cover the electric to waterproof

Photo No. 3: 3.1 Cover the electric to waterproof

Date Issued: 10-Jun-2017

Research and development has been fully undertaken in house by our IT and Hygiene Technologist Teams. This has resulted in a system that is intuitive, easy to use and significantly reduces the time it takes to create a CIC System from scratch. All members of our field based technical teams have been trained on how to use Gateway and can provide support and training to the customer user when required.

Gateway consists of two parts: HQ and Client. HQ is where each individual site is created and where areas, cleaning frequencies, chemicals and Gateway users are activated prior to the creation of each specific CIC. Each customer can only access the chemicals they use on their respective site on Gateway, ensuring that the risk of including the wrong chemical on a CIC is significantly reduced.



**Chemical Template**

Product One: Chlorinated

Product Two: Chlorinated

Product Three: Chlorinated

Product Four: Chlorinated

Code: CHLORINATED

Min. Contact Time: 20 mins

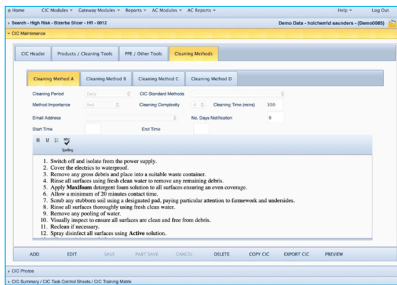
Use Rate: 3% to 5%

**Cleaning Tools**

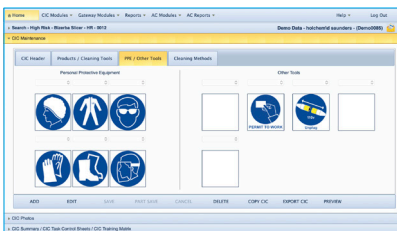
- SATLITE UNIT
- PRESSURE GUN
- NOZZLE - RINGING
- NOZZLE - FOAMING
- ALLEN KEY

ADD EDIT SAVE PART SAVE CANCEL DELETE COPY CIC EXPORT CIC PREVIEW

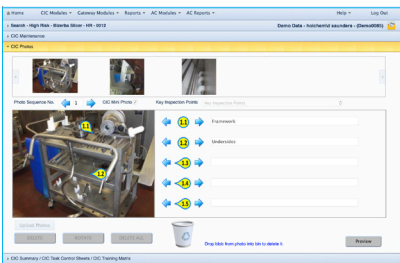
The product screen allows the inclusion of up to four Holchem products and the cleaning tools required. Holchem have made available over 100 types of cleaning equipment images to help ensure the CIC is as accurate as possible.



Each CIC has the ability to add up to 4 cleaning frequencies and their associated methods.



All major PPE Symbols are available as well as any other controls that may be needed during a cleaning process.



The photo facility on Gateway allows easy uploading and compressing of photos. Holchem have also developed a unique method of applying directionals and key inspection points to each photo.

## Document Management

This function allows the user to view the following live documentation from Holchem:

- Safety Data Sheets
- Product Information Sheets
- Disinfectant Test Data
- Equipment Data Sheets
- Technical Guides
- Test Kit Methods.

Gateway only displays to the customer the Safety Data Sheets, Product Information Sheets and Disinfectant Tests Data for products that they buy from Holchem. This ensures the risk of selecting incorrect documentation is significantly reduced.

Gateway's main function is the administration of Cleaning Instruction Cards, whereas Gateway AC allows our customers to expand into the effective control of other aspects of their Hygiene Management System.

Gateway AC provides the user with the ability to plan their hygiene programme for a rolling 12 months and create paper task sign off sheets or digitally record who completed the cleaning tasks.

The Planner module includes a calendar that provides the user with the ability to easily plan cleaning tasks throughout the year.

Daily cleaning tasks are automatically planned by Gateway AC and non-daily cleaning tasks can be dropped anywhere on the calendar and cascaded at the correct interval for the next 12 months. The Planner also allows cleaning tasks to be moved if the need arises, without impacting on future planned cleans.

[illegible]

The Task Control module allows the generation of accurate paperwork for signing off the planned cleans by the cleaning operative and the inspector.

Alternatively, Gateway AC users also have the option of being able to digitally record who completed the cleaning and inspection of items. If an item doesn't meet the standards required, then a non-conformance can be raised, record why it failed and a reclean ordered. Gateway AC also allows the recording of why a cleaning task wasn't completed.

Holchem		Detailed Completed Cleans			
Customer	ABC Foods	Print & Issue Date	15/05/2019	Date Range	15/05/2019 To 15/05/2019
Area	High Care - Line 3	Printed & Issued By	ABC Foods/James Price	Page	1 of 1
CIC Reference	CIC Description	Frequency	Cleaning Date	Start Time	End Time
HC0010	Washing Robot 800	Daily	15/05/2019	16:00	17:00
Clean Comments		Checked Comments			
Cleaning on and no issues		Cleaning excellent, no issues			
Cleaned By	Signature	Checked By	Signature		
Greg Smith		James Price			
Photo Evidence					
Pictures taken on 15/05/2019 17:15 Main body of machine excellent		Pictures taken on 15/05/2019 17:15 Internal clean		Pictures taken on 15/05/2019 17:15 All parts cleaned to high standard	

To ensure that all the collated information can be effectively interrogated and used to analyse the performance of a site's hygiene function, each module is linked to the Management Reporting on Gateway AC. This module can report on areas such as unplanned cleaning tasks, successful cleans, why cleans have been moved, who completes most successful cleaning tasks, etc.

Holchem's Hygiene Technologist Team of seven are located throughout the UK and Republic of Ireland and can create the Cleaning Instruction Cards from scratch and support our customers in setting up Gateway AC and train relevant users.

## Gateway AC Tablet App

The Gateway AC Tablet App allows cleaning tasks to be downloaded to one or several tablets, which can then be used to capture the signing off of these tasks 'live' on the factory floor. Users of the app can digitally sign off cleaning tasks as completed and checked, as well as take photos to prove something was cleaned on a date or for non-conformance purposes.



Once all of the data has been captured on the factory floor and synchronised with Gateway AC, it can be easily searched for and presented in reports on Gateway AC.





Holchem Laboratories Ltd  
Gateway House  
Pilsworth Road  
Pilsworth Industrial Estate  
Bury, BL9 8RD  
T: 01706 222288  
[www.holchem.co.uk](http://www.holchem.co.uk)

