



Cleaning Task Demonstration and Competency SOP

Train one task through demonstration, supervised practice and a recorded independent-work decision.

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Document control

Organization and site _____

Document ID and approved version _____ Effective date _____

Process owner Cleaning trainer Assigned person _____

Reviewer and approver _____ Next review _____

Purpose and boundary

Help a new cleaner learn a specific site-approved task and establish what they may perform independently after observed practice.

One routine cleaning task at one site, from preparation to a trainer decision. It is not a complete induction, a license, a chemical risk assessment or evidence of regulatory certification.

Responsibilities and preparation

- Trainer: demonstrates the approved method and observes practice.
- Trainee: explains the task, practices and reports uncertainty.
- Supervisor: authorizes task scope and any restrictions.

Have ready Current approved method and product instructions; Equipment and PPE specified by the site assessment; Training observation sheet and reference finish

Adapt before use

- Name the exact task and excluded equipment.
- Define what competent performance looks like.
- Choose a safe practice area and permitted recording setup.
- Set who may authorize independent work and when reassessment is needed.

Pilot the adapted method with authorized personnel. Resolve gaps and record approval before independent use. This resource is not a certification or technical authorization.

Worked example

Example only: A trainee leaves the surface visibly clean but uses the wrong equipment storage sequence. The trainer records that gap. The supervisor sets Supervised only until another observed run meets both method and finish checks.

METHOD / FIRST ACTIONS

Procedure steps 1 to 4

01 Check prerequisites

Confirm the trainee has the required site orientation and task-specific instruction. Verify the current method, products and equipment with the supervisor.

Acceptance check: Prerequisites are recorded; missing instruction blocks practice.

Record: Trainee, task, method version and prerequisites.

02 Explain the task boundary

Describe the expected finish, the work area and when to stop. Ask the trainee to identify the escalation contact and any excluded activities.

Acceptance check: Trainee can state the task and stop conditions in their own words.

Record: Questions asked and any knowledge gap.

03 Demonstrate the approved method

Perform the task at a pace that makes the sequence visible. Explain product-label requirements and equipment handling without inventing dilution ratios or contact times.

Acceptance check: Demonstration follows the current approved method.

Record: Trainer and method reference; optional authorized demonstration video.

04 Ask for a teach-back

Have the trainee explain the sequence, required checks and what they would do if the product or surface differs from the example. Correct misunderstandings before handling equipment.

Acceptance check: Explanation covers preparation, method, checking and escalation.

Record: Teach-back result and corrections.



Complete the procedure

05 Observe supervised practice

Let the trainee perform the task in the approved practice area. Intervene immediately when an unsafe action is attempted; record coaching separately from unaided performance.

Acceptance check: Observation distinguishes prompted actions from independent actions.

Record: Observed actions, prompts and any stop.

06 Compare the result

Check the finish against the stated standard and inspect equipment reset and storage as part of completion. If practice fails, identify the specific gap and repeat supervised training under the supervisor's plan.

Acceptance check: Result and method both meet the agreed standard.

Record: Result, gaps and retraining plan if needed.

07 Record authorization and review triggers

Supervisor records Authorized, Supervised only or Not yet authorized for the named task. Reassess after a method, product or equipment change, or a relevant performance problem.

Acceptance check: Authorization is task-specific and restrictions are visible.

Record: Supervisor, decision, date and reassessment trigger.

Exceptions and escalation

Trainee encounters an unfamiliar product

Stop and ask the supervisor to verify instructions before practice resumes.

The result looks correct but the method was unsafe

Do not authorize independent work; record the method failure and arrange further instruction.

A recorded demonstration becomes outdated

Withdraw it from training use and replace or clearly supersede it before the next session.



Working record and review

Complete this record for an actual use. Keep supporting evidence in your approved system; exclude passwords, access codes and unnecessary personal details.

RECORD FIELD	ENTRY
Job or session reference	
Date and location	
Outcome and limitations	
Open action and next owner	
Target date and recheck result	
Prepared and reviewed by	

Final checks

- Training attendance is separate from observed competence.
- The decision names the task, site and restrictions.
- No claim of certification is added to the record.

Show the approved method

- Capture the approved demonstration with the trainer's permission.
- Narrate decision points and stop conditions rather than filming only the final result.
- Keep employee assessment details in the private training record, outside the reusable video.

Record with permission, use dummy records and remove private details. Review any generated draft against the demonstration before team use. Check current access and video limits at vid2sop.com.

Template source: <https://vid2sop.com/sop-templates/cleaning-task-training-sop/>

Background references provide context, not endorsement: <https://www.osha.gov/cleaning-industry> ;
<https://www.hse.gov.uk/coshh/industry/cleaning.htm>

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