

Internal maintenance personnel are trained in maintenance procedures as outlined in the training program. Training includes observation of personnel hygiene, ensuring product is properly protected, tools used are accounted for and removed and proper sanitation is completed prior to proceeding operations.

Employee safety and food safety are very important.

Service contractors engaged to complete work in food production areas must observe all personnel and process hygiene requirements. They must be provided with protective clothing as required.

Responsibility

It is the responsibility of management to ensure that correct maintenance practices are followed and that service contractors comply with what is required of them. It is also the responsibility of the maintenance personnel to ensure that maintenance projects are documented correctly and that sanitation is completed prior to returning to operation.

Plant Maintenance

Any maintenance (construction) done to the plant must be carefully planned, designed, documented and implemented to avoid contamination of product, materials or equipment. Planning and designing include physically separating the maintenance site as much as possible using temporary walls, blocking off doors, etc., to eliminate dust and other contaminants from entering the food processing area and doing a full sanitation cycle prior to operation. During maintenance (construction), dust, fumes and the use of hazardous materials needs to be minimized and controlled.

Any non-construction maintenance needs to be completed in a manner that does not pose a risk to the product, materials or equipment.

Where paint is used on equipment, roofs, walls or floors, it must be in good condition and suitable for use. Paint must not be used on food contact surfaces.

Equipment Maintenance

Equipment maintenance needs to be completed in a manner that does not pose a risk to the product, materials (including packaging materials) or equipment.

Major maintenance projects usually require the equipment, if located in a processing/packaging area, to be isolated from the product line and/or process flow. If a service contractor is performing the maintenance it is the responsibility of the maintenance supervisor to ensure proper protective clothing is provided and that personal and process hygiene requirements are observed.

Some smaller maintenance projects are completed on the product line and/or in the process flow. However, this requires the line to shut down for the amount of time that the maintenance project is performed and requires that section of the line to be cleaned and sanitized. Any adjacent product or packaging materials needs to be protected at all times. The person doing the maintenance is responsible to remove all tools and clean them as required. Packaging and/or processing management needs to be involved and needs to approve the completed project.

Maintenance projects done on the line should only happen if a breakdown occurs. Maintenance should be completed on equipment when it isn't being used whenever possible.

Food grade lubricants need to be used in areas above product or any adjacent areas where there might be possible contamination. Food grade lubricant is still a quality issue therefore it needs to be used sparingly to avoid contact with product.

The use of temporary fasteners is discouraged. If temporary repairs are used they need to have a date of installment attached and a maintenance work order created to fix the problem.

Repaired equipment needs to be inspected for missing or loose parts (nuts, bolts, springs, etc.) prior to use.

Premise Maintenance

Premise maintenance including parking lots, driveways, etc. is completed as required. Premises are inspected monthly during internal audit procedures. Grounds should be clean with no standing water, unused equipment, uncut vegetation and properly covered waste containers.

Maintenance Schedule

A maintenance schedule is prepared to cover building, equipment and other areas of the premises critical to the maintenance of product safety and quality. It lists the required frequencies for specific areas. The maintenance schedule is adjusted for plant and equipment failure.

A maintenance work order form is filled out for any maintenance project. Instructions are provided on the work order detailing what methods and procedures need to be followed.

Reference: Preventative Maintenance Schedule
Maintenance Work Order Form

END

Date	Action	Approved By
	New Document	