

HACCP Europa.com	QUALITY SYSTEMS MANUAL	<i>Issue: 1</i>	<i>Ref No:</i>
		<i>Issued by:</i>	
	Maintenance management	<i>Approved by:</i>	
		<i>Issue date:</i>	
		<i>Approval date:</i>	
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SCOPE: This procedure applies to employees who are responsible for maintenance operations on site.

PURPOSE: To ensure that all equipment is operating in a safe and efficient manner.

RESPONSIBILITY: It is the responsibility of the management to ensure that the following procedures are adhered to and understood by all relevant personnel and the personnel follow State or local health department requirements.

INSTRUCTIONS:

MAINTENANCE

1. A preventative maintenance program is followed for all equipment and recorded on Preventive Maintenance Log. Health and Safety Service task evaluation form is completed for all equipment when maintenance is required. A member of the Maintenance team conducts daily inspections on all equipment.
2. Either the Maintenance Coordinator, Facilities Manager or the Operations Manager ensures that the Maintenance Personnel follow the company's hygiene regulations, and check that the following is carried out during and following maintenance before the equipment is used again:
 - All screws, nuts, bolts, washers etc. must be checked and tightly secured.
 - If equipment cannot be removed from the site during repairs then it must be completely screened off to prevent contamination of operating parts around it.
 - All tools etc. must be accounted for and all spare and old parts or fittings removed from the area.
3. A lock out tag must be used when a member from the maintenance team deems it relevant to the work being done
4. The area must be completely cleared of all debris following the maintenance and the manager advised of any additional cleaning record.
5. The Maintenance Coordinator must ensure that any guards and all parts are securely put back in place.

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6. If damage or defect is found with the equipment, that cannot be repaired internally, then the Operations Manager must inform the Facilities Manager that external contractors may be required.
7. The Facilities Manager and Operations Manager only can approve any work that is carried out by a contractor on the premises.
8. When maintenance is complete and the machine is deemed safe to use the Health and Safety Service task evaluation form must be completed before the equipment can be returned to service and signed by both the manager and the Maintenance coordinator.

REFRIGERATION FAILURE

1. Temperature checks are carried out on the refrigeration units accordingly to Storage Temperature Control procedure to ensure that refrigeration failures are identified quickly. This is recorded on Temperature Check Log. Refer to Storage Temperature Control Procedure.
2. In the event of equipment failure, the following must be adhered to:
 - Notify the Facilities Manager immediately.
 - The Facilities Manager notifies the Refrigeration Company and the Manager of the failure.
3. All doors to each area are to be kept closed and the temperature in each area to be monitored. Where the temperature rises 3°C or more above the set temperature the product the Manager decides if the product is to be transferred to alternative refrigeration such as a vehicle or an alternative refrigerated area on the premises. In the event of a total refrigeration failure. The Crisis Management Team will make provisions to re-locate product and personnel to an alternative facility.

COMMISSIONING NEW EQUIPMENT

1. It is the responsibility of the Operations Manager to ensure the Technical Manager is informed of any new equipment to be purchased. It is the responsibility of the Technical Manager in conjunction with the Operations Manager and the Maintenance Coordinator to ensure all new equipment is suitably designed and tested before use.

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2. Equipment shall be suitably designed for the intended purpose and shall be used so as to minimise the risk of contamination of product. All machinery for use in the European Union must be CE marked and comply with machine regulations
3. Proper instruction manuals shall be available and on or off site training and instruction is given by the vendor.
4. All key staff shall be trained and a record of this training kept.
5. Prior to use all equipment shall be tested to ensure it is suitable to use, taking into account all food safety, legal and customer requirements.
6. Equipment shall be positioned so as to give access under, inside and around it for ease of cleaning and servicing, or where permanently sited shall be properly sealed to the floor.
7. A maintenance program shall be established and put into place based on risk assessment by the maintenance coordinator.
8. It must be ensured that all necessary start up checks, quality control procedures, hygiene procedures and quality and hygiene checks are in place prior approval.
9. The operator must ensure the machine is operating correctly, properly calibrated and all settings, parameters are correct and all key staff have received the relevant training.
10. The Health and Safety manager must ensure a risk assessment has been conducted prior to the production commencing on the new equipment.
11. The Maintenance Coordinator must sign to confirm that the machine has been correctly installed in accordance with the manufactures instructions and a preventative maintenance schedule is in place
12. All new machinery shall be signed off by Operations, Technical, Health and Safety and Maintenance on Commissioning New Equipment Log.

MONITORING:

1. A designated employee will inspect that each employee is following this SOP.

CORRECTIVE ACTION:

1. Any employee found not following the procedures in this SOP to be retrained.
2. In the event the equipment cannot be accounted due to the lose the following must be adhered to:
 - The Manager must be informed immediately.

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- The area at risk will be isolated using coloured tape.
 - All staff are not to leave the area until the missing equipment has been found.
 - The searching will be conducted until the missing part is found.
 - On leaving the area, staff shoes will be inspected to ensure they are not contaminated.
 - Corrective Action Log is to be completed by the Manager.
3. In the event of refrigeration equipment failure, the following must be adhered to:
- The Facilities Manager must be informed immediately.
 - The Facilities Manager must notify the Refrigeration Company and the Manager of the failure.

VERIFICATION AND RECORD KEEPING:

1. The manager will verify that employees are following this SOP by visually observing the employees during all hours of operation.
2. The manager will complete the Food Safety Checklist daily.

RECORDS APPLIED TO THIS PROCEDURE:

- Corrective Action Log
- Food Safety Checklist
- Temperature Check Log
- Preventive Maintenance Log
- Commissioning New Equipment Log

DOCUMENTATION RETENTION:

The records applied to this procedure are to be kept on file for a minimum of 3 years.