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**Maintenance of Emergency Response Equipment**

**1. Introduction**

This document outlines procedures for the maintenance of emergency response equipment within a food manufacturing facility (NIC Code 10101). Proper maintenance is critical to ensuring the equipment's readiness and effectiveness during emergencies. Malfunctioning equipment can hinder response times and potentially endanger lives.

**2. Types of Emergency Response Equipment**

This includes but isn't limited to:

* Fire extinguishers: Different types of extinguishers (ABC, CO2, etc.) require specific maintenance procedures.
* Fire alarms and sprinkler systems: Regular testing and inspections are crucial to guarantee functionality.
* Emergency lighting: Batteries and bulbs need periodic checks and replacements.
* First-aid kits: Regular replenishment of supplies and inspection for expired items are essential.
* Emergency communication systems: Two-way radios, public address systems, and emergency telephones need regular testing and maintenance.
* Evacuation signage: Signage should be clearly visible, well-maintained, and free from damage.

**3. Maintenance Schedule and Procedures**

* comprehensive maintenance schedule should be implemented, outlining the frequency and procedures for inspecting and maintaining each piece of equipment. This schedule should be documented and adhered to strictly. Examples:
* Fire extinguishers: Monthly visual inspections, annual servicing by a certified technician.
* Fire alarms: Weekly testing, annual inspection and maintenance by a qualified technician.
* Sprinkler systems: Regular visual inspections, annual testing by a qualified technician.
* Emergency lighting: Monthly testing of batteries, annual inspection and replacement of bulbs as needed.
* First-aid kits: Weekly inventory checks, monthly replenishment of supplies.
* Emergency communication systems: Regular testing and maintenance according to manufacturer specifications.

**4. Record-Keeping**

All maintenance activities must be meticulously documented. This includes:

* Date of inspection/maintenance: The date and time of each inspection and maintenance activity should be recorded.
* Personnel performing maintenance: The name and qualifications of the personnel performing the maintenance should be recorded.
* Findings and actions taken: Any findings during inspections and any corrective actions taken should be documented.
* Equipment condition: The overall condition of the equipment should be assessed and recorded after each inspection.

**5. Training and Competence**

Personnel responsible for maintaining emergency response equipment should receive adequate training and demonstrate competence in the procedures. This training should cover safety precautions and the proper use and maintenance of the equipment.

**6. Compliance Notes**

Adherence to all relevant regulations and standards is critical. Failure to maintain emergency response equipment properly can result in fines, legal actions, and compromise the safety of employees. Regular audits are important to ensure compliance.

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