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**Procedures for Non-Routine Operations**

**1. Introduction**

This document details procedures for handling non-routine operations within a food manufacturing facility (NIC Code 10101). Non-routine operations are defined as any activity outside the normal, scheduled production processes, including equipment repairs, maintenance, cleaning, and unexpected events. These procedures aim to ensure consistent adherence to safety regulations and minimize the risk of contamination or accidents.

**2. Defining Non-Routine Operations**

Non-routine operations encompass a broad range of activities, including:

* Equipment Maintenance and Repair: Scheduled and unscheduled maintenance, repairs, and replacements of production equipment.
* Cleaning and Sanitization: Deep cleaning and sanitation procedures exceeding the routine daily cleaning.
* Process Changes: Modifications to production processes, including recipe adjustments or changes in production lines.
* Emergency Situations: Power outages, equipment malfunctions, spills, or other unforeseen events.
* Inspections and Audits: Internal and external audits and inspections of facilities and processes.

**3. Procedure for Non-Routine Operations**

All non-routine operations must follow a standardized procedure:

Step 1: Risk Assessment: Before commencing any non-routine operation, a thorough risk assessment must be conducted to identify potential hazards and implement control measures. This assessment should include identifying potential risks to food safety, employee safety, and environmental impact.

Step 2: Work Permit System: A formal work permit system should be implemented for all non-routine operations, especially those involving potentially hazardous activities. This permit should outline the specific task, required safety precautions, and responsible personnel.

Step 3: Training and Competence: Personnel involved in non-routine operations must receive adequate training and demonstrate competence in the procedures and safety requirements.

Step 4: Communication: Clear communication between all involved parties is essential. This includes notifying relevant personnel of the planned operation, potential disruptions, and necessary precautions.

Step 5: Documentation: All non-routine operations must be meticulously documented, including the date, time, activity performed, personnel involved, any deviations from standard procedures, and any corrective actions taken.

Step 6: Post-Operation Inspection: A post-operation inspection should be conducted to verify the completion of the task and to identify any areas for improvement in the procedure.

**4. Specific Examples:**

* Equipment Maintenance: All maintenance activities must adhere to manufacturer guidelines and documented procedures. Equipment must be properly locked out and tagged out to prevent accidental start-up during maintenance.
* Cleaning and Sanitization: Cleaning and sanitizing procedures must follow established protocols, ensuring the use of appropriate chemicals and methods to prevent cross-contamination.
* Emergency Situations: Clear emergency response plans should be in place to address various scenarios, including power outages, fires, and chemical spills.

**5. Compliance Notes:**

* HACCP (Hazard Analysis and Critical Control Points): Non-routine operations must be managed to prevent the introduction of hazards into the food production process.
* GMP (Good Manufacturing Practices): All procedures must comply with GMP guidelines to ensure the quality and safety of food products.
* Record-keeping: Meticulous record-keeping is crucial for traceability and compliance with regulatory requirements.

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