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**Scheduling Maintenance & Calibration**

This document outlines the procedures for scheduling and conducting preventative maintenance and calibration of equipment within a food manufacturing facility (NIC Code 10101). Adherence to a rigorous schedule is crucial for maintaining equipment functionality, ensuring product quality, and complying with regulatory requirements.

1. Preventive Maintenance (PM) Scheduling

* Step 1: Equipment Inventory: Create a comprehensive inventory of all equipment, including critical production machinery, support equipment, and measuring instruments.
* Step 2: PM Schedule Development: Develop a preventive maintenance schedule for each piece of equipment based on manufacturer recommendations, industry best practices, and risk assessments. The schedule should specify the frequency, type, and scope of maintenance tasks. Consider factors like usage intensity, criticality to production, and potential for failure.
* Step 3: Work Order Generation: Generate work orders for each scheduled maintenance task. Work orders should clearly define the task, required materials, responsible personnel, and completion deadlines.
* Step 4: Scheduling Software: Utilize a computerized maintenance management system (CMMS) or scheduling software to manage and track maintenance activities.
* Step 5: Documentation: Maintain detailed records of all PM activities, including dates performed, personnel involved, materials used, and any findings or corrective actions.

2. Calibration Scheduling

* Step 1: Calibration Schedule: Develop a calibration schedule for all measuring and testing equipment used in the production process. This schedule should be based on manufacturer recommendations, regulatory requirements, and internal quality control procedures. Calibration intervals will vary based on the type of instrument and its criticality.
* Step 2: Calibration Procedures: Establish documented calibration procedures for each instrument, specifying the methods, standards, and acceptance criteria to be used.
* Step 3: Calibration Records: Maintain detailed records of all calibration activities, including the date of calibration, the equipment used, the calibration results, and the calibration technician's certification.
* Step 4: Out-of-Calibration Procedures: Define procedures for handling equipment that is found to be out of calibration, including immediate corrective actions and notification of relevant personnel.

Compliance Notes:

* All maintenance and calibration activities must comply with relevant food safety regulations and GMPs.
* Accurate and complete records are essential for demonstrating compliance.
* Calibration must be traceable to nationally recognized standards.
* Personnel performing maintenance and calibration should be adequately trained and qualified.

Practical Guidelines:

* Use a CMMS or other software to automate scheduling and tracking.
* Implement a system for identifying and prioritizing critical maintenance tasks.
* Regularly review and update the maintenance and calibration schedules based on performance data and equipment changes.
* Consider using a preventative maintenance checklist to ensure all necessary tasks are completed.

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