

QUALITY WORK INSTRUCTION

Good Manufacturing Practice - Maintenance

WHEN IS THIS USED:

This work instruction is to be used at all times.

INSTRUCTIONS/DETAILS:

Maintenance staff and contactors shall observe the following practices when undertaking maintenance and repairs in any product processing, packaging, handling or storage areas. All maintenance carried out on site shall be conducted in a manner that minimizes the risk to Product, packaging or equipment contamination.

1. Personal Hygiene/Grooming

- 1.1. All persons shall wear clothing that is maintained in a clean/presentable manner e.g. no oil/grease marks, torn etc.
- 1.2. All persons shall wash their hands prior to commencing work, after going to the toilet, coughing or sneezing, after all breaks and after handling spoiled produce or wash down hoses.
- 1.3. All open wounds, dressings and bandages shall be covered.
- 1.4. All exposed bandaids shall be Company supplied blue bandaids. Gloves must be used when bandaids are on hands.
- 1.5. Any person showing signs of a communicable food-borne illness is to report to the Maintenance Manager or supervisor immediately prior to commencement of shift. Refer to QWI 060 – Hygiene Policy.
- 1.6. All Maintenance sub-contractors shall be in compliance with the personnel and process hygiene requirements set by the Mercorella group including food only to be consumed in designated lunch rooms. Refer to Induction manuals.

2. Preventative Maintenance Schedule

- 2.1. The Maintenance Manager shall maintain all equipment in accordance with Work Instruction QWI006, Plant and Equipment Maintenance Schedule.
- 2.2. The schedule shall cover building, equipment and all other areas critical to Food safety and quality.
- 2.3. The relevant Operations Manager shall be informed when scheduled maintenance or repair is due to take place on equipment.

- 2.4. For unscheduled maintenance or an authorised temporary repair the Maintenance Manager shall ensure that a Maintenance Request (Form No. 135) is available in a prominent location.
- 2.5. All Employees may make requests for maintenance of Company plant and equipment by completing the Maintenance Request Log and signing their name. Urgent requests shall also be communicated directly with the Maintenance Manager or delegate.
- 2.6. Upon completion of the required maintenance the Maintenance Person shall ensure that all tools, parts and debris are cleaned up, sign off the Maintenance Completion Form (Form No 153) and the Maintenance Request Log.
- 2.7. The relevant Team Leader, or delegate, shall also sign off the Maintenance Completion Form to confirm that the area is clean.
- 2.8. The area shall then be cleaned and sanitised as necessary as per the relevant cleaning programme and the Maintenance Completion Form signed and dated to confirm return to appropriate hygienic condition.

3. Damaged Material/ Equipment in Processing area

- 3.1. All damaged produce, merchandise or packaging shall be deposited in a waste bin or in a quarantine area and kept separated from good produce/packaging/merchandise. It shall be reported to the Operations Manager.
- 3.2. Inform the Maintenance Supervisor and Operations Manager if any repairs or maintenance pose a potential threat to product safety i.e. pieces of electrical wire, damaged light fittings and loose overhead fittings.
- 3.3. Tools, equipment and consumable items shall be accounted for prior to entering the processing area and after completion of the task.
- 3.4. Inform the Operations Manager or delegate when maintenance activity has been completed so that appropriate hygiene and sanitation can be completed prior to the commencement of production.
- 3.5. Where possible maintenance is to be conducted outside of processing times. Where impossible due care shall be taken to ensure that maintenance tasks and activities do not compromise food safety or food quality including but not limited to: shards, fumes, chemicals, equipment pieces.
- 3.6. If to occur any chemical spills shall be cleaned up immediately.
- 3.7. Maintenance Carts used in the transport of tools and equipment to a processing area shall be left outside, to reduce the risk to Food quality and safety.

4. Maintenance activities on processing equipment – in maintenance department

- 4.1. Prior to recommissioning of equipment ensure that all tools, parts and debris are removed and the area is clean.
- 4.2. Inform the relevant Team Leader that the equipment is repaired and cleaning and sanitising can be conducted and all food contact surfaces shall be cleaned in accordance with the relevant equipment's cleaning programme. (Maintenance Request & Completion Form (Form No. 135)

- 4.3. Equipment located over product or product conveyors shall be lubricated with food grade lubricants and their use shall be controlled so as to minimise the contamination of product
- 4.4. Paint used in a product handling or contact zone shall be suitable for use and in good condition and shall not be used on any product contact surface.
- 4.5. Should there be any concerns with regards to or what constitutes a risk to Food safety or Food quality for a particular application, contact your supervisor or the Compliance Manager.
- 4.6. All areas in the Maintenance department shall be kept clear of clutter and rubbish. Equipment used in the department shall be fit for purpose.

5. Smoking

- 5.1. Smoking is strictly prohibited within all buildings/enclosed areas.
- 5.2. Smoking is prohibited whilst operating any Load Shifting Equipment. (Forklifts, Pallet Jacks and Maintenance Carts)
- 5.3. Smoking may only be carried out in the designated smoking areas.
- 5.4. Ash/Cigarette bins must be used for the correct disposal of all ash and cigarette butts. All cigarette butts must be discarded of correctly.

6. Building/ Surrounding areas

- 6.1. All light fittings are to be protected by shatterproof material.
- 6.2. Temporary repairs that could compromise the safety of the product impede routine cleaning procedures or provide harbourage for vermin shall not be undertaken. Where acceptable temporary repairs are made they shall be recorded and include the final repair date.
- 6.3. Around the grounds shall be maintained, ensuing all gutters, drains and building surrounds are clear from weeds and debris.

7. Inspection

Once per quarter the Compliance Manager shall conduct an inspection and complete the GMP Audit Checklist for the Mercorella group. A copy of the Checklist, with the relevant maintenance issues shall be forwarded to the Maintenance Manager for corrective action where required. Continued repeat of non-conformances shall result in a Deficiency Report being raised (circled for corrective action). Refer Procedure QAP4601.

REFERENCE POLICIES:

QAP4302 – HACCP PLAN – STG F&V
QAP4304 – HACCP PLAN – TCC
QAP4306 – HACCP PLAN – GGP
QAP4309 – HACCP PLAN STG NON F&V
QWI060 – Hygiene Policy
QWI006 - Plant and Equipment Maintenance Schedule