1. SCOPe
2. Covers all equipment used in pre-processing and processing.
3. PURPOSE
4. To ensure that all equipment used in the process is identified and maintained based on the defined frequencies or required demand
5. DEFINITIONS
   1. Unscheduled Maintenance – This is Maintenance done as needed
   2. Corrective Maintenance - This is maintenance done on equipment that fails during operation.
   3. Start-up Maintenance - This is done prior to production runs.
   4. Preventative Maintenance - This is done at pre-defined intervals to prevent occurrences of breakdowns.
6. PROCEDURE

Responsibility

1. OPERATOR
   1. If there is an issue with the machine the operator turns it off.
   2. Put a notice of **DO NOT OPERATE** to prevent restart.
   3. Reports breakdown of equipment to the supervisor.
2. Production Manager/Supervisor
3. Supervisor investigates the problem to determine if the issue is an operational issue that he/she can addressed.
4. If the issue cannot be addressed by him/her the Production Manager/Factory Manager is notified and work orders is completed and submitted to the Maintenance Manager/Supervisor.
5. Maintenance Manager/Maintenance Supervisor
6. Receives Work Order.
7. Go to assess the nature of the problem to determine the resources necessary for the repairs and gather necessary tools and material needed.
8. Any additional resource needed is documented in the Order Book.
9. Tools and parts are to be transported in a locked tool kit.
10. During the repair process all GMP requirement MUST be followed.
11. All replaced parts and all parts used are to be recorded on the Maintenance checklist and all replaced parts are removed from the area.
12. Parts or components of the equipment should not be put on the ground at anytime.
13. All components to be reassembled are cleaned and sanitize prior to reassembly.
14. When the work is completed and all tools and parts accounted for the **supervisor is notified.**
15. **The supervisor** signs off on the Work Order for satisfactory completion of the task.
16. Notice of Log Out/Tag Out is removed.
17. PROCEDURE/RESPONSIBILITY (Scheduled Maintenance)
18. Maintenance Manager
19. Prepares Annual Maintenance Schedule of all the Machine and Equipment.
20. Ensures frequencies set on the Maintenance Schedule are executed.
21. Prepares Work Order (WO) for the Maintenance work to be done.
22. Verifies work is done according to WO.
23. Follow all GMP requirements.(Follow rules for Unschedule Maintenance)
24. Maintenance Supervisor
25. Execute the Work Order.
26. Released the machine to the Production Supervisor when task is completed.
27. When the (WO) is completed the necessary information is inputted into form
28. Notifies the Maintenance Manager when work is completed.
29. Follow all GMP requirements.(Follow rules for Unschedule Maintenance)
30. RECORDS

WO

[..\..\..\..\FORMS\PRP FORMSSS\Preventative Maintenance and Calibration Schedule\Work Order.docx](../../../../FORMS/PRP%20FORMSSS/Preventative%20Maintenance%20and%20Calibration%20Schedule/Work%20Order.docx)

Order Book (Maintenance Department)

1. REFERENCES

Preventative Maintenance Schedule

[..\..\..\..\FORMS\PRP FORMSSS\Preventative Maintenance and Calibration Schedule\Preventative Maintenance and Calibration Schedule.docx](../../../../FORMS/PRP%20FORMSSS/Preventative%20Maintenance%20and%20Calibration%20Schedule/Preventative%20Maintenance%20and%20Calibration%20Schedule.docx)

In Plant Sanitation Master Sheet

[..\..\..\..\FORMS\PRP FORMSSS\Sanitation\In Plant Sanitation Master Sheet.docx](../../../../FORMS/PRP%20FORMSSS/Sanitation/In%20Plant%20Sanitation%20Master%20Sheet.docx)

1. DOCUMENT CONTROL INFORMATION
2. APPROVAL AUTHORITY

|  |  |  |  |
| --- | --- | --- | --- |
| Authored by; | REVISED BY | APPROVAL BY | DATE |
| Owen Glave and Food Safety Team |  | Food Safety Team | 06/07/2015 |