1. **SCOPE**

This procedure covers utilities such as boiler chemicals, air quality and ventilation and lighting. Water is covered under other procedures.

1. **PURPOSE**

This procedure is to ensure that utilities supplied to and throughout the factory are designed and/or monitored in such a way as to minimize the risk of product contamination.

1. **DEFINITIONS**

N/A

1. **PROCEDURE**

**Responsibility**

1. **Maintenance Manager/Functional Responsibility**
2. Ensures that boiler chemicals used contain approved food additives or additives approved by regulatory authority as safe for water intended for human consumption
3. Ensure boiler chemicals are stored in designated area and secured (locked), when chemicals are not in immediate use.
4. Ensure all lighting fixtures installed in pre-processing, processing and storage areas are shielded or shatter proof.
5. **Food Safety Team Leader/ Coordinator/ Quality Officer**
6. Ensure that air quality is maintained in Environmental Monitoring area while it is in use
7. Ensure open plate test are conducted in Environmental Monitoring area
8. **Managing Director/Factory Manager**
9. Ensure adequate ventilation (natural or mechanical) so as to prevent build up of steam, dust and odors and to allow for drying after wet cleaning
10. Ensure plant layout is in such a way to prevent air flow from contaminated or raw areas to clean areas
11. Ensure adequate lighting in provided based on the nature of the work being done in the area. Areas used for inspection should be brightly lit.
12. **Cold Storage Supervisor/ Functional Responsibility**
13. Ensure temperature of cold storage is maintained and documented. If temperature falls above 4.4 °C, inform maintenance department to conduct assessment and repairs.
14. **RECORDS**

[Daily Sanitation Audit Form](../FORMS/PRP%20FORMSSS/Sanitation/Daily%20Sanitation%20Audit%20Form%20June%2021,%202017.docx)

Verification Tool: Boiler Room, Cold Storage

Water Quality (External) Lab Report

Cold Storage Access Log book (Temperature readings)

1. **REFERENCES**

[Chemicals list](../Chemical%20List/Chemicals%20list.docx) (Maintenance; Boiler)

[Sanitation Procedure](PreRequisiteProcedures/SanitationProcedure/SanitationProcedure%20April%2012,%202018.docx) (Water Quality)

[MicroBacteriological Testing](PreRequisiteProcedures/MicroBacteriological%20Testing/MicroBacteriologicalTesting.docx) (WATER)

1. **DOCUMENT CONTROL INFORMATION**
2. **APPROVAL AUTHORITY**

|  |  |  |  |
| --- | --- | --- | --- |
| Authored by; | REVISED BY | APPROVAL BY | DATE |
| Owen Glave and Food Safety Team |  | Food Safety Team |  |