1. SCOPE
2. Covers all equipment used in pre-processing and processing.
3. PURPOSE
4. To establish planned maintenance strategies so work is planned and scheduled to ensure effective utilization of resources and assets. To provide a systematic process for planning the next period in which all requirements to do the work are considered (e.g., availability of people, equipment downtime, materials, and tools).
5. To provide a systematic process for scheduling maintenance work between the maintenance and production departments. This process should insure orderly shutdowns and startups of machinery requiring maintenance.
6. DEFINITIONS

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| --- |
| 1. Schedule Maintenance/Preventive Maintainance   Pre-planned actions performed to keep an item in specified operating condition by means of systematic inspection, detection, and prevention of failure. Sometimes called preventive maintenance, by actually a subset of PM.   1. Unscheduled Maintenance/Corrective Maintenance   Emergency maintenance or corrective maintenance to restore a failed item to useable condition. Often referred to as breakdown maintenance. |

1. ROCEDURE
   * 1. **Responsibility**
2. **Maintenance Manager**

Process for Scheduled Preventative Maintenance

1. Maintenance Manager prepares the PM schedule.
2. Prior to carrying out the maintenance determine if all resources are available to perform the PM.
3. If all resources are available the Maintenance Manager will meet with the Factory Manager to plan the preventative maintenance.
4. The Factory Manager will notify the Production Manager of the upcoming machine maintenance and request, if needed, adjustments in scheduling overtime, people by expertise such as technicians, machine operators, etc.
5. The Maintenance Manager will perform a lock-out tag-out on the equipment.
6. The Maintenance Manager will perform the PM during the agreed time.
7. Once the PM is completed the Maintenance Manager will complete all paperwork and notify the Production Manager.
8. The Production Manager inspects the machine to ensure it is properly cleaned and sign off on the form to receive the machine back into production.
9. Once the machine is received by the Production Manager as acceptable the Maintenance Manager removes the lock-out tag-out.
10. If the Maintenance department is not allowed to have the machine for its scheduled PM (i.e. due to customer demand) on time, the PM will be delayed for up to one month maximum. This delay MUST be approved by the Managing Director.
11. Preventative Maintenance checklists are reviewed (Daily and weekly PM checklists are reviewed weekly and monthly PM checklist is reviewed monthly) by the Factory manager
12. All newly commissioned equipment and instruments must be added to the Preventative Maintenance and Calibration Schedule prior to use
13. **Process for Unscheduled Maintenance.**
14. Production Manager/Production Supervisor reports machine problem and alerts Maintenance Manager of the machinery requiring repairs.
15. Adjustments that are made to the seamer before processing are recorded on the Daily Maintenance Checklist form by the maintenance personnel.
16. The Maintenance Manager analyzes information, machinery, spare parts inventories, etc. and determines if and when the machinery will be repaired and the amount of time required for repairs. This would only apply to a machine problem that is minor in nature and does not present an immediate threat of an injury to anyone, the machine or the contamination of product.
17. If the problem requires immediate attention the Operator or whomever is closest to the machine will stop operation of the machine immediately. The Maintenance Manager is notified immediately and he will lock-out and tag out the machine and assess the equipment to determine if it can be repaired immediately. If immediate repairs are needed and there are resources available the Maintenance Manager will carry out the repairs. If resources are required the Factory Manager will be contacted and a list of the required needs given to her.
18. The Factory Manager will set a time for the repairs with the Maintenance Manager given the time it will take to source the necessary resources and notify the Production Manager.
19. Once the CM is completed the Maintenance Manager will complete all paperwork and notify the Production Manager.
20. The Production Manager inspects the machine to ensure it is properly cleaned and sign off on the work order to receive the machine back into production.
21. Once the machine is received by the Production Manager as acceptable the Maintenance Manager removes the lock-out tag-out.
22. Any revision of this procedure automatically results in the revision of the records and references which are associated with it.
23. RECORDS

PM Schedule

[..\..\..\FORMS\PRP FORMSSS\Preventative Maintenance and Calibration Schedule\Preventative Maintenance and Calibration Schedule.docx](file:///\\DC1\FoodSafety\FSSC%2022000%20Management%20System\FORMS\PRP%20FORMSSS\Preventative%20Maintenance%20and%20Calibration%20Schedule\Preventative%20Maintenance%20and%20Calibration%20Schedule.docx)

Work Order Form

[..\..\..\FORMS\PRP FORMSSS\Preventative Maintenance and Calibration Schedule\Work Order.docx](file:///\\DC1\FoodSafety\FSSC%2022000%20Management%20System\FORMS\PRP%20FORMSSS\Preventative%20Maintenance%20and%20Calibration%20Schedule\Work%20Order.docx)

Daily Checklist

[..\..\..\FORMS\PRP FORMSSS\Preventative Maintenance and Calibration Schedule\Daily Maintenance Schedule.docx](file:///\\Dc2\j\FoodSafety\FSSC%2022000%20Management%20System\FORMS\PRP%20FORMSSS\Preventative%20Maintenance%20and%20Calibration%20Schedule\Daily%20Maintenance%20Schedule.docx)

Weekly Checklist

[..\..\..\FORMS\PRP FORMSSS\Preventative Maintenance and Calibration Schedule\Monthly Maintenance Schedule.docx](file:///\\Dc2\j\FoodSafety\FSSC%2022000%20Management%20System\FORMS\PRP%20FORMSSS\Preventative%20Maintenance%20and%20Calibration%20Schedule\Monthly%20Maintenance%20Schedule.docx)

Monthly Checklist

[..\..\..\FORMS\PRP FORMSSS\Preventative Maintenance and Calibration Schedule\Monthly Maintenance Schedule.docx](file:///\\Dc2\j\FoodSafety\FSSC%2022000%20Management%20System\FORMS\PRP%20FORMSSS\Preventative%20Maintenance%20and%20Calibration%20Schedule\Monthly%20Maintenance%20Schedule.docx)

1. REFERENCES

Machine Maintenance Procedure

[..\Preventive&CorrectiveMaintenance (COMP)\MACHINE REPAIR PROCESS\Machine Maintenance Process.docx](file:///\\DC1\FoodSafety\FSSC%2022000%20Management%20System\PROCEDURES\PreRequisiteProcedures\Preventive&CorrectiveMaintenance%20(COMP)\MACHINE%20REPAIR%20PROCESS\Machine%20Maintenance%20Process.docx)

In Plant Sanitation Master Sheet

[..\..\..\FORMS\PRP FORMSSS\Sanitation\In Plant Sanitation Master Sheet.docx](file:///\\DC1\FoodSafety\FSSC%2022000%20Management%20System\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 | Food Safety Team | 09/09/15 |