



Wiskerchen Cheese, LLC SOP

Title: Maintenance Controls

2.044

Issue Date: 4/20/11	Written By: Jesse Norton	Approved By: John Wiskerchen	Revision # 4	Revision Date: 11/03/2024	Revised By: Lili Leon	Supersedes: 10/11/22	Page 1 of 3
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Objective, Purpose & Scope:

Maintenance controls apply to all facilities to ensure:

- Proper communication of equipment and facility issues to maintenance employees
- Ensure that equipment is maintained in accordance with manufacturers recommendations and the rigors of production use
- Ensure traceability of tools and parts
- Ensure that maintenance activities and cleanup activities are documented

Maintenance constitutes the use of tools or disassembly of equipment. Adjustments are changes where no tools are required i.e. adjustment of a dial for heat plate.

I. General Maintenance Requirements

A. Tools and Parts

At the start and end of each day, maintenance personnel shall inventory their allotted tools and record the parts that they used during the day on their daily tool and parts reconciliation log.

Departments with standard tools used each day shall also maintain daily tool and parts reconciliation logs.

Tools must be maintained in a sanitary condition. Tool pouches, containers, and carts must be maintained in a sanitary condition as well. Carts and other two wheel carriers/mechanical equipment must move through foot traffic controls for appropriate sanitation before moving into production areas.

B. Priority of Jobs

1. Emergency

Emergency jobs are issues that would affect food safety, food quality, and/or the ability to maintain production levels. Emergency jobs shall be communicated to maintenance personnel through verbal means or by paging with the horn.

2. Scheduled

Scheduled jobs are issues that do not affect food safety, food quality, and/or the ability to maintain production levels. Scheduled jobs shall be communicated to maintenance personnel by filling out a work order via the Limble Maintenance Management system.

3. Preventative

Preventative maintenance shall be communicated to maintenance personnel through the preventative maintenance schedule. Manufacturer recommendations shall serve as a starting point for the preventative maintenance schedule development unless historical information from maintenance personnel suggests otherwise. The preventative maintenance schedule shall



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provide a defined inspection schedule for equipment with any parts replacement or oil/lubrication duties outlined.

C. Documentation

After maintenance is completed, a Requested/Emergency Maintenance form will be filled out by Maintenance. The Limble system keeps all categories of maintenance reports in its database.

D. Maintenance Steps

Maintenance activities shall be performed outside of normal operating times as much as possible. Emergency maintenance that must be performed during operation hours shall put the following controls in place before proceeding:

1. In process and finished product shall be moved as far away from the area to be worked on as possible, within the local department.
2. Put in place appropriate guards such as catch pans and mats to prevent contamination of equipment, product, and the production environment.
3. Care should be taken to prevent the maintenance employee and their uniform from becoming a source of contamination during repairs. Maintenance employees shall follow facility GMP rules.
4. Visually inventory the area after performing maintenance to ensure that all tools, parts, and guards are picked up and disposed of as appropriate.
5. Inform the area department head that the job is complete, either with a temporary repair or a permanent one, and that they can inspect and cleanup before beginning production.
6. Tools should be cleaned after each job, using cleaning wipes. Tool cleaning activities shall be documented on the daily tool and parts reconciliation log.
7. If a product contamination event occurs during maintenance quality assurance and the area department head must be notified immediately. Affected product must be placed on hold until an evaluation can take place.
8. **Maintenance staff and contractors shall remove all tools and debris from any maintenance activity once it has been completed, and inform the area supervisor and maintenance supervisor, so appropriate hygiene and sanitation can be conducted and a preoperational inspection completed prior to the restarting of site operations.**
9. **If Lockout-Tagout is required:**
 10. Notify affected employees about the upcoming maintenance or servicing.
 11. Identify the specific procedures and hazards involved.
 12. Prepare for shutdown by gathering necessary tools and equipment.
 13. 2. Shutdown and Isolation:
 14. Shut down the equipment using the normal procedure.
 15. Isolate the equipment from all energy sources by disconnecting or disabling them.
 16. 3. Lockout/Tagout Application:
 17. Apply lockout devices (locks) or tagout devices (tags) on the energy-isolating mechanisms.



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18. Ensure that each lock/tag clearly identifies the authorized employee and the reason for the lockout.
 19. 4. Release and Verification:
 20. Release any stored or residual energy, such as pressure, electrical energy, or mechanical energy.
 21. Verify that the equipment is completely isolated and locked out.
 22. 5. Performing the Work:
 23. Authorized employees can safely perform the maintenance or servicing work.
 24. 6. Re-energization:
 25. Once the work is complete, authorized employees must remove the lockout/tagout devices in the reverse order of application.
 26. Notify affected employees that the equipment is about to be re-energized.
 27. Restore the equipment to its operational state.
- E. Non Conforming Equipment:
- Any piece of equipment that does not perform It's intended function is put in the category:
1. Fixable: put the asset on "pause" in the Limble system. Once the asset is repaired it can be taken off pause and put back onto a normal PM schedule.
 2. Not Fixable: Determine if the asset can be sold or disposed of. Place it on "pause" indefinitely in Limble. Note in the file all information pertaining to the asset being taken out of service.
 3. Replaced: If an asset has been replaced attach an invoice to it's file in the system, along with any other applicable information.