



Wiskerchen Cheese Inc. Policy

Title: Preventive Maintenance

1.035

Issue Date: 12/6/11	Written By: Jesse Norton	Approved By: John Wiskerchen	Revision # 2	Revision Date: 9/22/16	Revised By: Danette Jepsen	Supersedes: 3/10/14	Page 1 of 2
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Purpose: To ensure we are maintaining all facility equipment and related parts in a satisfactory operating condition by providing for systematic inspection, detection and correction of any failures before they occur.

Forms: Forms associated with this policy:

- A. Repair Orders

Procedural Components:

A. Scheduling

1. The Preventive Maintenance Program is located on the server and accessible only by the Managing Director and Operations Systems/Safety Coordinator.
2. Based on inventory, the preventive maintenance program guides in completing timely servicing and maintenance of all equipment. The program lists the preventive maintenance due on a defined frequency.
3. Assessed equipment includes items owned by the facility, supplied by a vendor or leased.
4. The preventive maintenance is completed in accordance with the defined program. When manufacturer's guidelines are available, the preventive maintenance is completed in accordance with the manufacturer's recommendations.
5. Weekly these repair orders are printed and numbered by the Operations Systems/Safety Coordinator.
6. Equipment may be added or removed as site operations warrant change.

B. Inspections

1. Inspections verify that all equipment and parts are in working order and free from safety hazards.
2. A repair order consists of:
 - i. Equipment to be inspected
 - ii. Department
 - iii. Description of inspection needed
 - iv. If sanitation is needed
 - v. Who performed sanitation if needed
 - vi. Completion date
 - vii. Any comments or concerns by qualified individual inspecting equipment
3. All work is verified by the Operations Systems/Safety Coordinator and recorded on the repair order.



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C. Record Keeping

1. A designated file is kept by month in the Operations Systems/Safety Coordinator's office of all completed repair orders.
2. The repair order should note whether routine preventive maintenance was provided and whether any problems in servicing were identified. If problems are identified, the corrective action taken is recorded.
3. In the event that maintenance cannot be completed, the reason should be noted along with the action plan for completion.
4. Records are retained for 5 years.

Approved By: _____

Date: _____