



Wiskerchen Cheese Inc. SOP

Title: Maintenance Controls

2.044

Issue Date: 4/20/11	Written By: Jesse Norton	Approved By: John Wiskerchen	Revision # 1	Revision Date: 4/22/13	Revised By: Abby Hoffman	Supersedes: 4/20/11	Page 1 of 2
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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. In the event that maintenance does not respond, a written work order will need to be filled out and turned in with the completion date stating "As Soon As Possible".

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 and recording a due date.

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 need to be filled out by Maintenance and the department. Maintenance will provide the forms; fill out the top portion with information pertaining to the work completed. Maintenance will keep the bottom two copies of the form and give the department the top copy for further completion. The department will fill out and sign the "Status" section indicating that the area has been cleaned and sanitized after the completion of maintenance work. After the form is completed, the department will then hand in the top portion to Operations/Systems.

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.

Approved By: _____

Date: _____