

# FOOD SAFETY TOPIC: PREVENTATIVE MAINTENANCE

Preventative Maintenance is an important part of your Food Safety Program. It ensures equipment is well-constructed and maintained to prevent contamination of your raw materials, ingredients, in-process and finished product, and plays a key role in keeping your production lines running efficiently.

- Develop and implement a Maintenance Schedule. List all equipment and building maintenance items/areas, the required maintenance for the equipment and the frequency of the maintenance to be performed.

## THINGS TO CONSIDER:

- Plan and perform maintenance to minimize the risk of contamination of raw materials, ingredients, packaging, finished product and equipment.
- Maintenance employees and contracted service providers are required to follow Employee Hygiene and GMPs and the site's maintenance program.
- Notify your Production Supervisor/Lead Hand and/or Food Safety Team Leader when maintenance or repairs need to be completed in production/processing and storage areas which may pose a food safety risk.
- Perform maintenance outside production/processing times when at all possible.

- Temporary repairs are just that, temporary, ensure they do not become permanent and that there is a plan in place to address them. Document all temporary repairs on a Corrective Action Report.
- Maintenance employees and contracted service providers must remove all tools and debris from the area after completing maintenance activities. It is also important to notify the Production Supervisor/Lead Hand and/or Food Safety Team Leader so that sanitation can be arranged, followed by a pre-operational inspection prior to the start-up of production/processing.
- Tools must be kept clean, in good working condition and not left behind after maintenance is completed.
- Lubricants used on equipment located over product lines/conveyors must be food-grade and allergen-free to prevent cross-contamination and cross-contact with the product.
- Paint used in production/processing and storage areas must be suitable for use and be in good condition – not flaking or peeling and must not be used on any food contact surface.
- Repairs made to the facility and equipment must meet all applicable regulatory requirements.

- Materials used must meet all applicable regulatory requirements.
- Equipment maintenance procedures must be based on the equipment manufacturer's manual or equivalent.
- Equipment is to be serviced/repared in a manner where no pits, cracks, or crevices remain on food contact surfaces, and surfaces must be properly cleanable.
- Workshops/workspace must be kept clean and tidy to prevent contamination.
- If there is a breakdown or a repetitive breakdown of equipment, complete a Corrective Action Report and incorporate the outcome into your Maintenance Schedule so that maintenance can be scheduled to take place prior to a breakdown to keep your production lines running efficiently, reducing downtime.
- Keep records of all maintenance activities.
- Report any unacceptable conditions to your Food Safety Team Leader.
- Preventative Maintenance prevents contamination of your raw materials, ingredients, in-process and finished product and reduces downtime.



FOR MORE INFORMATION, VISIT [PERENNIA.CA/QUALITY-FOOD-SAFETY](https://perennia.ca/quality-food-safety)

Date/Shift Identifier:

Supervisor/Lead Hand (name and initials):

Session Facilitator (if not the same as above) (name and initials):

**EMPLOYEES WHO ATTENDED**

Name:

Initials:

**EMPLOYEE FEEDBACK, QUESTIONS, RECOMMENDATIONS**

**TALKING POINTS COVERED**

(add in any additional aspects or references of material covered that are specific to your operation):

Multiple horizontal lines for writing talking points covered.

Multiple horizontal lines for writing employee feedback, questions, and recommendations.



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