

Developing the Maintenance Prerequisite Program

Maintenance Log		
ABC Retail Store - Meat Department		
Month/Year	Date Completed	Signature
Grinder		
Maintenance Frequency: weekly	August 17	JIMMY ANDERSON
Comments: top time or missing components; grinder in good condition	August 22	JIMMY ANDERSON
	August 28	JIMMY ANDERSON
	August 29	JIMMY ANDERSON
Drain		
Maintenance Frequency: weekly	August 17	JIMMY ANDERSON
Comments: all drains functioning well	August 22	JIMMY ANDERSON
	August 28	JIMMY ANDERSON
	August 29	JIMMY ANDERSON
Refrigeration Unit		
Maintenance Frequency: Monthly	August 17	JOEL KEMPEN
Comments:		
Ventilation System Filters		
Maintenance Frequency: Semi Annual		
Comments: Replaced on July 1st/12		
Describe Corrective Action Taken (for any maintenance not completed)		
Completion of Corrective Action Verified by: _____ Date: _____		
Date: August 27/2012	Form Completed by: JIM ANDERSON	
Date: 08/27/2012	Form Verified by: JIMMY ANDERSON	

See page 46.

To develop the maintenance prerequisite program follow the steps outlined below.

1. Assemble a Team – To design an effective program you should bring together a team of knowledgeable individuals including:

- All individuals involved in maintenance and equipment installation
- Specialists such as equipment manufacturer’s representatives

You may also wish to involve local regulatory authorities and, if available, corporate quality assurance specialists.

2. Develop the Maintenance Written Program – The written program establishes the procedures and policies you will be following and outlines the requirements for training and records of maintenance activities. As each operation is unique you may wish to customize the example text on the next page to meet your own requirements.

3. Produce supporting records – A number of records are required which provide additional information related to sanitation activities. These are listed below:

- Maintenance Procedures Form
- Approved Chemicals and Authorized Handlers List
- Chemical Storage Map

4. Create a Maintenance Log – A maintenance log documents that the requirements set out in the written program have been satisfied.

5. Perform a Semi-Annual Review – Following the initial completion of the written program and associated forms it is important to periodically review all materials to ensure they are still up-to-date and functioning as intended. It is recommended that this review be done on a semi-annual basis or more often if required. It is valuable to maintain a written record of this review to assist you in the ongoing development of your food safety system (for sample see appendix).



The example written program and forms can be downloaded at www.goodretailpractices.net

Maintenance Written Program

example

PROCEDURES AND POLICIES

Maintenance Procedures

- Procedures for maintenance are noted on the *Maintenance Procedures Form* and include the item, frequency, procedure and person responsible.

Chemical Storage

- All chemicals for maintenance are to be stored in well ventilated areas in the original labeled container.
- If chemicals are temporarily placed in other containers they are to be clearly labeled to avoid mixing with incompatible chemicals.
- Chemical storage areas are indicated in the *Chemical Storage Map* and are separate from food preparation and storage areas.

Chemical Selection and Handlers

- All maintenance chemicals are suitable for use in food establishments and are approved by the Canadian Food Inspection Agency for use in food establishments.
- MSDS sheets are kept on-site for all chemicals used in maintenance activities.
- All chemicals utilized for cleaning and sanitation are noted on the *Approved Chemicals and Authorized Handlers List*.
- Individuals applying or mixing chemicals are trained by qualified personnel and are listed on the *Approved Chemicals and Authorized Handlers List*.

Protection of Food during Maintenance Activities

- Maintenance personnel working in food preparation areas are required to follow the same guidelines for hygiene as production personnel.
- Whenever possible maintenance activities are delayed until after production hours. If maintenance activities must occur during production, removal of all edible products and packaging in the vicinity of maintenance activities will be performed by non-maintenance personnel.

Maintenance Written Program *(continued)*

example

PROCEDURES AND POLICIES

Protection of Food during Maintenance Activities *(continued)*

- If lubricants or other chemicals are applied, care is taken to avoid contamination of nearby surfaces or application of excess amounts which may drip or spray during equipment operation.
- If parts or fasteners are removed they are accounted for before resumption of equipment use for production.
- All tools used for maintenance must be removed from food production areas immediately following completion of maintenance.
- In the event that contamination of food products occurs during maintenance activities, these products will be destroyed and any food contact surfaces cleaned and sanitized.

Equipment Inspection and Installation

- Food contact surfaces will be inspected before production for excess wear or any other condition which might permit contamination of food products. This activity will be recorded on the *Preoperational Inspection Report* as per the *Premises Written Program*.
- All equipment will be installed in accordance with the manufacturer's directions (if applicable) and in a way which will permit access for cleaning activities.
- All equipment must be compatible for use in a food production environment and, whenever possible, be chosen from the list of approved equipment kept by the CFIA.

Training of Maintenance Personnel

All individuals performing maintenance activities will be trained by qualified personnel and will be required to read and submit a signed copy of the *Maintenance Written Program* and the *Maintenance Procedures Forms* (for the areas they are responsible for) at the start of employment and following any changes to procedures and policies.

Records of Activities and Corrective Action

Activities related to the maintenance program will be recorded on the *Maintenance Log* by the individual designated by the supervisor each month.

Maintenance Procedures Form

The Maintenance Procedures Form describes how and when maintenance procedures should be performed so that food safety issues do not arise from improperly maintained equipment. The form should be kept current at all times and used in the training of all maintenance personnel.

example

Maintenance Procedures Form

<i>ABC Retail Store - Meat Department</i>			
Item	Procedures	Frequency	Person Responsible
<i>Grinder</i>	<i>Inspect grinder for worn, damaged, loose or missing components which may cause a physical hazard in food. Replace items as required.</i>	<i>Weekly</i>	<i>James Anderson</i>
<i>Drains</i>	<i>Check drains for proper functioning to prevent backup.</i>	<i>Weekly</i>	<i>James Anderson</i>
<i>Refrigeration Units</i>	<i>Inspect refrigeration units for proper function and, if required, replace/repair.</i>	<i>Monthly</i>	<i>Refrigeration Professionals Inc.</i>
<i>Air Intake</i>	<i>Change Ventilation Filters</i>	<i>Semi-annually</i>	<i>James Anderson</i>

Creation Date *Jan 4/2002*

Approved by Management *Dan Steel*

Last Updated *August 27/2003*

By *Joe Smith*

Approved Chemicals and Authorized Handlers List

The Approved Chemicals and Authorized Handlers List makes certain the chemicals used are appropriate for food production environments and that individuals using chemicals are trained.

The form should be kept current at all times.

example

Approved Chemicals and Authorized Handlers List

<i>ABC Retail Store - Meat Department</i>				
Maintenance Chemicals				
Chemical Name	Manufacturer	CFIA Approval Code	Authorized/Licensed Handlers	Approved Use
<i>Aquaguard AF1</i>	<i>Guardian Chemicals Fort Saskatchewan, Alberta Canada</i>	<i>G065</i>	<i>Joe Smith</i>	<i>Boiler (water treatment)</i>
<i>Grease (food grade)</i>	<i>CIC Canola Industries Canada Inc. Nisku, Alberta, Canada</i>	<i>C405</i>	<i>Joe Smith</i>	<i>Lubricant</i>

The CFIA Reference Listing of *Accepted Construction Materials, Packaging Materials and Non-Food Chemical Products* can be viewed online at www.inspection.gc.ca

Date *August 27/2003*

Form Completed by *Joe Smith*

Date *Sept 1/2003*

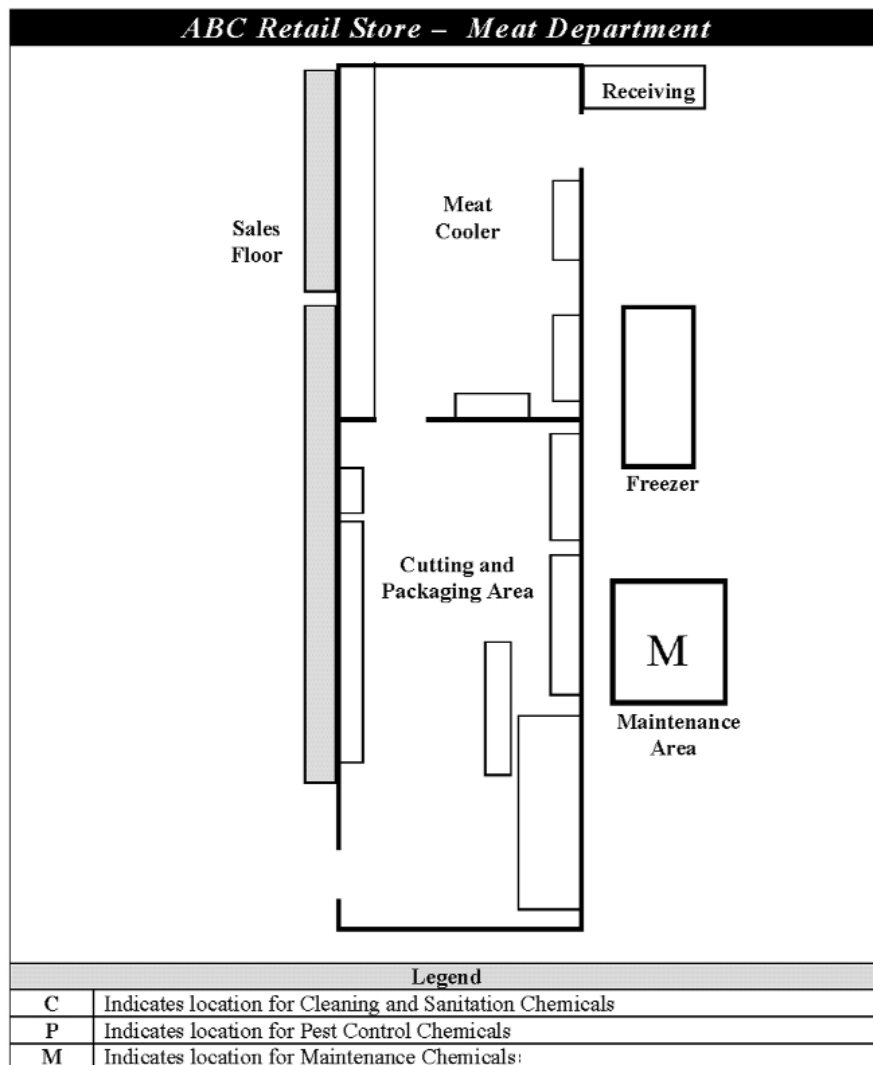
Form Verified by *Mike Andrews*

Chemical Storage Map

The Chemical Storage Map ensures that stored chemicals are kept away from food products so that chemical contamination can not occur. The map should be kept current at all times.

example

Chemical Storage Map



Date *August 27/2003*

Form Completed by *Joe Smith*

Date *Sept 1/2003*

Form Verified by *Mike Andrews*

Maintenance Log

The Maintenance Log documents that procedures outlined in the *Maintenance Procedures Form* are followed. An entry should be made in the log following each maintenance related activity.

example

Maintenance Log

ABC Retail Store - Meat Department			
Month/Year	<i>August 2003</i>		
Grinder		Date Completed	Signature
Maintenance Frequency	<i>weekly</i>	<i>August 4</i>	<i>James Anderson</i>
Comments <i>No loose or missing components, grinder in good condition</i>		<i>August 11</i>	<i>James Anderson</i>
		<i>August 18</i>	<i>James Anderson</i>
		<i>August 25</i>	<i>James Anderson</i>
Drains		Date Completed	Signature
Maintenance Frequency	<i>weekly</i>	<i>August 4</i>	<i>James Anderson</i>
Comments <i>All drains functioning well</i>		<i>August 11</i>	<i>James Anderson</i>
		<i>August 18</i>	<i>James Anderson</i>
		<i>August 25</i>	<i>James Anderson</i>
Refrigeration Unit		Date Completed	Signature
Maintenance Frequency	<i>Monthly</i>	<i>August 19</i>	<i>Brad Sampson</i>
Comments			
Ventilation System Filters		Date Completed	Signature
Maintenance Frequency	<i>Semi-Annual</i>		
Comments	<i>Recorded on July Log</i>		
Describe Corrective Action Taken (for any maintenance not completed)			
Completion of Corrective Action Verified by _____ Date _____			
<i>signature</i>			

Date *August 27/2003*

Form Completed by *Joe Smith*

Date *Sept 1/2003*

Form Verified by *Mike Andrews*