*All facilities should be kept up to date on repairs to minimize the likelihood of adulterating a product.**

# Maintenance

Objective:

To verify that the entire facility is maintained and cleaned to the standards of the food safety plan, minimizing the likelihood of contamination and pest control problems.

Person Responsible:

Plant Manager, Maintenance Foreman, or Designated Employee

Procedure:

Employees should be aware of equipment and maintenance problems at all times. All employees that witness or become aware of any maintenance issues should notify the plant manager immediately or before the end of the work day/shift. (Depending upon the severity).

Weekly, the plant manager or designated employee will inspect the facility and analyze the status of the equipment as well as any sanitation concerns. Any concerns will be documented and a weekly inspection form will be completed.

Any pest control maintenance will also be recorded on the Weekly Inspection Form.

Frequency:

Weekly

Corrective Action:

If the weekly inspection is not completed then a corrective action will be documented, indicating why the inspection was not completed, and a follow-up inspection should be conducted.

Related Documents:

Weekly Inspection Form
**AAFCO*