# Introduction

1.1 **[Company Name]** is committed to ensure that all food products are handled in a food safe environment and to have an effective maintenance programme in place.

1.2 The maintenance department is the responsible to implement and control the maintenance programme on the premises.

# Responsibility

2.1 The responsible person is: [Name of Personal Responsible]

# Control Measures

3.1 In order to achieve this objective, management shall, constantly through the food safety and quality management system identify, evaluate and implement control measures to ensure the following:

3.1.2 Records of all maintenance schedules for each area as well as of all the equipment are kept.

3.1.3 An external maintenance programme will be followed as required by the manufacturers of the equipment.

3.1.4 An internal maintenance programme will be followed as predetermined by management.

3.1.5 The factory design and structures will allow for proper maintenance, cleaning and performance of all operations.

3.1.6 External grounds shall be maintained in a clean and satisfactory condition, free from waste, obnoxious weeds, excessive dust, stagnant water, pests and animals.

3.1.7 Access to the processing facility is protected by fencing.

3.1.8 All maintenance that needs to be done will be the responsibility of the owner.

3.1.9 Roofs and outside structures form part of the building maintenance plan as to prevent possible product contamination.

3.1.10 All walls, floors, ceilings and overheads, doors and windows are provided for on the building preventative maintenance.

3.1.11 Services rendered to the facility shall provide for well-constructed electrical and other pipe work.

3.1.12 Light bulbs and lighting fixtures suspended over food materials at any stage of production shall be protected and checked on a regular basis by means of internal audits and checklists.

3.1.13 All plant equipment and utensils used in food handling areas that might come into contact with food shall be purpose designed, impervious, non-toxic and easy to clean.

3.1.14 Plant, equipment and utensils shall be maintained according to the preventative maintenance program.

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| **Executive Manager: [Name]** | **Date** | **Signature** |
|  | DD-MM-YYYY |  |