
	STANDARD OPERATING PROCEDURE CONFIDENTIAL	SOP NUMBER/RELEASE EQ-041 / 1
TITLE: PREVENTIVE MAINTENANCE		PAGE NUMBER 1 of 4

SOP COVER PAGE

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EFFECTIVE DATE:	1/16/2023	SUPERSEDES VERSION:	New Document
If the SOP is reviewed and there are no changes (i.e. if it is not revised) then a signature and date (below) indicate the review has occurred. If a revision is required, a new version is released and the signature / date (below) do not need to be completed.			
REVIEW DATE:		Signature:	
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Approval of this page indicates approval of all pages in this procedure.

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1. PURPOSE

- 1.1. Establish and conduct the Preventative Maintenance program in order to ensure appropriate functioning of the facility and equipment at MBI Nutraceuticals. Both preventive and routine maintenance are needed to ensure safe and efficient equipment.

2. SCOPE

- 2.1. This SOP describes the methods and responsibility for the preventive maintenance for the MBI facility and equipment. Preventive Maintenance shall be documented, planned, and carried out in a manner that minimizes the risk of contamination.

3. RESPONSIBILITIES

3.1. Maintenance Manager:

- 3.1.1 Acts as oversight for developing, revising and maintaining this SOP
- 3.1.2 Ensures that employees that operate equipment are trained on this SOP
- 3.1.3 Ensures all employees compliance with this SOP

3.2. Manufacturing/ Maintenance Employees:

- 3.2.1 Comply with the procedures in this SOP
- 3.2.2 Provide input for developing, revising and maintaining this SOP
- 3.2.3 Ensure compliance of all employees to this SOP

4. REFERENCES


- 4.1. SOP EQ-039 Chemical Control Program
- 4.2. SOP GP-002 Personal Protective Equipment
- 4.3. Equipment Master List

5. MATERIALS AND EQUIPMENT

- 5.1. Provide a list of materials and equipment used if applicable.

6. SAFETY REQUIREMENTS

- 6.1. Employees performing preventive maintenance must wear at a minimum the following: hair coverings, facial hair cover (if applicable), lab coat or dedicated uniform and safety glasses. SOP GP-002 Personal Protective Equipment

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7. PROCEDURE

7.1. Preventive Maintenance:

7.1.1 The maintenance mechanic notifies the area manager about any potential or immediate repair needed to the equipment or facility.

7.1.2 Maintenance shall provide routine maintenance of the facility or equipment based on the PM Schedule. The Preventive Maintenance Schedule shall cover the following: facility exterior and interior equipment, manufacturing equipment.

7.1.3 Preventive Maintenance will be logged in the corresponding binder found in the Maintenance Cabinet.

7.2. Emergency Repairs:

7.2.1 Emergency repairs shall be documented on an incident report, and records maintained.

7.2.2 The Maintenance Manager must document the completion of any work on the Incident Log found in lab archives.

7.2.3 Upon completion of repairs, remove all tools and debris from any maintenance activity and inform the area manager in order to initiate appropriate sanitation.

7.2.4 The Manager or Supervisor must ensure appropriate and effective clean up measures are taken once all Maintenance or Service Contractor activity is completed and prior to the commencement of plant operations.

7.2.5 The Production Manager must be contacted immediately anytime tools can not be accounted for to make a determination on next steps.


7.3. Equipment Lubrication & Paints:

7.3.1 Equipment located over product or product conveyors shall be lubricated with food grade lubricants. Be sure fitted drip trays are located under necessary equipment to collect lubricant that may drip from the machinery.

7.3.2 Non toxic paint shall be used in a food handling or contact zone and not on any product contact surface.

7.3.3 MSDS for food grade lubricants must be kept on file.

7.3.4 If non-food grade lubricants are used in the facility, they must be physically separated from food grade lubricants and stored in a locked cabinet.

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7.3.5 All oils, lubricants, and cleaners used in the facility must be approved, properly labeled, and stored, procedures located in SOP EQ-039 Chemical Control Program

7.4. Temporary Repairs:

7.4.1 Temporary repairs are not to be utilized within general processing facilities. The use of plastic, tape, string, cardboard, or other non-permanent materials as a means to repair or alter the facility or equipment must be avoided.

7.4.2 Temporary repairs need to be controlled and monitored on a daily basis.

8. **RECORDS, REPORTS, AND FORMS**

- 8.1. Preventive Maintenance Form and Log
- 8.2. Incident Report and Log (Lab Archive)

9. **HISTORY**

RELEASE No.	EFFECTIVE DATE	REASON/JUSTIFICATION FOR CHANGE
1	1/16/2023	New Document
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