**Site Standards Maintenance**

* **Procedure Guidelines**

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| Date Created | 02/07/14 | Review Date | As required |
| Created by | C.Fothergill | Department | Engineering |
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| Version No. 4  Red text = amendment | Job Description title changed from Senior to Coordinator | Carl Fothergill | 30/01/19 |

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| Scope and Purpose: |
| To ensure adequate maintenance of grounds, buildings (both internal and external), and that all facilities contained therein are suitable for the manufacture of food contact packaging and able to effectively control the risk of product contamination. |

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| Key Responsibilities: |
| The Senior Maintenance Leader is responsible for the implementation of this set of procedures.  The wider Maintenance / Engineering Team are responsible for the work carried out therein. |

**Site Standards Maintenance**

* **Procedure Guidelines**

Using the **Site Standards Maintenance Checklist** (G:\!Doc Man Live\Eng & Maint\Site\_Standards\_Checklist), the following standards shall be measured and recorded at least once a month, as part of a Site Standards Audit. Any risks to these standards encountered during an audit shall be recorded and detailed on the Checklist. The audit shall be carried out by at least one member of the Engineering Team. Wherever possible the Senior Maintenance Leader shall be involved, however the audit can be carried out in his absence. Risks shall be assessed, and appropriate corrective work scheduled and carried out as soon as practicably possible.

External

* Consideration shall be given to any local activities and the overall site environment (whether ad hoc or standard) which may have an adverse effect on the integrity of the finished product or raw materials. Measures shall be taken to prevent any contamination. If temporary ad hoc measures are required due to practicalities, then the **‘Temporary Repairs’** *(G:|! Doc Man Live\Eng & Maint)* procedures shall be adhered to. Where measures have been put in place to protect the site from any contaminants they shall be regularly reviewed to ensure effectiveness. Where appropriate full communication will be carried out with the landlord (Bridgnorth Aluminium) to ensure lines of responsibility.
* External areas shall be maintained in good order. Grounds shall be tended regularly and maintained in good order. Clean and unobstructed areas shall be provided as appropriate along the external walls of the buildings used for production and / or storage, namely Bay 1, Bay 2 & Bay 3.
* The building fabric shall be maintained to minimize the potential for any pest entry, ingress of water or any other contaminants. All pipe work and any other access point for the raw materials and product (whether Work in Progress or Finished Goods) shall be appropriately sealed and secured.
* Drainage shall be reviewed to ensure adequate. Drains shall be properly protected to prevent entry of pests.
* External traffic routes shall be reviewed to ensure safe to use and to minimize any risk to product safety.
* In the event of the need for any raw material to be stored externally, these shall be reviewed to ensure adequately protected from contamination.
* All designated external refuse areas shall be reviewed to ensure appropriate usage and suitable condition of refuse receptacles.

Building Fabric and Interiors

* All walls, floors, ceilings and pipe work shall be maintained in good condition and shall facilitate cleaning.
* Whereby any suspended ceiling is in place, reviews to be carried out to ensure clean and free of potential risk to product.
* Suitable standards of lighting shall be maintained to ensure a safe working environment, correct operation of processes and effective inspection of product, and cleanliness.
* Internal drain openings shall be protected against the entrance of pests and odour.
* All windows and roof glazing that lead into production and storage areas that are designed be opened for ventilation shall be adequately screened to prevent the ingress of pests.
* Glass windows shall be protected against breakage where a risk to product is determined.
* Ventilation shall be reviewed to ensure suitable.