**Maintenance System**

* **Guidelines**

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| Date Created | 04/05/14 | Version | 3 |
| Created by | C.Fothergill | Review Date | 30/01/19 |
| Department | All production | Next Review  | 30/01/21 |
| Changes Made in Red Text | Senior Engineer changed to Engineering Coordinator |  |  |

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| Scope and Purpose: |
| To ensure a documented system of planned maintenance is in place; covering all items of equipment and plant that are critical to product safety, legality and quality. |

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| Key Responsibilities: |
| The Operations Manager is responsible for the implementation of the Maintenance System.The Engineering Team (under the stewardship of the Engineering Coordinator) is responsible for the work carried out therein. |

**Maintenance System**

* **Guidelines**
* Equipment (including fixtures and fittings) shall be maintained to minimize the risk of product contamination, and to ensure Health and Safety of operation is maintained to highest deemed standards as practicable.
* A condition based monitoring system shall be used to trigger preventative maintenance as required. This system shall cover all equipment inclusive of Converting and Finishing departments and the VOC solvent abatement system. The **Maintenance** **Condition Report** *(W:Maintenance……W:\Engineering\NEW\_LAYOUT\_EXAMPLE\PM\_CONDITION\_MONITORING)* shall be completed every calendar month (spaced out approximately every 4 weeks).
* In addition to the condition based monitoring system, the production equipment shall be inspected during the **Monthly Hygiene Cleans** *(G:\!Doc Man Live\Manufacturing\Converting\Forms & G:\! Doc Man Live\Manufacturing\Finishing\Forms).* Any issues found during the hygiene clean will be communicated to the Engineering Team via the appropriate channels and investigated as appropriate.
* If there is any risk of equipment failure that could ultimately lead to product contamination of any kind (whether foreign body or other), a separate inspection schedule will be carried out, with predetermined frequency mapped out upon risk assessment. This inspection schedule can be carried out by production personnel or engineering team members.
* Maintenance work (whether planned or reactive) shall not put the product at risk. Following any maintenance work, an operator form the respective machine or Team Leader shall quantify that the equipment is checked and cleared to resume production by signing the **Maintenance – Production Hand-over Sheet** *(G:|!Doc Man Live\Eng & Maint)*. This sheet will also confirm that all maintenance equipment has been cleared away from the production area.
* Temporary repairs / modifications using tape / cardboard etc are only to be permitted in emergencies. Please see specific procedure for detail (*G:\!Doc Man Live\Eng & Maint)*.
* All wooden equipment shall be properly sealed to enable effective cleaning. This equipment shall be reviewed to ensure that it is kept clean, in good condition and free from all physical contaminants.
* The Engineering Workshop shall be kept organized and as practicably tidy as possible. Contamination risk to product shall be minimized by ensuring that swarf mats are in appropriate place and all doors are kept closed when not in direct use.
* A Maintenance based audit will be carried out at least quarterly. The purpose of this audit is to review the plant and equipment periodically to capture any short-falls in the on–going site maintenance. This audit can be led by the production teams or engineering team.