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|  <p>SMALL SCALE FOOD PROCESSOR ASSOCIATION</p> <p>SUPPORTS INDEPENDENT FOOD PROCESSORS & GROWERS</p> | <p>Document No.: HUB.E.SOP.29 Effective Date: 01-June 2022 Revision Date: New</p> |
| <p>Equipment Procedures</p> | <p>Revised By: MDaskis Approved By: NRoss Reason for Revision: New</p> |

OBJECTIVE:

To identify the necessity of ensuring safe, effective, and accurate operation of all equipment in which food products are manufactured, stored, labeled, and distributed. This includes utensils, accessory pieces of equipment, main functionary equipment, and particular care to take for those pieces of equipment that are used sporadically. This includes equipment owned by the HUB and additional equipment installed in the facility by HUB users.

SCOPE:

Equipment shall be designed, constructed, maintained, operated, and arranged in a manner that permits sanitary production and prevents contamination of food products.

BACKGROUND:

Effective use and performance of equipment involves a number of criteria.


- The correct equipment for the purpose required that can produce the expected quantity efficiently and effectively.
- The equipment will be approved for use in Canada, contain the correct electrical requirements, is composed of materials ensuring food safety, ease of cleaning, and calibration if so required.
- If using a thermal processing vessel, whether pressure canning or for ambient cooking and canning, the energy input must be suitable to maintain the prescribed minimum temperature for the entire duration of the process.

DEFINITIONS:

Calibration: The activity of checking, by comparison with a standard, the accuracy of a measuring instruction of any type. It may also include adjustment of the instrument to bring it into alignment with the standard.

DOCUMENTATION REQUIRED:

- Specific Equipment SOP
- Cleaning SOP
- Sanitizing SOP and records
- Maintenance SOPs and records

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INSTRUCTIONS:

1. Ensure that equipment is designed, constructed, installed, and maintained to allow adequate cleaning, sanitizing, and inspection of the equipment and the surrounding areas by:
 - a. Establishing regular and frequent cleaning, sanitization, and maintenance schedules of equipment
 - b. Fixing failed equipment promptly
 - c. Labelling defective equipment until repaired
2. Keep Equipment List up to date
3. Keep accurate equipment maintenance and sanitation records.
4. Ensure that equipment is operated in a safe and appropriate manner by providing training to HUB users.
5. Ensure that surfaces of equipment coming in contact with product is constructed of smooth, durable, non-reactive and non-toxic materials, and is impervious to moisture.
6. Only use food grade lubricant on equipment used in food processing and preparation.
7. Advise HUB users when maintenance and repairs must be done on equipment. Cover or enclose areas of equipment which may contaminate products with lubricant. (e.g., chains, tanks, pumps, gears)
8. Adhere to HUB.E.SOP.30 Preventative Maintenance Program SOP and respective equipment maintenance procedures. Record actions and comments in maintenance logs.
9. Ensure that equipment is calibrated and periodically tested for accuracy. Record actions and comments in maintenance logs.
10. Maintain equipment usage logs.

RESPONSIBILITIES AND PROCEDURES:

HUB Management is responsible for developing SOPs regarding Maintenance, Sanitation, and Calibration, and to approve amendments or alterations to such SOPs. HUB Management is responsible for training HUB Users on the use of equipment. HUB Users must follow this SOP for equipment they bring into the facility.

RELATED AND REFERENCE DOCUMENTS:

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| HUB.E.SOP.30 | Preventative Maintenance Program SOP |
| HUB.E.SOP.28 | New Equipment, Design, and Installation SOP |
| HUB.E.REC.36 | List of Equipment and Machines (Facility and Users) |
| HUB.E. WI.37 | Maintenance Procedure |
| HUB.E.REF.38 | Equipment Manuals |

REVIEW AND RECORDS:

1. Maintenance and Sanitation Records shall be completed as per respective schedules and filed in a specified, easy to access binder in the Hub office for a period of 2 years.