

 <p>SMALL SCALE FOOD PROCESSOR ASSOCIATION</p> <p>SUPPORTS INDEPENDENT FOOD PROCESSORS & GROWERS</p>	<p>Document No: HUB.PRE.SOP.4 Effective Date: 01-Jun-22 Revision Date: New</p>
<p>Plant Renovation SOP</p>	<p>Revised By: NRoss Approved By: MDaskis Reason for Revision: New</p>

OBJECTIVE:

This SOP outlines the procedure for ensuring all new equipment and plant renovations are appropriate for a food processing plant.

SCOPE:

The SOP is used by all HUB Users

DEFINITIONS:

PROCEDURE:

1. Complete Plant Renovation, New Equipment/Utensil Form before equipment/utensil is purchased or installed into the processing area. Develop appropriate maintenance, cleaning, and sanitation procedures for new equipment before using.
2. Ensure all equipment meets CSA approval and advise Insurance carrier of changes to equipment including if a piece of equipment will no longer be used or has been sold or destroyed.
3. Ensure plant renovations meet the requirements of the Premises Prerequisite Program. Complete Form HUB.E.28 Plant Renovation, New Equipment/Utensil Form.
4. Hub Owner/Manager may require change to the Hub Facility HACCP Plan as necessary. Record changes in HACCP Amendment Log.
5. Conduct inspections of the renovations as they proceed to ensure continued compliance

DEVIATION PROCEDURES:

1. Equipment cannot be used until paperwork is complete and approved.
2. Processing cannot commence until renovation meets requirements. Modify the plans if requirements not met
3. Equipment cannot be used until paperwork is complete and approved

RELATED DOCUMENTS:

HUB.PRE.FRM.28 Plant Renovation, New Equipment/Utensil Form

REVIEW:

Annually or as changes occur.