| This form is to be completed by the HUB Management before the purchase and installation of equipment, purchase of new supplementary utensils and/or at the beginning of a plant renovation. Form is signed by HUB Owner. This form is also used by HUB Users for their company purchases of equipment and supplementary utensils. | |
| --- | --- |
| Date work started |  |
| Renovation/New equipment description |  |
| Who has requested the work | HUB Management Yes No  HUB User Yes No  Name of HUB User |
| Reason for renovation or new equipment: |  |
| Is the plant renovation (including sewage and waste effluent system) designed to prevent contamination of food? Describe. |  |
| **New equipment is designed, constructed and installed to meet the:**   * requirements of the process Yes No * accessible for cleaning, sanitizing, maintenance and inspection Yes No * prevents contamination of the product during operations Yes No * permits proper drainage Yes No * all food contact surfaces are smooth, non-corrosive, non-absorbent, non-toxic, free from pitting, cracks, and crevices Yes No * spare parts available Yes No * new materials are listed on the CFIA Reference Listing\*? Yes No * manual is available Yes No | |
| **Documentation updates:**   * HACCP plan updated (plant schematic, process flow, hazard analysis) Yes No * Control measures (maintenance, sanitation, training) Yes No | |
| **Comments:** | |
| **Signature of HUB Owner** |  |
| **Date** |  |