

 <p>SMALL SCALE FOOD PROCESSOR ASSOCIATION</p> <p>SUPPORTS INDEPENDENT FOOD PROCESSORS &amp; GROWERS</p>	Document No.: HUB.E.FRM.153 Effective Date: 01-June 2022 Revision Date: New
<b>Plant Renovation, New Equipment and Purchase of Supplementary Utensils Form.</b>	Revised By: MDaskis Approved By: NRoss Reason for Revision: New

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 HUB User Name of HUB User	Yes	No
Reason for renovation or new equipment:			
Is the plant renovation (including sewage and waste effluent system) designed to prevent contamination of food? Describe.			
<b>New equipment is designed, constructed and installed to meet the:</b>			
✓ 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	
<b>Documentation updates:</b>			
✓ HACCP plan updated (plant schematic, process flow, hazard analysis)	Yes	No	
✓ Control measures (maintenance, sanitation, training)	Yes	No	
<b>Comments:</b>			
<b>Signature of HUB Owner</b>			
<b>Date</b>			