



SMALL SCALE  
FOOD PROCESSOR  
ASSOCIATION  
  
SUPPORTS INDEPENDENT  
FOOD PROCESSORS & GROWERS

Document No.: HUB.E.SOP.32  
Effective Date: 01-June 2022  
Revision Date: New

## New Equipment SOP

Revised By: MDaskis  
Approved By: NRoss  
Reason for Revision: New

### OBJECTIVE:

To ensure that all equipment used in the facility is well designed, constructed, and installed correctly. This includes equipment that is installed by HUB Owner and can be used to give guidance to HUB Users who purchase equipment for their own operations for use at the HUB.

### SCOPE:

Well-constructed and maintained equipment will minimize the potential for biological, chemical, and physical hazards to occur. On the contrary, poor installation can result in parts or areas that cannot be properly cleaned, sanitized, and inspected, thereby leading to faulty and potentially unsafe products.

### RESPONSIBILITY:

- HUB employees and HUB Users involved in new equipment purchases should have knowledge of food safety as well as experience in equipment installation and selection.
- Selection of equipment should involve knowledgeable people with input from suppliers, production employees, quality assurance, and maintenance personnel. New equipment decisions will be made by the HUB owner with input from HUB Users.
- People involved in the purchase of new equipment must know that pits, cracks and crevices can provide areas for residues to accumulate and microorganisms to grow. Food residues that accumulate can contain allergenic components or microorganisms that can cause cross-contamination, food spoilage, and potential food illness.
- Equipment that cannot be adequately inspected can result in hazards not being detected, including physical as mechanical parts, biological as accumulation of debris, and chemical compounds entering the product flow.

### NEW EQUIPMENT REQUIREMENTS:

When new equipment or changes in the design are considered, a review of the capabilities and the suitability of the equipment and any negative implications for food safety within the HUB must be considered.

1. All equipment used in the HUB meets the government regulatory requirements.
2. All equipment must be capable of delivering the requirements of the process and the sanitation program.
3. Production equipment must be installed such that they are accessible for cleaning, sanitizing, maintenance, and inspection.
4. Sanitation procedures, including instructions for disassembly must be developed.



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5. Drainage requirements for new equipment must be considered. Install equipment close to drain to ensure proper drainage.
6. All food contact surfaces of processing equipment must be smooth, non-corrosive, non-absorbent, non-toxic, free from pitting, cracks, and crevices. They are free from pitting, cracks, and crevices, and are easy to clean and sanitize.
7. Utensils are constructed of non-toxic materials, do not present a foreign materials hazard that could contaminate the food, and are easy to clean and sanitize.

### INSTALLATION:

1. HUB Users must be made aware of installation activities that will be carried out in the HUB. Post HUB.E.FRM.143 Notification of Maintenance Activities to provide warning so HUB Users can change their production schedule if needed.
2. Prior to installation the area around the space that the equipment it is to occupy must be cleared.
3. No production in that area is to be conducted during the installation unless the equipment is small, i.e., printers or labelers, and is in an area segregated away from or protected from production.
4. Any equipment or materials that are in the area must be covered, removed, or protected from dust or debris that may be created during the installation. If any grease or other liquids are used during the installation the odours must be evaluated for acceptability and any excess is to be cleaned before equipment is used.
5. All materials, tools, or other items used in the assembly or installation of the equipment must be removed and cleared from the area prior to the initial use of the equipment for production. If testing is to occur, any ingredients used during this phase must be discarded unless retained for evaluation by the HUB User.
6. If a HUB user is installing equipment for their own use, they must involve the HUB management (QA or Owner) during the installation to evaluate the food safety implications of HUB Users in the surrounding area.
7. Ensure all tools and materials required during the installation must be cleared from the area before production begins again. The area may require cleaning prior to resuming food production activities.

### FINAL APPROVAL FOR USE:

- HUB Management must review all paperwork that has been prepared as part of the installation. Refer to list of associated paperwork in the next section.



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- Prior to initial production all HUB Users who will be operating the equipment must have successfully completed training of the safety, operation, identification of change parts, storage of change parts, the changeover operation and cleaning and storing of the various parts.
- Prior to use the operator and maintenance people must be familiar with any calibration that is required and/or testing to confirm fitness of use.

**RELATED AND REFERENCE DOCUMENTS:**

HUB.E.REC.153      New Equipment and Utensil Form  
 HUB.E.SOP.30      Preventative Maintenance Program 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. New Equipment and Utensil Form 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.