**OBJECTIVE**

* + To prevent equipment and facilities failures using the appropriate preventive maintenance activities and to act effectively when there are breakdowns during processing with the aim to reduce or mitigate a negative impact on the quality and safety of the products.

**PROCEDURE**

* + - The company has a maintenance department that is responsible for providing service to the company's facilities and equipment.
    - That department is also responsible for making emergency and corrective repairs to equipment that fails during production.
    - To enter the processing areas, maintenance employees must wear the appropriate protective clothing (hair restrain, mask, and gloves if necessary) and exhibit good personal hygiene practices.
    - The company uses only food grade lubricants on surfaces in direct contact with food.
    - The Maintenance department removes all metal burrs or fragments of parts that may exist from the equipment and the work area.
    - The technician who performs maintenance, repair or reassembly activities to any equipment is responsible for removing all lubricant residue and waste generated during the work.
    - The Production Supervisor assigns an operator to clean and disinfect the equipment according to the equipment cleaning and disinfection SOP (SOP- PROCLDIS-5.4.4) before restarting the production tasks. Quality Control is responsible for inspecting and releasing the equipment when it is in adequate sanitation conditions.
    - When the maintenance or repair work is carried out on site, the responsible technician only takes with him the tools and spare parts necessary to do the job and makes sure to remove each of them when he is finished.
    - The parts that are removed from the equipment are placed on a pallet or clean shelf and never directly on the ground.
    - At the end of any kind of maintenance, Quality Control and/or the Production Supervisor, inspects and visually records the following points in the form Maintenance Work Order (REG-MWO-5.4).
      * The equipment repaired.
      * Verification of removal of all the initial tools.
      * Verification that there is no contamination in the equipment/machinery. The equipment/machinery is in normal operation for its use.
      * The cleaning of the equipment.
      * All the screws, nuts and those parts that require it must be tightened correctly and if necessary lock washers added to prevent loosening by the normal vibrations of the equipment.

**Preventive Maintenance**

* + - The company has a Preventive Maintenance Program in the packing house (PROG-MAINT-5.4) designed based on the usage and wear and tear of the equipment.
    - The Maintenance Department is responsible for carrying out the program (PROG-MAINT-5.4) and recording these activities in the form Maintenance Work Order (PROG-CAL-5.4.9).
    - All equipment requiring calibration for its proper use are calibrated at the frequency specified on the list of equipment calibration (MISSING DATA).
    - All equipment calibrations are recorded using the Equipment calibration log (REG-ECAL-5.4.9).
    - Before starting operations every day, the pre-operative evaluation is performed (REG-PREOP-5.4.1) by Quality Control.