	<h1>Equipment Commissioning Policy</h1>		
Document Number	MN121-001	Manual Number	001
Date Issued	08-22-25	Revision Number	01

POLICY

To establish a system for the approval of new equipment, used equipment, existing equipment, and modifications to any equipment. This system ensures that all equipment design and modifications address all aspects of food safety, including storage, handling, processing, packaging, and sanitation.

PURPOSE

To ensure that all equipment used in production is safe, sanitary, and capable of supporting consistent, high-quality food processing operations.


RESPONSIBILITY

It is the responsibility of the Maintenance Manager, or their delegate, to implement and enforce this equipment commissioning policy. This includes evaluating the suitability of new, existing, or modified equipment to ensure compliance with industry food safety and sanitation standards.

REQUIREMENTS

All equipment must be designed, constructed, and maintained to support food safety and sanitation standards. On receipt of new or used equipment, or following any modifications, the equipment must be approved for use based on the following criteria:

- Equipment is made of materials and workmanship that allow for proper cleaning and maintenance.
- Equipment is compatible with the product, environment, and cleaning/sanitizing chemicals.
- Equipment is designed to prevent bacterial ingress, survival, growth, and reproduction on all surfaces, including product and non-product contact areas.
- Equipment is accessible for inspection, maintenance, cleaning, and sanitation.
- Equipment is self-draining to prevent pooling or condensation of liquids that could harbor bacteria.
- Equipment operates in a sanitary manner and does not create conditions conducive to bacterial growth.

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PROCEDURE

- A checklist will be used for all new equipment inspections to verify compliance with company processing and sanitary design criteria.
- Manufacturer recommendations for cleaning and maintenance will be followed. In the absence of specific procedures, the Sanitation, Maintenance, and Production departments will develop SOPs for processing, maintaining, and sanitizing new, used, or modified equipment.
- All equipment must undergo evaluation using the following methods:
 - Visual inspection for cleanliness, integrity, and functionality.
 - Adherence to existing SOPs for sanitation and maintenance.
 - Cleaning and sanitizing prior to release to production.
 - Swab testing at randomly selected points to validate effective sanitation.
 - Verification that cleaning chemicals are effective on food contact surfaces.
- Approved equipment will only be released to production after passing all inspections and sanitation verification processes.


NON-CONFORMING EQUIPMENT

Any equipment found to be non-conforming during a production run (e.g., leaks, over-greasing, or other failures) will be tagged out of service immediately. Any product produced during this time will be placed on hold, dispositioned, or reworked as approved by QA, ensuring food safety and quality are not compromised.

VERIFICATION

Equipment must be designed to allow effective cleaning, sanitization, and safe operation throughout its lifespan. Verification methods include:

- Ensuring construction materials are compatible with products, cleaning chemicals, and environmental conditions.
- Confirming accessibility for inspection, maintenance, cleaning, and sanitation.

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- Validating that equipment design prevents liquid accumulation and bacterial growth.
- Conducting performance checks during normal operations to ensure sanitary conditions.
- Using a checklist for inspections and corrective action documentation.

TRAINING FREQUENCY

All maintenance employees must receive documented training on this policy upon hire. Refresher training is required annually. A sign-off sheet will be maintained for all training sessions.

ATTACHMENTS

- Attachment 1: Equipment Design Criteria Checklist