

RDMI

HACCP VALIDATION PROTOCOL

WITH

MAINTENANCE MANAGEMENT SYSTEM

MoCA FOR WINDOWS 95/98/NT/2000

Implementation Strategy Document

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Implementation Plan:

This report contains a system implementation plan for Hazard Analysis and Critical Control Point (**HACCP**) Validation Protocol and **MoCA for Windows**, a computerized maintenance management software.

As a pre-requisite, client has already developed a HACCP Quality Program and its elements. This would include the company Quality Statement and complete operating procedures. In fact, the HACCP Documentation for the company in form of a Quality Manual has been developed.

MoCA for Windows, a maintenance management software provides the backbone for the HACCP Validation Protocol. The three basic elements of the HACCP information system are 1) MoCA Software, 2) HACCP Protocol Option, and 3) Implementation and Training.

This implementation plan presents a logical approach for balancing these elements towards the achievement of the client's HACCP and maintenance management goals and objectives. RDMI will manage this project in accordance with project management techniques. The RDMI's project manager will act as the contact person for the client. The project manager, who will be co-ordinating directly with the Maintenance Engineer and HACCP Coordinator, will provide timely updates on project status, schedule changes, data conversion, training requirements, and a project summary analysis.

A five step approach to the implementation is as follows:

Step One - Implementation Seminar

Step Two – Critical Equipment and PM Database Development and Process Review

Step Three – Critical Parts Inventory Database Development and Process Review

Step Four – HACCP Validation System Development and Process Review

Step Five – Software System Training

The steps of the implementation plan outlined here are the fundamental steps that must be addressed to ensure a successful implementation. RDMI offers to complete each step jointly with the project team. Each step must be addressed by either RDMI or the client's internal staff to achieve the intended benefits of a maintenance information management system. *RDMI will make a good faith effort to complete each step for the client within the time period specified by the proposal.*

Step One:

Implementation Seminar

RDMI's project manager will conduct, at the *client's facility*, an implementation planning seminar, and direct initial activities of the project. This seminar shall include users from Maintenance, Quality Assurance, MIS, Accounting, Production, Purchasing and other

concerned departments. The goals of the project will be established and agreed upon during this meeting. In establishing our strategy we will determine how best to allocate RDMI and client's resources in order to ensure a successful and timely project completion. The implementation seminar will provide the foundation and guidelines to ensure a timely and smooth implementation.

The seminar will serve to:

- Set objectives/goals and review time frame
- Establish criteria for measuring the success of the project
- Review project time line
- Review the Quality Manual and Procedures
- Define and establish coding standards as per Quality Manual
- Review existing practices and procedures
- Define/review maintenance procedures
- Verify hardware requirements/networking issues
- Establish working process for storeroom control and work order management.

Step Two:

Critical Equipment and PM Database Development and Process Review

RDMI will perform a review of existing equipment database and develop a technical specification for review. Based on RDMI's recommendations and guidelines established, the database will be converted to meet HACCP requirements. Database verification is essential to ensure continuity in management analysis and reporting. The decision about how to convert the data, whether manual or electronic, will be made during this step.

RDMI will work in conjunction with client's personnel to develop an equipment database and Preventive Maintenance database on predetermined critical and production equipment as outlined in the SOP or HACCP documents. This joint session will provide a systematic design for the client to review and implement as a template to use on remaining non-critical equipment. The following data will make up CMMS's equipment and Preventive Maintenance databases, and for the purpose of HACCP Validation:

Equipment:

- Equipment types categorisation, numbering and description
- Model number, serial number
- Equipment Location
- Cost centres
- Department
- Components
- Spare Parts Listing

Preventive Maintenance:

- Task number scheme with identification on Food Safety Task
- Task scheduling information (start date, scheduling type, and scheduling frequency)
- Equipment listing
- Task Instruction* (as specified by existing procedures and equipment manuals.)
- Required parts and tools

* *Data entry person to be made available by the client.*

Step Three:

Critical Inventory Database Development and Process Review

RDMI will work in conjunction with the client to develop an efficient and streamlined storeroom. From this joint session a systematic design will be outlined for the client to review and implement. RDMI will also work with the client to develop basic storeroom operational procedures.

- Define inventory check out and return procedures
- Stock locations strategies
- Bar code practices and implementation strategy
- Staffing requirements

Inventory integration will be provided in accordance with the SOP and HACCP guidelines. RDMI will set up the main storeroom for use with CMMS, including Barcode capability and use. RDMI, with the help of storeroom clerk, will assist in collecting and entering inventory data.

The following data will be collected and an inventory database developed to meet SOP and HACCP requirements.

- Inventory database development: Item number, description, type and, location.
- Identification of Items for Food Safety
- Re-order points and quantities will be established along with vendor information and pricing.
- A Physical Inventory of your storeroom will be performed; including minor reorganization of inventory if necessary and acceptable to your staff.

Written recommendations on streamlining storeroom operations may be provided on request.

Step Four:

HACCP Validation System Development and Process Review

RDMI will work in conjunction with the HACCP Co-ordinator to develop HACCP Validation System. From this joint session a systematic design will be outlined for the client to review and implement. RDMI will also work with the client to develop basic procedures such as:

- Define HACCP Operating Procedures
- Development of Key Performance Indicators (KPIs)
- Design and development of Control Documents
- Design and development of HACCP Reporting documents. See Appendix for a sample report.

Integration will be provided in accordance with the SOP and HACCP guidelines. RDMI, with the help of HACCP staff, will assist in collecting and entering data.

Written recommendations on HACCP Validation Protocols may be provided on request. See Appendix A for a sample.

Step Five:

Software System Training

During this step a RDMI Engineer will provide hands on system training to the Project Co-ordinator. This training will cover the day to day use of the software. The training will adhere to SOP and HACCP requirements with a maximum of two individuals may be trained. Facility database's will be incorporated for training as a review process to verify configuration and data integrity.

**HAZARD ANALYSIS AND CRITICAL CONTROL POINT
INSPECTION
(HACCP)**

PLANT AND PREMISES EQUIPMENT MAINTENANCE SYSTEM

**MoCA FOR WINDOWS 95/98/NT/2000
VALIDATION PROTOCOL**

(PARTIAL SAMPLE OUTLINE)

SCOPE/PURPOSE: ABC FOODS shall establish and maintain documented procedures for implementing a preventive maintenance program. A program shall be in place that lists the equipment and utensils together with the preventive maintenance procedures. The program shall specify the necessary servicing of the equipment and the frequency including replacement of parts, responsible person, method of monitoring, verification activities and records to be kept.

VALIDATION PROTOCOLS:

1.1 Plant Equipment Maintenance and Calibration

Procedure shall define the methods for listing all equipment, utensils and monitoring devices that could impact on food safety. (See OP 1-1)

Procedure shall define the methods to retrieve historical records for plant equipment and monitoring devices. (See OP 1-2)

Procedure shall define the methods to retrieve maintenance records for plant equipment and monitoring devices. (See OP 1-3)

1.2 Premises and Building Equipment Maintenance

Procedure shall define the methods for listing all premises and building assets that could impact on food safety. (See OP 2-1)

Procedure shall define the methods to retrieve historical records for scheduled maintenance on premises and building equipment. (See OP 2-2)

Procedure shall define the methods to retrieve maintenance records for premises and building equipment. (See OP 2-3)

1.3 Qualified Personnel

Procedure shall demonstrate that qualified persons are designated to be responsible for maintenance of premises, building and plant equipment, utensils and monitoring devices. (See OP 3-1)

Procedure shall verify that the qualified persons designated for maintenance are trained and certified (See OP 3-2)