

Overview

This standard is about the care and maintenance of plant and equipment in order to minimise machine down time and facilitate optimum production.

It covers preparing for maintenance of plant and equipment and undertaking maintenance of food and drink manufacturing plant and equipment. Working safely, in the optimum time, using the correct tools, equipment and materials, and carrying out maintenance in accordance with statutory and organisation procedures are essential features of this standard.

This standard is for you if you are in a senior role within the processing, technical or engineering area of food and drink operations.

Performance criteria

You must be able to:

Plan maintenance activities

1. access relevant information and instructions, interpret them and evaluate them for impact on operations
2. prioritise your work activities to achieve the optimum productivity within the limits of your own contribution

Prepare for maintenance activities

3. identify what resources will be required and check that they are available and fit for use
4. access and prepare the work area in a manner which promotes safe working practices

Communicate your plans to the relevant people

5. check that maintenance activities are authorised
6. establish spoken and written communication with your managers and colleagues
7. complete the necessary documentation legibly and process it

Undertake the maintenance activities

8. monitor and adhere to hygiene, health and safety and environmental procedures
9. check that maintenance activities are undertaken using correct tools, materials, equipment and techniques
10. identify defects and discrepancies in components and take the necessary corrective action
11. minimise the wastage of consumable items and other materials and dispose of non-reusable materials

Report on maintenance activities

12. leave plant and equipment safe, tidy and fit for future use
13. check that work which cannot be completed within the agreed schedule is recorded and reported to the relevant people
14. evaluate maintenance activities for effectiveness, seek areas for improvement, and make recommendations to the relevant people

15. maintain spoken and written communication with your managers and colleagues
16. complete the necessary documentation clearly and process it

Knowledge and understanding

You need to know and understand:

1. the standards of health and safety and hygiene that you are require to work to and why it is important that you do so
2. what the limits of your own authority and competence are and why it is important to work within them
3. what the lines and methods of communication are and why it is important to use them
4. what the documentation requirements are and why it is important to meet them
5. what the relevant plant and equipment operating systems are and what the maintenance needs are
6. how to access information and resources
7. what to do in situations where the resources are not available or are not fit for use
8. what the possible implications of not undertaking maintenance are
9. what impact maintenance may have on operations
10. which maintenance activities are necessary, when and how to carry them out
11. how to select the correct materials and why it is important to do so
12. what defects and discrepancies are likely to occur and their implications for maintenance
13. what to do if maintenance uncovers unexpected problems
14. how to minimise wastage and why it is important to do so
15. how to leave plant and equipment safe, tidy and fit for future use and why it is important to do so
16. how to dispose of all waste safely and why it is important to do so
17. how to establish the effectiveness of maintenance activities

Maintain plant and equipment in food and drink operations

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