APPENDIX A

SQF 2000 Guidance
(Safe Quality Food Institute)
7th Edition

11.2.8 Ventilation
11.2.8.1 Adequate ventilation shall be provided in enclosed processing and food handling areas.
11.2.8.2 Extractor fans and canopies shall be provided in areas where cooking operations are carried out or a large amount of steam is generated and shall have the following features:
   i. Capture velocities shall be sufficient to prevent condensation build up and to evacuate all heat, fumes and other aerosols to the exterior via an exhaust hood positioned over cooker;
   ii. Fans and exhaust vents shall be fly proofed and located so as not to pose a contamination risk; and
   iii. Where appropriate, positive air-pressure System shall be installed to prevent airborne contamination.

11.2.9 Premises and Equipment Maintenance
11.2.9.1 The methods and responsibility for the maintenance and repair of plant, equipment and buildings shall be documented, planned and carried out in a manner that minimizes the risk of product, packaging or equipment contamination.
11.2.9.2 Maintenance staff and contractors shall observe the following practices when undertaking maintenance and repairs in any food processing, handling or storage area:
   i. Routine maintenance of plant and equipment shall be performed according to a maintenance-control schedule and recorded;
   ii. Failures of plant and equipment shall be documented, reviewed and their repair incorporated into the maintenance control schedule;
   iii. Compliance with the personnel and process hygiene requirements (refer 11.3.1, 11.3.2, 11.3.3, 11.3.4) by maintenance staff and contractors;
   iv. Ensure facility supervisors are notified when maintenance or repairs are to be undertaken in any food handling area;
   v. Inform the maintenance supervisor and the facility supervisor if any repairs or maintenance pose a potential threat to product safety (i.e. pieces of electrical wire, damaged light fittings, and loose overhead fittings). When possible, maintenance is to be conducted outside processing times;
   vi. Remove all tools and debris from any maintenance activity once it has been completed and inform the area supervisor and maintenance supervisor so appropriate hygiene and sanitation can be completed prior to the commencement of facility operations.
11.2.9.3 The maintenance schedule shall be prepared to cover building, equipment and other areas of the premises critical to the maintenance of product safety and quality.
11.2.9.4 Equipment located over product or product conveyors shall be lubricated with food grade lubricants and their use controlled so as to minimize the contamination of the product.
11.2.9.5 Paint used in a food handling or contact zone shall be suitable for use and in good condition and shall not be used on any product contact surface.