DRIVEN INDUSTRIAL

STANDARD OPERATING PROCEDURE

Effective Date: Jan 1st 2026
Approved By: Brian Appel, Josh French
Applies To: Driven Industrial employees, supervisors and subcontractors performing work within food and beverage facilities

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1. PURPOSE

The purpose of this procedure is to establish Driven Industrial's minimum work practices when performing maintenance, installation, repair, welding, fabrication or other industrial work within food and beverage facilities.

Maintenance activities can introduce contamination hazards including metal fragments, grinding debris, lubricants, chemicals, tools, fasteners, dirt and other foreign materials.

Driven Industrial personnel shall complete their work in a manner that protects:

- Food and ingredients
- Packaging materials
- Food contact surfaces
- Processing equipment
- Production areas
- Customer food safety programs

Our standard is simple:

Fix the equipment. Protect the product. Leave the area right.

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2. SCOPE

This procedure applies to Driven Industrial personnel and subcontractors performing work in areas including:

- Food processing
- Beverage processing
- Ingredient handling
- Production
- Packaging
- Conveying
- Warehousing
- Washdown areas
- Utilities located within controlled production areas
- Equipment installation and commissioning
- Shutdown and maintenance activities

This SOP supplements the customer's own requirements.

Customer-specific GMP, sanitation, allergen, HACCP/Preventive Control, hygiene, contractor and food-safety requirements always take precedence where they are more stringent.

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3. RESPONSIBILITIES

3.1 Driven Industrial Management

Driven Industrial management is responsible for:

- Maintaining this procedure.
- Communicating food industry requirements to supervisors and employees.
- Providing appropriate equipment and supplies required to control maintenance related contamination hazards.
- Addressing reported food safety concerns with the customer when required.

3.2 Supervisor / Foreman

The Driven supervisor or foreman shall:

- Understand the customer's requirements before work begins.
- Communicate relevant requirements to the crew.
- Identify contamination risks associated with the work.
- Establish required containment or protection.

- Coordinate permits, shutdowns and work area access with the customer.
- Stop work if conditions create an uncontrolled contamination risk.
- Confirm the work area is properly cleaned and turned over.

3.3 Employees and Subcontractors

All personnel shall:

- Follow this SOP and customer requirements.
- Maintain good personal hygiene.
- Keep tools and work materials controlled.
- Prevent contamination of product and equipment.
- Immediately report dropped, broken, missing or unaccounted for items.
- Maintain a clean work area.
- Stop and ask the supervisor if unsure about a food safety requirement.

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4. CUSTOMER REQUIREMENTS

Before beginning work, Driven personnel shall complete any customer required:

- Contractor orientation
- GMP training
- Food safety orientation
- Sign-in procedure
- Hygiene requirements
- PPE requirements
- Allergen controls
- Permit requirements
- Production area access requirements

Restricted areas shall not be entered without customer authorization.

Driven personnel shall follow customer instructions regarding production status, exposed product, sanitation status and equipment release.

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5. PERSONAL HYGIENE & GMP

Personnel entering controlled production areas shall comply with the facility's hygiene and GMP requirements.

Depending on the facility, requirements may include:

- Hairnets
- Beard nets
- Clean clothing
- Clean footwear or footwear coverings
- Safety glasses
- Gloves
- Hearing protection
- Removal of jewellery
- Removal of watches or loose personal items
- Hand washing or sanitizing
- Restrictions on food, beverages, tobacco or personal items

Driven personnel shall not bring unnecessary personal items into production areas.

Food, gum, candy and beverages shall only be consumed in customer designated areas.

Personnel shall notify their supervisor if they are unable to meet a customer hygiene requirement before entering the controlled area.

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6. PRE-WORK ASSESSMENT

Before maintenance begins, the work area shall be assessed for potential contamination risks.

Consider:

- Is production currently running?
- Is exposed product nearby?
- Are ingredients exposed?
- Are food contact surfaces exposed?
- Is packaging material nearby?
- Is equipment open?
- Will cutting, drilling or grinding occur?

- Will welding occur?
- Will lubricants or chemicals be used?
- Could hardware fall into equipment?
- Could debris travel beyond the immediate work area?
- Is overhead work being performed above production equipment?
- Does the work involve an allergen controlled area?
- Does equipment require sanitation before returning to service?

Where necessary, the Driven supervisor shall coordinate with the customer before work begins.

If the contamination risk cannot be adequately controlled, work shall not proceed until appropriate controls are established.

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7. WORK-AREA PROTECTION

Maintenance work shall be isolated from food, ingredients, packaging and food contact surfaces wherever practical.

Protection may include:

- Temporary barriers
- Screens
- Welding blankets
- Catch trays
- Covers
- Clean poly sheeting
- Magnetic collection methods
- Vacuum extraction
- Localized containment
- Removal of nearby product or packaging by the customer

Protection shall be appropriate for the work being performed.

Maintenance debris shall never intentionally be allowed to enter processing or conveying equipment.

Overhead Work

Extra care shall be taken when working above:

- Conveyors
- Mixers
- Hoppers
- Tanks
- Filling equipment
- Packaging equipment
- Open product
- Food-contact surfaces

Tools, hardware and debris shall be controlled to prevent anything from falling into equipment or product zones.

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8. TOOL CONTROL

Only tools required for the task should be brought into controlled production areas.

Personnel shall maintain awareness and control of:

- Hand tools
- Power tools
- Drill bits
- Sockets
- Wrenches
- Screwdrivers
- Allen keys
- Measuring equipment
- Welding equipment
- Cutting tools
- Specialty tools

Tools shall not be placed directly onto food contact surfaces unless specifically permitted and appropriately protected.

Before leaving the work area, personnel shall verify that tools brought into the area have been removed.

Missing Tool

If a tool or portion of a tool cannot be accounted for:

STOP WORK.

Immediately notify:

1. Driven supervisor/foreman; and
2. Customer representative.

Equipment shall not be returned to production until the missing item has been located or the customer has determined the appropriate corrective action.

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9. FASTENER & SMALL-PART CONTROL

Nuts, bolts, washers, cotter pins, keys, retaining rings, bearings, seals and other small components shall be controlled during maintenance.

Where practical:

- Use parts trays or containers.
- Keep removed hardware together.
- Avoid placing hardware on equipment ledges.
- Protect openings below the work.
- Count critical hardware where loss could create a contamination risk.

Dropped hardware shall be retrieved immediately.

If hardware cannot be located, the Driven supervisor and customer representative shall be notified.

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10. FOREIGN-MATERIAL CONTROL

Driven personnel shall take reasonable precautions to prevent maintenance related foreign material from entering the production process.

Potential foreign material includes:

- Metal shavings
- Grinding particles
- Welding slag
- Wire pieces
- Drill swarf

- Broken blades
- Fasteners
- Plastic fragments
- Electrical wire
- Tape
- Rags
- Abrasive material
- Broken tool pieces
- Packaging from replacement components

Foreign material generating work requires appropriate containment and cleanup.

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11. DRILLING, CUTTING & GRINDING

Before drilling, cutting or grinding:

1. Determine where debris will travel.
2. Protect nearby product and equipment.
3. Cover openings where debris could enter machinery.
4. Establish containment where required.

During the work:

- Control sparks and debris.
- Do not direct debris toward production equipment.
- Collect swarf and metal fragments as work progresses.
- Maintain good housekeeping.

After completion:

- Vacuum, collect or otherwise remove generated debris.
- Inspect surrounding horizontal surfaces and equipment.
- Remove temporary containment carefully to avoid releasing collected debris.

Compressed air shall **not** be used to blow maintenance debris around a production area unless specifically authorized by the customer.

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12. WELDING & HOT WORK

All welding, torch cutting and other hot work shall comply with Driven Industrial safety requirements and the customer's hot work program.

Required permits shall be obtained before beginning work.

Where food safety risks exist:

- Protect nearby equipment and surfaces.
- Contain welding slag and sparks.
- Protect openings and conveyors.
- Control welding rod ends and wire pieces.
- Remove grinding and welding debris.
- Inspect surrounding areas after completion.

Where practical, components should be removed from sensitive production areas and welded in a designated maintenance or fabrication area.

Hot-work requirements do not replace food contamination controls. **Both requirements apply.**

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13. LUBRICANTS, CHEMICALS & AEROSOLS

Only customer approved lubricants and chemicals shall be used where required by the facility.

Where the application requires a food-grade lubricant, the appropriate approved product shall be used.

Lubricants and chemicals shall:

- Remain identifiable.
- Be stored appropriately.
- Be controlled during use.
- Not be placed where they could accidentally enter product.
- Be cleaned immediately if spilled.

Unidentified chemicals shall not be used.

Driven personnel shall not assume that a lubricant is acceptable simply because it is normally used for industrial equipment.

When in doubt, confirm with the customer before application.

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14. RAGS, BRUSHES & CLEANING MATERIALS

Rags, wipes, brushes and other maintenance cleaning materials shall be controlled.

Used materials shall not be left:

- Inside equipment
- On conveyors
- Inside guards
- On structural members
- In electrical panels
- On equipment ledges
- Near exposed product

All maintenance cleaning materials shall be removed before equipment turnover.

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15. GLASS & BRITTLE MATERIAL

Glass and brittle materials shall be avoided in production areas where practical.

If Driven personnel break or damage:

- Glass
- Hard plastic
- Light covers
- Instrument faces
- Sight glasses
- Other brittle material

work shall stop immediately.

The area shall be protected from traffic and the customer representative notified.

Cleanup shall follow the customer's glass/brittle-material procedure.

Equipment shall not be returned to service without customer authorization.

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16. ALLERGEN AWARENESS

Driven personnel shall follow customer requirements when moving between allergen controlled areas.

Tools, gloves, clothing or equipment used in one production area may require cleaning or replacement before entering another area.

The customer shall determine required allergen controls.

Driven personnel shall not transfer visible product residue between processing areas.

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17. PARTS & MATERIALS

Replacement parts and fabrication materials brought into controlled areas shall be maintained in a reasonably clean condition.

Dirty components shall not be installed into food processing equipment without appropriate cleaning or customer approval.

Packaging associated with replacement parts should be removed outside sensitive production areas where practical.

Temporary materials used during installation shall be removed upon completion.

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18. HOUSEKEEPING — CLEAN AS YOU GO

Driven personnel shall maintain the work area throughout the job.

Do not allow unnecessary accumulation of:

- Scrap metal
- Used hardware
- Packaging
- Welding rod ends
- Wire
- Grinding discs
- Cut-off wheels
- Rags
- Used parts
- Metal shavings
- General waste

Waste shall be removed regularly rather than left until the end of the job.

A clean work area makes contamination easier to detect and control.

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19. BREAKDOWN & EMERGENCY WORK

Emergency repairs do not eliminate food safety requirements.

Driven understands that production downtime can create significant pressure to restore equipment quickly.

However, contamination controls shall still be considered.

When immediate repair is required:

1. Identify the contamination risk.
2. Establish practical controls.
3. Coordinate with the customer.
4. Complete the repair.
5. Thoroughly clean and inspect the area.
6. Obtain appropriate customer turnover/release.

Production urgency does not justify knowingly introducing contamination into the process.

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20. EQUIPMENT OPENING

When equipment must be opened for maintenance:

- Confirm production status with the customer.
- Protect exposed internal surfaces.
- Control tools and hardware.
- Prevent debris from entering inaccessible areas.
- Keep removed covers and components clean.
- Remove maintenance materials before closing equipment.

Before closing equipment, personnel shall visually inspect the work area for:

- Tools
- Hardware
- Rags
- Debris
- Temporary materials

- Loose components

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21. MAINTENANCE COMPLETION & CLEANUP

After mechanical work is complete, Driven personnel shall:

1. Remove tools.
2. Remove unused materials.
3. Remove old parts.
4. Remove fasteners and loose hardware.
5. Remove grinding/welding debris.
6. Remove rags and cleaning materials.
7. Remove temporary containment.
8. Inspect surrounding equipment and surfaces.
9. Confirm guards and covers have been reinstalled where applicable.
10. Advise the customer that maintenance work is complete.

Driven personnel shall not independently declare food-processing equipment sanitary unless specifically authorized and qualified to do so.

The customer retains responsibility for any required sanitation inspection, pre-operational inspection or food-safety release.

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22. EQUIPMENT TURNOVER

Before equipment is returned to the customer, the Driven supervisor or designated worker shall verify:

☐ Mechanical work is complete
☐ Tools are accounted for
☐ Loose hardware has been removed
☐ Old parts have been removed
☐ Welding/grinding debris has been removed
☐ Rags and consumables have been removed
☐ Temporary covers/containment have been removed
☐ Guards/covers have been reinstalled as required
☐ Work area is reasonably clean
☐ Customer has been informed of work completion
☐ Any required sanitation or inspection has been communicated

Equipment shall be turned over to the customer's authorized representative.

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23. CONTAMINATION INCIDENT

If Driven personnel believe product, packaging, equipment or a food-contact surface may have been contaminated:

STOP.

Do not attempt to hide, wash away or independently correct the issue without notifying the customer.

Immediately:

1. Stop the activity creating the potential contamination.
2. Prevent further disturbance of the area where practical.
3. Notify the Driven supervisor.
4. Notify the appropriate customer representative.
5. Identify what may have entered the process.
6. Identify the approximate location and time.
7. Follow customer instructions regarding containment and corrective action.

The customer is responsible for determining product disposition and food-safety implications.

Early reporting is always preferable to allowing a potential contamination issue to continue.

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24. DAMAGED OR BROKEN TOOLS

If a:

- Drill bit
- Cutting blade
- Grinding disc
- Knife
- Saw blade
- Driver bit
- Hand tool
- Other maintenance item

breaks during work, all pieces shall be accounted for where reasonably possible.

If any portion cannot be located, the issue shall be immediately reported to the Driven supervisor and customer.

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25. SANITATION & RETURN TO PRODUCTION

Driven performs industrial maintenance and mechanical work.

Unless specifically included within Driven's scope, final food-processing sanitation and production release remain the responsibility of the customer.

Driven shall communicate:

- What work was performed.
- Areas that were opened.
- Lubricants or chemicals used where relevant.
- Areas potentially requiring sanitation.
- Any unusual condition observed during maintenance.

This allows the customer to complete its required sanitation and pre-operational procedures before production resumes.

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26. STOP-WORK AUTHORITY

Every Driven Industrial employee has the authority to stop work when they believe the work may create an uncontrolled:

- Food-safety hazard
- Contamination hazard
- Foreign-material hazard
- Personnel safety hazard

Work may resume once the concern has been reviewed and appropriate controls established.

No employee shall be disciplined for reasonably stopping work because of a legitimate food-safety or safety concern.

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27. CUSTOMER-SPECIFIC REQUIREMENTS

Driven Industrial recognizes that every food facility operates differently.

Customer requirements may exceed this SOP.

Examples include:

- Dedicated tools
- Colour-coded tools
- Tool inventories
- Metal-detectable materials
- Special uniforms
- Allergen segregation
- Restricted lubricants
- Special sanitation procedures
- Controlled maintenance zones
- Foreign-material logs
- Contractor-specific GMP programs

Driven personnel shall follow these additional requirements when communicated by the customer.

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28. FOOD-SAFE JOB CLOSEOUT CHECKLIST

Customer: _____

Facility: _____

Work Order / PO: _____

Driven Job #: _____

Equipment: _____

Date: _____

Driven Supervisor: _____

WORK COMPLETION

☐ Mechanical work completed

☐ Equipment visually inspected

☐ Guards/covers restored as required

☐ Temporary materials removed

TOOL & MATERIAL CONTROL

☐ Tools accounted for

☐ Drill bits/blades/tooling accounted for

☐ Fasteners and small parts accounted for

☐ Old/replaced components removed

☐ Rags/wipes removed

☐ Consumables removed

FOREIGN-MATERIAL CONTROL

☐ Metal shavings removed

☐ Grinding debris removed

☐ Welding debris removed

☐ Wire/rod ends removed

☐ Work area visually inspected

☐ Temporary containment removed without releasing debris

LUBRICANTS & CHEMICALS

☐ Approved lubricants/chemicals used where required

☐ Containers removed

☐ No visible leaks or spills remain

TURNOVER

☐ Customer advised maintenance is complete

☐ Areas requiring sanitation identified

☐ Outstanding concerns communicated

☐ Equipment turned over to customer representative

Outstanding Items / Comments:

_____

_____

_____

Driven Representative: _____

Signature: _____

Date/Time: _____

Customer Representative: _____

Signature / Initial (if required): _____

Date/Time: _____

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29. DRIVEN INDUSTRIAL FOOD FACILITY STANDARD

Every Driven employee working within a food-production environment is expected to remember three things:

FIX THE EQUIPMENT.

Perform the mechanical work safely and correctly.

PROTECT THE PRODUCT.

Control the tools, debris, materials and maintenance activities that could affect the customer's process.

LEAVE THE AREA RIGHT.

Account for what we brought in, clean up what we created and properly turn the equipment back over to the customer.

DRIVEN INDUSTRIAL

Millwright • Mechanical • Welding & Fabrication • Industrial Maintenance

Food & Beverage Facility Work Practices

Controlled copies should be reviewed periodically and whenever customer, regulatory or Driven Industrial requirements materially change.