

Plans Review Submission List

In Ontario, a licence is required to carry out licensed activities under Ontario Regulation 465/19 - Fish Processing, made under the *Food Safety and Quality Act, 2001*. The application for a licence to carry out licensed activities requires operators to submit a detailed and to-scale sketch layout of the fish processing operation. New fish processing licence submissions will undergo a technical review by OMAFRA staff to determine if the proposed layout, site plan, water systems, and movement of all materials and employees appear to meet the minimum requirements of O. Reg 465/19 (Fish Processing).

This list is a resource to assist operators in preparing a detailed layout and flow diagrams. At a minimum, the required layout and flow diagrams of the fish processing operation submitted to OMAFRA for review should include the information listed below. Diagrams do not need to be professionally engineered drawings, however they must be detailed, to-scale, and legible.

1. GENERAL INFORMATION

- All submitted plans are to-scale and legible.
- Plans include a Legend that defines graphical symbols, flows, scale size and notations used in the drawings.

2. LAYOUT

- Plans identify all rooms used in the fish processing operation and their dimensions
- (including offices, washrooms, changerooms or areas, corridors, refrigerated rooms, shipping/receiving, processing, etc.).
- Plans identify all interior walls, partitions, and doorways.
- Plans identify all exterior doors.
- Plans identify all windows and ramps.
- Plans identify all equipment and their location, including refrigerators.
- Temperature of refrigerated rooms and refrigerators are identified (in °C)
- Plans identify the location of all equipment mounted on walls and ceilings (e.g. all light fixtures, refrigeration/evaporator units, etc.).
- Plans identify heating, cooling and ventilation system including all air inlets and exhaust fans.
- Plans identify location of washrooms that employees and inspectors have access to and that are available for use.
- Plans identify returned product storage area.

3. FLOW DIAGRAMS

Where possible use directional arrows to identify patterns of movement.

- Plans illustrate the pattern of fish product and ingredient flows from receiving to finished product shipping (include raw and ready-to-eat product flows)

- Plans illustrate the pattern of employee movement.
- Plans illustrate the pattern of inedible materials and waste movement.
- Plans identify where chemicals are received, stored and pattern of use within the plant.
- Plans identify where labelling and packaging materials are received and stored, and the location of labelling and packaging activities in the plant.
- Plans identify pattern of air flow (e.g., direction of air flow – positive/negative air pressure).

4. WATER

- Plans identify location of potable hot and cold-water lines and outlets.
- Plans identify location of non-potable water lines.
- Plans identify all handwashing stations, hose bibs/hoses, etc.
- Plans identify location of water main entry into the operation.
- Plans identify location of drain lines and drain inlets.
- Plans identify location of grease trap or interceptor (if equipped).
- Plans identify location of sewer exit from building.
- Location of septic system and drainage bed (if applicable) and water storage tanks (if applicable).