



**Title:** Procedure for Raising Maintenance Requisition

<b>SOP No.:</b>		<b>Revision No.:</b>	00
<b>Effective Date:</b>		<b>Supersedes No.</b>	Nil
<b>Review Date:</b>		<b>Page No.</b>	1 of 5

## 1.0 OBJECTIVE

1.1 To establish a procedure for raising maintenance requisition.

## 2.0 SCOPE

2.1 This SOP covers the procedure for raising maintenance requisition applicable for .....

## 3.0 RESPONSIBILITY

3.1 Officer or above of the concerned departments.

## 4.0 ACCOUNTABILITY

4.1 Officer or above of engineering is responsible for attending the maintenance requisition.

## 5.0 REFERENCE

5.1 In-house

## 6.0 PROCEDURE

- 6.1 In the event of any break down or minor repair related to civil/mechanical or electrical, the user department shall be sending information as per Annexure I
- 6.2 On receipt of this maintenance requisition, the concerned engineer or his deputy of engineering department will report at the area of the breakdown and will identify the problem and will fill the details as per Annexure I. In case of breakdown, lead time for reporting will be half an hour and for minor maintenance/repairs lead time would be 24 hours.
- 6.3 He will put the “**UNDER MAINTENANCE**” tag on the equipment/area as the case may be and will attend the job accordingly.
- 6.4 In case of requirement of spare parts, the requirement shall be filled in as per Annexure III and parts shall be issued from the engineering stores. The damaged/replaced parts will be handed over to engineering stores after the maintenance.
- 6.5 After the necessary repairing, the same shall be handed over to the concerned department and the details will be filled in the machine history card as per annexure II
- 6.6 After acceptance of the machine, the document has to be closed by the user department.

## 7.0 HISTORY

7.0 NA



# PHARMA DEVILS

ENGINEERING DEPARTMENT

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SOP No.	REASON FOR CHANGE	EFFECTIVE DATE

## 8.0 ABBREVIATIONS

The abbreviations used in this SOPs are:

- 8.1 SOP : Standard operating procedure
- 8.2 No : Number
- 8.3 N.A. : Not Applicable
- 8.4 MR : Maintenance Requisition.



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## Annexure – I

From:

TO:

Type of Breakdown:-

Mechanical	Electrical	Other

Description of Breakdown:-

Remarks:-

Breakdown reported By Prod officer Date & Time	Memo Received By maintenance Date & Time	Breakdown attended by By maintenance Date & Time	Rectification checked by (Prod officer) Date & Time	Counter checked by (HOD Prod) Date & Time
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**Annexure – III**

**MATERIAL ISSUE SLIP**

Engg. Issues slip (Engg. Material)

Department		Cost centre		Issue slip no		
				Date:		
S.No.	Description	Item code	Qty.			Remarks
			Required	Issued	units	

Purpose

Indenter

Approved by

Issued by

Received by

Warehouse Officer