



Title: Preventive Maintenance Policy

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Effective Date:		Supersedes No.	Nil
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1.0 OBJECTIVE

- 1.1 To lay down a procedure for the preventive maintenance of production equipment and schedule of preventive maintenance to obtain smooth performance and minimum breakdown.

2.0 SCOPE

- 2.1 This SOP covers the equipment used in production area/utility block applicable.

3.0 RESPONSIBILITY

- 3.1 Operator or above of engineering department is responsible for the preventive maintenance of transfer pumps.
3.2 Officer or above of engineering is responsible for the verification of preventive maintenance.

4.0 ACCOUNTABILITY

- 4.1 Engineering.

5.0 REFERENCE

- 5.1 In house

6.0 PROCEDURE

- 6.1 Every equipment in the plant should have a specific preventive maintenance SOP.
6.2 The machine would be checked for smooth operation after the completion of preventive maintenance.
6.3 The preventive maintenances of equipment will be done every week / month / quarterly / half yearly / yearly as per the schedule/ respective SOP.
6.4 The preventive maintenance shall be carried out as per the preventive maintenance schedule. The relaxation in the schedule is as listed:
6.4.1 For monthly preventive maintenance, a relaxation of 7 days is allowed from the due date.
6.4.2 For quarterly preventive maintenance, a relaxation of 15 days is allowed from the due date.
6.4.3 For half yearly preventive maintenance, a relaxation of 21 days is allowed from the due date.
6.4.4 For yearly preventive maintenance, a relaxation of 1 month is allowed from the due date.
6.5 Preventive maintenance will include the jobs of monthly preventive maintenance; half yearly will include the jobs of quarterly & monthly and so on.
6.6 The preventive maintenance job should be carried out by trained personnel under the supervision of officer or above.
6.7 The operator / technician who perform the job will enter his name / sign in "Done By" column and responsible engineer / supervisor will put sign in "Checked By" column in the annexures of the respective SOP.as per Annexure I.



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6.8 PRECAUTIONS:

- 6.8.1 Preventive maintenance should be done only when there is no production activity on the equipment.
- 6.8.2 The machine should always be switched off before starting the maintenance.
- 6.8.3 Parts should be handled carefully.
- 6.8.4 Always use correct size of tools.
- 6.8.5 Precision parts should be handled very carefully and if needed hammered with Teflon hammers with gentle strokes.
- 6.8.6 Product quality should not be jeopardized while attending the machine.
- 6.8.7 Intimate to respective department before taking the machine for maintenance.

6.9 SCHEDULE FOR PREVENTIVE MAINTENANCE:

- 6.9.1 List down the equipment used in production.
- 6.9.2 Collect the entire required document like maintenance manual, history card of the machine. (If available)
- 6.9.3 Allot machines in every week as per the requirement and availability of the machine. Indicate the frequency in the yearly planner.
- 6.9.5 The annexure indicating the preventive maintenance schedule should be updated every year and attached to the SOP.

7.0 HISTORY

SOP No.	REASON FOR CHANGE	EFFECTIVE DATE

8.0 ABBREVIATIONS

- 8.1 PM - Preventive Maintenance
- 8.2 SOP - Standard Operating Procedure
- 8.3 QA - Quality Assurance



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ANNEXURE -1
Preventive maintenance label

PREVENTIVE MAINTENANCE LABEL	
Equipment Name	
Equipment ID No.	
Location	
Done on	
Next due on	
Done by	
Checked by	

