



PHARMA DEVILS

Title: Preventive Maintenance of Commuting Mill

SOP No.:		Revision No.:	00
Effective Date:		Supersedes No.	Nil
Review Date:		Page No.	1 of 2

1.0 OBJECTIVE

To describe a procedure for the preventive maintenance of commuting mill.

2.0 SCOPE

This procedure applies to the Engineering department.

3.0 RESPONSIBILITY

Engineering

4.0 ACCOUNTABILITY

Plant Head

5.0 REFERENCE (S)

In-house.

6.0 PROCEDURE

6.1 Procedure for the mechanical work:

6.1.1 Switch off the machine and put "under maintenance" label.

6.1.2 Clean and lubricate motor bearing & check the vibration.

6.1.3 Check belt tension & step pulley locking.

6.2 Procedure for the electrical run:

6.3.1 Check the operation of the switch and connection of the motor.

6.3 Procedure for trial run:

6.3.1 Switch on the power supply.

6.3.2 Run the machine according to SOP.

6.3.3 Check & record the observations as per Annexure-1.

6.4 Procedure for the handover of the machines:

6.4.1 Remove under maintenance label & affix preventive maintenance status tag and inform the concerned department

6.5 Frequency of preventive maintenance is monthly.

7.0 HISTORY

SOP No.	REASON FOR CHANGE	EFFECTIVE DATE

8.0 ABBREVIATIONS:

SOP - Standard Operating Procedure

No. - Number

QA - Quality Assurance



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**ANNEXURE-I
PREVENTIVE MAINTENANCE CHECK LIST FOR COMMUTING MILL**

Equipment ID No. _____

Date: _____

S.No.	Particulars	Done/Not Done	Remarks
1.	Checking & greasing of bearing.		
2.	Checking of blades.		
3.	Checking of v-belts.		
4.	Checking of limit witch.		
5.	Checking of pulley, keyway.		

Done by
(Sign & date)

Checked by
(Sign & date)