



Title: Preventive Maintenance of Hand Pallet Truck

SOP No.:		Revision No.:	00
Effective Date:		Supersedes No.	Nil
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1.0 OBJECTIVE

1.1 To describe a procedure for preventive maintenance of hand pallet truck.

2.0 SCOPE

2.1 This procedure applies to the Engineering department.

3.0 RESPONSIBILITY

3.1 Engineering

4.0 ACCOUNTABILITY

4.1 Plant Head

5.0 REFERENCE (S)

5.1 In-house.

6.0 PROCEDURE

6.1 Procedure for mechanical work:

6.1.1 Put "under maintenance" label.

6.1.2 Check hydraulic oil level. If less than half, make up with food grade oil.

6.1.3 Check whether any oil leakage, if found replace oil seal.

6.1.4 Check operation of wheels, do greasing & if any wheel found damaged replace the same.

6.2 Procedure for trial run:

6.2.1 Switch on the machine power supply and check for the smooth functioning of the machine.

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

6.3 Procedure for handover of machine:

6.3.1 Remove "under maintenance" label & affix the preventive maintenance status tag and inform the concerned department.

6.4 Frequency of preventive maintenance is quarterly.

7.0 HISTORY

7.1 Details are given below.

SOP No.	REASON FOR CHANGE	EFFECTIVE DATE

8.0 ABBREVIATIONS: The abbreviations used in the SOP are as follows:

8.1 SOP - Standard Operating Procedure

8.2 No. - Number

8.3 QA - Quality Assurance



PHARMA DEVILS

ENGINEERING DEPARTMENT

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ANNEXURE-I

PREVENTIVE MAINTENANCE CHECK LIST FOR HAND PALLET TRUCK

Equipment ID No. _____

Date: _____

S.No.	Particulars	Done/Not Done	Remarks
1	Check oil level.		
2	Check for any oil leakages.		
2	Lubricate the wheels		
3	Others.		

Done by
(Sign & date)

Checked by
(Sign & date)