



**Title:** Preventive Maintenance of Hydraulically Operated Pallet Truck

<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 2

**1.0 OBJECTIVE**

1.1 To describe a procedure for preventive maintenance of Pallet truck GMP hydraulically operated.

**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.

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.

6.2.2 Check & record the observations.

6.3 Procedure for handover of machine:

6.3.1 Remove under maintenance label & affix "Preventive maintenance 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 PREVENTIVE MAINTENANCE OF  
HYDRAULICALLY OPERATED 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)