



Title: Preventive Maintenance of Multimill

SOP No.:		Revision No.:	00
Effective Date:		Supersedes No.	Nil
Review Date:		Page No.	1 of 3

1.0 OBJECTIVE

1.1 To describe a procedure for the preventive maintenance of multimill.

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 the mechanical work:

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

6.1.2 Check the motor for any abnormal sound or vibration and lubricate the motor/rotor bearings accordingly with grease.

6.1.3 Check V belt tension & step pulley locking.

6.2 Procedure for the electrical run:

6.2.1 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 as per 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

7.1 Details are given below.

SOP No.	REASON FOR CHANGE	EFFECTIVE DATE



PHARMA DEVILS

ENGINEERING DEPARTMENT

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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



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ANNEXURE-I

PREVENTIVE MAINTENANCE CHECK LIST FOR MULTIMILL

Equipment ID No. _____

Date: _____

S.No.	Particulars	Done/Not Done	Remarks
1	Checking 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)