



Title: Preventive Maintenance of Vacuum Cleaner

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

1.1 To describe a procedure for the preventive maintenance of vacuum cleaner.

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 Switch off the machine and put **“under maintenance label”**.
- 6.2 Loosen the two snap locking by pulling them outwards.
- 6.3 Lift the cover from the container.
- 6.4 Remove the opening of the dust bag over the air inlet.
- 6.5 Press the membrane over the flanged edge on the on the inlet.
- 6.6 Remove and clean the dust bag & check the condition of the bag,
- 6.7 Check the filters.
- 6.8 Check electrical connections of the vacuum cleaner.
- 6.9 Check & record the observations.
- 6.10 Remove under maintenance label & affix **“Preventive maintenance tag”**.
- 6.11 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



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ANNEXURE-I

PREVENTIVE MAINTENANCE CHECK LIST FOR VACUUM CLEANER

Equipment ID No. _____

Date: _____

S.No.	Particulars	Done/Not Done	Remarks
1	Checking of electrical connections		
2	Checking of dust bag.		
3	Check the filters in regular intervals.		
4	Check carbon brush of motors.		
5	Others.		

Done by
(Sign & date)

Checked by
(Sign & date)