



Title: Procedure for Facility Maintenance Program

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

1.0 OBJECTIVE

1.1 To lay down a procedure for the facility maintenance program for the plant.

2.0 SCOPE

2.1 This procedure applies to the Engineering department.

3.0 RESPONSIBILITY

3.1 Officer - Projects.
3.2 Mechanical Engineer -Engineering.

4.0 ACCOUNTABILITY

4.1 Unit Head

5.0 REFERENCE

5.1 In-house

6.0 PROCEDURE

6.1 This SOP covers three maintenance programs. They are given as below:

- 6.1.1 Civil work
- 6.1.2 Mechanical work
- 6.1.3 Electrical work

6.2 Civil work

- 6.2.1 This includes all the works like painting, plastering, plumbing, aluminum work, wooden work, road work etc.
- 6.2.2 Civil work is to be carried out as per the maintenance requisition passed by the concerned department or as per the Projects & Engineering requirement (P&E department).
- 6.2.3 Civil work is to be carried out with due approval form Unit Head and In-charge of P & E department.

6.3 Mechanical works

- 6.3.1 This includes all the works like fabrication, welding, sheet metal, insulation etc.
- 6.3.2 Mechanical work is to be carried out as per the maintenance requisition raised by the concerned department or as per the P & E requirement.
- 6.3.3 Mechanical maintenance other than daily routine maintenance of the machines is to be carried out with due approval from plant head & In-charge of P & E department.

6.4 Electrical works



Title: Procedure for Facility Maintenance Program

SOP No.:		Revision No.:	00
Effective Date:		Supersedes No.	Nil
Review Date:		Page No.	2 of 3

- 6.4.1 This work includes electrical cable laying for power supply and other instrumentation required for the concerned equipment or instrument etc.
- 6.4.2 Electrical work is to be carried as per the maintenance requisition raised by the concerned department or as per P & E requirement.
- 6.4.3 Electrical work other than related to equipment maintenance is to be carried out with due approval from plant head and In-charge of P & E department.
- 6.4.4 The record of the entire facility maintenance program carried out in the premises is to be maintained as per Annexure-I.

7.0 HISTORY

SOP No.	REASON FOR CHANGE	EFFECTIVE DATE

8.0 ABBREVIATIONS: The abbreviations used in this SOPs are:

- 8.1 SOP - Standard Operating Procedure
- 8.2 No - Number
- 8.3 NA - Not Applicable
- 8.4 QA - Quality assurance
- 8.5 P & E - Projects and Engineering



PHARMA DEVILS

ENGINEERING DEPARTMENT

Title: Procedure for Facility Maintenance Program

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

ANNEXURE-1
FORMAT FOR FACILITY MAINTENANCE PROGRAM LOG BOOK

MONTH:

S.No.	DATE	DESCRIPTION	*TYPE	SIGN/DATE

- *A-CIVIL WORKS
- *B-MECHANICAL WORKS
- *C-ELECTRICAL WORKS

Reviewed by (In-charge of P & E department):
(Signature / Date)