



# PHARMA DEVILS

ENGINEERING DEPARTMENT

## STANDARD OPERATING PROCEDURE

|                                                  |                        |
|--------------------------------------------------|------------------------|
| <b>Department:</b> Engineering                   | <b>SOP No.:</b>        |
| <b>Title:</b> Breakdown Maintenance of Equipment | <b>Effective Date:</b> |
| <b>Supersedes:</b> Nil                           | <b>Review Date:</b>    |
| <b>Issue Date:</b>                               | <b>Page No.:</b>       |

### 1.0 OBJECTIVE

1.1 To lay down the procedure for Breakdown Maintenance of Equipments.

### 2.0 SCOPE

2.1 This procedure is applicable at .....

### 3.0 RESPONSIBILITY

3.1 Assistant – Engineering: To carryout the breakdown maintenance activities as per breakdown request

3.2 All Executives -All departments: To ensure the breakdown activities as per breakdown request.

### 4.0 ACCOUNTABILITY

4.1 Head – Engineering

4.2 Head-All Departments

### 5.0 PROCEDURE

#### PROCEDURE FOR ATTENDING THE BREAKDOWN MAINTENANCE

5.1 The user department will intimate the breakdown of the process equipment through the service request note as per Annexure-I and the “**UNDER MAINTENANCE**” status label as per Annexure-II has to be arranged by the concerned machine operator.

5.2 The activities carried for completion of the breakdown is mentioned in the service request note are to be filled by the attended person from the engineering department after completion of the breakdown.

5.3 After receiving of service request note from the user department, engineering department will write the name of the person, who is attending to the breakdown and after completion of the breakdown

5.4 The user department executive has to certify the condition of the equipment after completion of the breakdown.



# PHARMA DEVILS

ENGINEERING DEPARTMENT

## STANDARD OPERATING PROCEDURE

|                                                  |                        |
|--------------------------------------------------|------------------------|
| <b>Department:</b> Engineering                   | <b>SOP No.:</b>        |
| <b>Title:</b> Breakdown Maintenance of Equipment | <b>Effective Date:</b> |
| <b>Supersedes:</b> Nil                           | <b>Review Date:</b>    |
| <b>Issue Date:</b>                               | <b>Page No.:</b>       |

- 5.5 The executive of the engineering department will verify the same and write his justification on remarks column.
- 5.6 During, watching of process machines, if any engineering person found, there may be chance of breakdown, inform the concern user department and stop the machine by obtaining the service request note and do the service and handover the machine for process.
- 5.7 If the break down time is more than one-hour, the details, time, spares utilization with proper justification of breakdown has to be entered into the Equipment History Card as per Annexure –III
- 5.8 Analyze the reason for continuous breakdown of the process machine due to the problem of machine spares or operation problem and inform the user department with necessary.

### 6.0 ABBREVIATIONS

6.1 NIL

### 7.0 ANNEXURES

- 7.1 Annexure-I Breakdown request note  
7.2 Annexure-II Under Maintenance  
7.3 Annexure-III Equipment History Card

### CHANGE HISTORY

| Supersedes SOP No. | Change Control No. | Changes made |
|--------------------|--------------------|--------------|
| ---                | ---                | ---          |



# PHARMA DEVILS

ENGINEERING DEPARTMENT

## STANDARD OPERATING PROCEDURE

**Department:** Engineering

**SOP No.:**

**Title:** Breakdown Maintenance of Equipment

**Effective Date:**

**Supersedes:** Nil

**Review Date:**

**Issue Date:**

**Page No.:**

### ANNEXURE-I

#### BREAKDOWN REQUEST NOTE

Date :  
Department :  
Equipment Name :  
Equipment ID :  
Nature of Breakdown : Mechanical/Electrical/Facility

| Description of the Breakdown | Breakdown Time |    | Activities carried out to complete the breakdown |
|------------------------------|----------------|----|--------------------------------------------------|
|                              | From           | To |                                                  |
|                              |                |    |                                                  |

Sent by user Dept.:

Received by Engg.



# PHARMA DEVILS

ENGINEERING DEPARTMENT

## STANDARD OPERATING PROCEDURE

**Department:** Engineering

**SOP No.:**

**Title:** Breakdown Maintenance of Equipment

**Effective Date:**

**Supersedes:** Nil

**Review Date:**

**Issue Date:**

**Page No.:**

### ANNEXURE II

# UNDER MAINTENANCE

