



PHARMA DEVILS

ENGINEERING DEPARTMENT

STANDARD OPERATING PROCEDURE

Department: Engineering	SOP No.:
Title: Planned preventive maintenance of Utility, HVAC and Process Equipments	Effective Date:
Supersedes: Nil	Review Date:
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1.0 OBJECTIVE

To lay down the procedure for planned preventive maintenance Utility, HVAC and Process Equipments.

2.0 SCOPE

This standard operating procedure (SOP) is applicable for the planned preventive maintenance Utility, HVAC and Process Equipments.

3.0 RESPONSIBILITY.

Executive Engineering: To perform the maintenance activity and to maintain the preventive maintenance records.

Manager Engineering: To check and approved the preventive maintenance records.

Manager QA: To assure the compliance of preventive maintenance records.

4.0 PROCEDURE

4.1 GENERAL INSTRUCTION FOR PROCESS EQUIPMENTS.

- 4.1.1 Executive Engineering shall inform the concerned department in advance for the preventive maintenance as per annexure I.
- 4.1.2 Isolate Power supply & put 'UNDER PREVENTIVE MAINTENANCE' status on the main panel of machine prior to start of maintenance activity of particular equipment.
- 4.1.3 Affix 'UNDER PREVENTIVE MAINTENANCE' status on the main panel of machine prior to start of maintenance activity of particular equipment. As per annexure II.
- 4.1.4 Do the preventive maintenance as per respective checklist.
- 4.1.5 After preventive maintenance executive Engineering shall hand over the Machine or equipment by taking satisfactory trail to the concerned department HOD.
- 4.1.6 Remove the "UNDER PREVENTIVE MAINTENANCE" status after preventive maintenance.

4.2 PREPARATION OF SCHEDULE

- 4.2.1 Executive Engineering shall prepare the preventive maintenance schedule as per Annexure-I.
- 4.2.2 Sr. Executive Engineering, Manager Engineering shall check the preventive maintenance schedule.
- 4.2.3 Mgr. QA shall approve planned Preventive schedule.
- 4.2.4 Based on the recommendation of the manufacturer a master schedule for preventive maintenance to be prepared for all utility, HVAC and Process Equipments.
- 4.2.5 Frequency for preventive maintenance shall be decided on the recommendation of manufacturer, process & product requirement.
- 4.2.6 Frequency shall be Weekly, Monthly, Quarterly, Six monthly & Annually, all frequency shall be predefined



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as per annexure I.

- 4.2.7 Prepared a detailed work description as a master check list for each equipment based on Weekly, Monthly, Quarterly, Six monthly & Annually as per annexure IV.
- 4.2.8 Sr. Executive Engineering checks the checklist.
- 4.2.9 Manager Engineering shall approve the master checklist.
- 4.2.10 Record the planned preventive maintenance activity as per approved checklist by using control copy issued by QA. Whenever activity report requires more space than provided, record it in a separate sheet and attach the same with checklist.

4.3 MAXIMUM GRACE PERIOD FREQUENCY FOR ALL EQUIPMENTS AS STATED IN THE ANNEXURE- I

- 4.3.1 Weekly (2 days)
- 4.3.2 Monthly (7 days)
- 4.3.3 Quarterly (10 days)
- 4.3.4 Every Six Monthly (15 days)
- 4.3.4 Annually (20 days)

5.0 SAFETY AND PRECAUTIONS:

- 5.1 Use required safety wears while doing preventive maintenance.
- 5.2 Ensure that all the tools used in the sterile area are cleaned and sanitized.

6.0 REVISION HISTORY

Revision No.	Reason for Revision	Superseded from & date
00	New	-----

7.0 REFERENCES

Not Applicable.

8.0 ABBREVIATIONS

SOP: Standard Operating Procedure.



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HVAC: Heating Ventilation and Air Conditioning

QA: Quality Assurance

HOD: Head of Department

9.0 ANNEXURE

Annexure I : Intimation slip for preventive maintenance.

Annexure II : Status label for Preventive Maintenance schedule.

Annexure III: Planned preventive maintenance schedule.

Annexure IV : Master Checklist for Preventive Maintenance schedule.