



STANDARD OPERATING PROCEDURE

Department: Quality Control	SOP No.:
Title: Preventive Maintenance & Servicing of Test Equipments/Apparatus	Effective Date:
Supersedes: Nil	Review Date:
Issue Date:	Page No.:

1.0 OBJECTIVE:

To lay down a procedure for preventive maintenance and servicing of test Equipments/Apparatus.

2.0 SCOPE:

This SOP is applicable to preventive maintenance and servicing of test equipments/Apparatus in quality control department.

3.0 RESPONSIBILITY:

Officer, Executive, Section Head - Quality Control
Head – Quality Control

4.0 PROCEDURE:

4.1 Preventive maintenance:

- 4.1.1 Critical equipment/instrument associated with the testing of materials and products shall be scheduled for preventive maintenance.
- 4.1.2 Preventive maintenance for critical equipment/instrument to be covered under annual preventive maintenance schedule.
- 4.1.3 An annual preventive maintenance schedule shall be prepared at the beginning of the every year according to annual maintenance contract as per the Annexure-I.
- 4.1.4 Annual preventive maintenance program shall be prepared prior to the annual calibration schedule.
- 4.1.5 Preventive maintenance shall be carried out ± 15 working days for half yearly and ± 30 working days for yearly of the preventive maintenance schedule.
- 4.1.6 Ensure that service engineer of the manufacturer attend the equipment/ instrument as per annual maintenance contract of the equipment.
- 4.1.7 Ensure the mains power should be off and power cable is removed from the socket before performing any preventive maintenance of any equipment/ instrument.
- 4.1.8 Check the critical parts of the cleaning, replacement, verification, replace if necessary.



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4.1.8.1 For removal, fixing, cleaning of any spares, related instrument manual should be followed.

4.1.8.2 Precautions shall be taken during handing of the instrument.

4.2 Breakdown Maintenance:

4.2.1 On failure of any equipment/instrument during operation put “OUT OF ORDER” or “UNDER MAINTENANCE” label on equipment.

4.2.2 If the equipment/instrument is under annual maintenance contract, inform to respective service engineer.

4.2.3 If the equipment/instrument not covering an annual maintenance contract, inform to engineering department, if required fill the maintenance requisition format and send it to engineering department.

4.2.4 If the engineer of the factory is unable to sort out the problem, Inform to the supplier for rectification of problem if the equipment is under warranty.

4.2.5 If the service engineer fails to attend the equipment as per contract and if any break down is predicted on equipment due to malfunctioning or erratic behavior of the equipment, inform to the equipment manufacturer’s service cell.

4.2.6 After the rectification of the problem, if require, calibrate the equipment/ instrument as per respective standard calibration procedure.

4.2.7 If rectification procedure is minor in nature like replacement of fuses, electronic cards or electrical points which do not affect the performance, calibration shall be done on its due date.

4.2.8 If rectification procedure is affect the performance of the equipment/instrument, then calibrate the equipment/instrument as per respective standard calibration procedure.

4.3 Get the service report after each visit of service engineer and check the performance of the equipment before signing the conformance on service report.

4.4 After completion of service of the instrument, marking the oval shaped symbol with green ink in a preventive maintenance schedule.

4.5 Annual preventive maintenance program shall be change with remarks, when the new instrument shall be installed/discontinue of the instrument or annual maintenance contract shall be revised.

5.0 ANNEXURE (S):

Annexure – I: Preventive Maintenance Schedule for Instrument.



PHARMA DEVILS
QUALITY CONTROL DEPARTMENT

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6.0 REFERENCE (S):

SOP: Preparation, approval, distribution, control, revision and Destruction of Standard Operating Procedure (SOP).

7.0 ABBREVIATION (S)/DEFINITION (S):

SOP: Standard Operating Procedure

REVISION CARD

S.No.	REVISION No.	REVISION DATE	DETAILS OF REVISION	REASON (S) FOR REVISION	REFERENCE CHANGE CONTROL No.
1	00	---	---	New SOP	---



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ANNEXURE I

PREVENTIVE MAINTENANCE SCHEDULE FOR INSTRUMENTS

Reference SOP No.:																
Department	Quality Control				Year	:										
S. No.	Name of The Instruments/ Make	Instrument Number	Frequency	Due Date	Preventive Maintenance schedule											
					Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec

Prepared By:

Checked By:

Approved By:

Date:

Date:

Date: