

Preventative Maintenance

What you need to know:

The purpose of a preventative maintenance program is to ensure that not only are all parts of the facility in proper working condition but also to help keep track of machinery and their general maintenance needs to remain safe and operational. By implementing a schedule to inspect every part of one's facility, repairs can be found and corrected before potential harm or damage can occur.

Responsibilities & Procedures:

- [Safety Director] has full authority to manage and update the preventative maintenance program.
- Personal injury takes full precedence, thus operations should be halted or altered if serious risks arise.
- At all times employees have the right to contact the [Safety Director] with questions relating to their specific duties or simply for more details about the overall preventative maintenance plan.
- Program procedures created will be located in [Insert Location] and will include a servicing schedule.
- Maintenance procedures will include an equipment's description, location, type of service due, logged date of previous maintenance, type of craftsman required, and location to date/sign once repairs are complete.
- All completed repairs and maintenance shall be filed as workorders in one system and include cost.
- Procedures must be reviewed and evaluated on an annual basis or when changes in the facility are made.

Preventative Maintenance Checks, Service and Review:

- Preventative Maintenance Checks and Service (PMCS) shall be conducted regularly.
- Every six months [Plant Operation Supervisor] must review workorder logs from the previous 24 months to identify trends in repairs, equipment failures, and how frequently repairs are made compared to manufacturer guidelines.
- Each item shall be fully visually inspected for deficiencies ranging from surface condition, cleanliness, alignment and operation performance based according to manufacturer guidelines.
- Operators must follow the PMCS schedule for functions such as lubrication, belt and filter replacement, and maintaining general upkeep such as alignment with the machine in question.
- Defective equipment or deficiency in the PMCS must be abated immediately, this includes making corrective actions to the schedule and potentially removing the machine from service until repairs can be made.

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Equipment Servicing and Identification:

- All equipment shall be inventoried and kept on file as a list to be included with PMCS record keeping.
- During inspections for all machines listed, equipment must be serviced or adjusted unless parts need to be ordered.
- Parts needed shall be submitted with a workorder and a description of repairs that were unable to be completed during the time of the inspection.
- Upon reviewing the equipment list and servicing logs, equipment identified as having an unexpected level of need for attention will be considered for replacement at the earliest opportunity.
- Technical assistance may be requested by the manufacturer, however equipment added or removed from the preventative maintenance list must be documented and listed due to cause.