|  |
| --- |
| **STANDARD OPERATING PROCEDURE**  PREVENTIVE MAINTENANCE PLAN |

|  |  |  |
| --- | --- | --- |
| **Author** | | |
| **Name** | Arqam Sattar | **Signature** |
| **Designation** | Assistant Manager Electrical |
| **Date** | 10-01-2020 |
| **Review** | | |
| **Name** | Waqar Islam | **Signature** |
| **Designation** | Maintenance Head |
| **Date** | 10-01-2020 |
| **Approval** | | |
| **Name** | Ahsaan Abid | **Signature** |
| **Designation** | General Manager |
| **Date** | 10-01-2020 |

## Purpose

The main purpose of preventive maintenance is to retain or restore a piece of equipment, machine or system to the specified operable condition to achieve its maximum useful life.

## Scope

## This procedure is applicable to all the machines, equipments present in the factory premises and this is to intimate to all the staff of maintenance department that they are bound to follow the procedures of maintenance. They have to follow instructions and working process of equipments and its related handling.

## Responsibilities

* Deputy Manager Electrical or Assistant Manager Electrical are responsible for all the preventive maintenance.
* Designated staff is responsible for its accurate working.
* All the individuals connected to this process are bound to follow.

## Procedure

The Maintenance Plan of whole plant is divided into several categories depending upon the machinery or some specific part of the machine. It is described as mentioned below.

* Daily Preventive Maintenance
* Weekly Preventive Maintenance
* Monthly Preventive Maintenance
* Bi-Annually Preventive Maintenance
* Annually/Yearly Preventive Maintenance

**Daily Preventive Maintenance:**

Daily Preventive Maintenance is basically the daily maintenance of machinery which consists of several tasks.

|  |  |  |
| --- | --- | --- |
| **Sr. No.** | **Specific Task/Work Detail** | **Retention Period** |
| 1 | Current Reading Chart | Daily |
| 2 | Equipment Maintenance Log | Daily |
| 3 | Work Order Permit | Daily |
| 4 | Diesel Tank Detail | Daily |
| 5 | Generator Running Detail | Daily |
| 6 | Generator Running Hours | Daily |
| 7 | Daily Preventive Maintenance | Daily |

**Weekly Preventive Maintenance:**

Weekly Preventive Maintenance is basically the maintenance of machinery which is due after a week and it consists of several tasks.

|  |  |  |
| --- | --- | --- |
| **Sr. No.** | **Specific Task/Work Detail** | **Retention Period** |
| 1 | Weekly Preventive Maintenance | Weekly |

**Monthly Preventive Maintenance:**

Monthly Preventive Maintenance is basically the maintenance of machinery which is due after a month and it consists of several tasks.

|  |  |  |
| --- | --- | --- |
| **Sr. No.** | **Specific Task/Work Detail** | **Retention Period** |
| 1 | Monthly Preventive Maintenance | Month |
| 2 | Comparison In Between Gas Bill Reading & Our Reading | Month |
| 3 | Comparison In Between WAPDA Bill Reading & Our Reading | Month |
| 4 | Calibration of Weighing Scales | 60 Days |

**Bi-Annually Preventive Maintenance:**

Bi-Annually Preventive Maintenance is basically the maintenance of machinery which is due twice a year and it consists of several tasks.

|  |  |  |
| --- | --- | --- |
| **Sr. No.** | **Specific Task/Work Detail** | **Retention Period** |
| 1 | Bi-Annually Preventive Maintenance | 6 Months |

**Annually/Yearly Preventive Maintenance:**

Annually Preventive Maintenance is basically the maintenance of machinery which is due once a year and it consists of several tasks.

|  |  |  |
| --- | --- | --- |
| **Sr. No.** | **Specific Task/Work Detail** | **Retention Period** |
| 1 | Annually Preventive Maintenance | Year |
| 2 | Equipment Calibration Program | Year |

## Associated Documents and Records

**AMENDMENT HISTORY**

|  |  |  |  |
| --- | --- | --- | --- |
| **REV. #** | **DCR #** | **SECTION** | **AMENDED TEXT** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

\* All changes made in the document are notified in the Amendment History Table.