1. **Operational Steps**

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.

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| --- | --- | --- |
| **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.

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| --- | --- | --- |
| **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.

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| --- | --- | --- |
| **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.

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

H.O.D Maintenance Department

|  |  |  |
| --- | --- | --- |
| **Author** | **Review** | **Approval** |
| **Signature** | **Signature** | **Signature** |
| Arqam Sattar | Waqar Islam | Ahsaan Abid |
| Assistant Manager Electrical | Maintenance Head | General Manager |