1. **Roles, Responsibilities, Accountability and Authority of Head-Maintenance**

* Ensure safety of all staff and workmen at workplace
* 100% compliance of all legal requirements
* Ensuring maximum equipment availability.
* Revewing of planners, PM schedules and shutdown jobs
* Generating monthly report
* Maintaining of optimum inventory and critical spares.
* Interact with external agnecies / consultants as and when required.
* Ensure training to staff and workmen
* Implementation of quality, safety and environmental, 5S management System and Asset optimization
* Implementation of ISO 9001, ISO 14001,ISO 18001, ISO 50001
* Structural stability of buildings and structures
* Overall coordination of Engineers and to ensure 100 % compliance of preventive maintenance planner, monthly/weekly/ daily/ shift checklist.
* Ensure and review of corrective/preventive actions, root cause analysis for major/repetitive problems to improve plant safety, and plant availability
* Implementation of quality, safety and environmental(IMS System), 5S management System and Asset optimization
* Implementation of on the job training.
* Hazard identification and risk assessment(HIRA).
* Identification & Evaluation of Aspect & Impact.
* Implementation of improvement projects.
* Monitoring and controlling of energy consumption.
* Drive & implement process improvement , TQM, Quality circles & kaizens.

1. **Roles, Responsibilities, Accountability and Authority of Overall in-charge – Mechanical**

* Ensure safety of all staff and workmen at workplace
* 100% compliance of all legal requirements
* Ensuring maximum equipment availability.
* Revewing of planners, PM schedules and shutdown jobs
* Generating monthly report
* Maintaining of optimum inventory and critical spares.
* Interact with external agnecies / consultants as and when required.
* Ensure training to staff and workmen
* Implementation of quality, safety and environmental, 5S management System and Asset optimization
* Implementation of ISO 9001, ISO 14001,ISO 18001, ISO 50001
* Design, Planning and Implementation of preventive maintenance schedule of MCD mechanical equipments, structures, sheeting, piping work
* Structural stability of buildings and structures

Overall coordination of Engineers and to ensure 100 % compliance of preventive maintenance planner, monthly/weekly/ daily/ shift checklist

* Ensure and review of corrective/preventive actions, root cause analysis for major/repetitive problems to improve plant safety, and plant availability
* Keeping Fire hydrant and drinking water system in healthy condition.
* Implementation of quality, safety and environmental(IMS System), 5S management System and Asset optimization
* Implementation of on the job training.

1. **Common Responsibilities of Area Engineers**

* Implementation of routine maintenance activities, planning & execution with proper distribution of manpower, material and other resources.
* Ensure compliance daily, weekly, monthly check list.
* Carry out all jobs as per maintenance planner.
* Follow up of regular maintenance activities, overall supervision of erection work and update report in SAP and generate MIS reports
* Overall responsibility for execution of maintenance works with in allotted time frame with Quality under safe working condition & considering environmental aspect.
* Co ordination laterally and vertically & Ensuring smooth co-ordination of activities of Maintenance Dept with Other Departments
* To monitor inventory for smooth maintenance.
* To monitor allocation of resources (Man power, material etc).
* To check and ensure structural stability of plant equipment’s.
* Responsible for planning jobs related to control environmental hazards
* Equipment modification to improve reliability and maintainability.
* Failure Analysis of Breakdowns and corrective actions.
* Co ordination of activities with Operation & Electrical Projects Dept.
* To ensure Identification, Evaluation of Aspect Impact and HIRA of mechanical activities
* To ensure maintenance of records - specify mandatory legal record.
* Overall responsibility for smooth and efficient maintenance of MCD
* To ensure proper planning & successive following up of the Preventive/breakdown maintenance.
* Ensure proper housekeeping and material handling
* To comply with legal requirement by Ensuring testing of lifting machines, and pressure vessels as per statutory requirements.
* To keep overhauled equipment ready at site
* To see to it that proper safety is being followed at site w.r.t. procedures, work carried out, work permits, shutdowns, LOTO etc.
* Obtain work permit for all jobs carried out in his area whenever required.
* Logging of daily maintenance data & history in SAP
* Drive & implement process improvement , TQM, Quality circles & kaizens.
* Implementation of ISO 9001, ISO 14001, ISO 18001, ISO 50001

For Detail Position wise Role & responsibilities refer Annexure-1

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| **Prepared By:**  Incharge Battery 1 Machine Mechanical Maintenance MCD | **Reviewed & Issued By:**  Management Representative | **Approved By:**  Head Mechanical Maintenance MCD |
| **Signature:** | **Signature:** | **Signature:** |
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