

	<p align="center">EMERALD RESILIENT TYRE MANUFACTURERS PVT. LTD., 79 & 80, Export Promotional Industrial park, SIPCOT Industrial complex, Gummidipoondi.</p>	<p>DOC NO : QP/MN/01 ISSUE NO : 01 ISSUE DATE: 16/11/20 PAGE 1 OF 2</p>
QUALITY PROCEDURE MANUAL MAINTENANCE		

1.0 PURPOSE:

The purpose of this procedure is to establish a system for preventive, predictive and breakdown maintenance of equipment and machines to ensure their continuous / smooth function.

2.0 SCOPE:

This procedure is applicable to all the machinery used.

3.0 RESPONSIBILITY:

Maintenance Incharge

4.0 AUTHORITY:

This procedure is approved and authorized by CEO and can be amended only by him.

5.0 DEFINITIONS:

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6.0 PROCEDURE:

6.1 Maintenance In charge is responsible to carry out Preventive and Predictive Maintenance of the plant and machinery as per classification.

6.2 PREVENTIVE MAINTENANCE:

6.2.1 Maintenance Incharge as per the relevant checklists do daily maintenance.

6.2.2 The maintenance Incharge prepare weekly, Monthly and annual preventive maintenance schedule.

6.2.3 Maintenance Incharge as per the maintenance schedule and relevant checklists carry out weekly, monthly and annual maintenance.

6.2.4 Records of preventive maintenance are maintained.

<p align="center">PREPARED BY</p> <p align="center">DEPT HEAD</p>	<p align="center">APPROVED BY</p> <p align="center">CEO & JMD</p>	<p align="center">ISSUED BY</p> <p align="center">Management Representative</p>	<p align="center">REVISION NO: 0</p> <p align="center">REVISION DATE: --</p>
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6.3 PREDICTIVE MAINTENANCE:

- 6.3.1 The Maintenance technician assesses the working of important process equipment and machines during their usage.
- 6.3.2 Any abnormality monitored is analyzed and then the required maintenance is done or considered for incorporating in the preventive maintenance schedule.
- 6.3.3 Records of predictive maintenance are maintained.

6.4 BREAKDOWN MAINTENANCE:

- 6.4.1 In case of any breakdown, a maintenance requisition is made in the MAINTWIZ (mobile / PC), application/software to register the breakdown. Shift supervisor/ concerned operator can initiate the request, the request will reach the shift maintenance in charge/technician.
- 6.4.2 The analysis of the breakdown is carried based on the information from the Maintwiz app and scrutinization of issue from the machine, the technician does necessary maintenance.
- 6.4.3 After repairs the machine is checked for its smooth operation by technician/supervisor, and observation recorded in the Maintwiz app.
- 6.4.4 The frequency of breakdown of the equipment is reviewed and schedule for preventive maintenance is revised in case of the breakdown frequency is high.
- 6.4.5 The maintenance In-charge maintains equipment history record.
- 6.5 The effectiveness of corrective actions are verified through results/trend graphs as applicable

7.0 RECORDS:

Preventive Maintenance schedules.(FT/MN/03)
Machine history record(FT/MN/02)
Daily log sheet - Boiler (FT/MN/09)

8.0 REFERENCE:

Maintenance checklist.

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