

<h1>SRI</h1>		ISO 9001: 2015 Quality Management System Quality Procedure Manual	
Document No: SRI-QPM 07 (13)			Revision No :02
Date Issued : 03/04/2017 Revision date:23/09/2025			Page No : 1 of 5
Title : Quality Procedure for Preventive Maintenance.			

3.13 **PROCEDURE FOR PREVENTIVE MAINTENANCE.**

7.13.1 **Scope**

This manual covers procedure for preventive maintenance program, breakdown repair of the machine and new machine installation.

7.13.2 **Responsibility b**

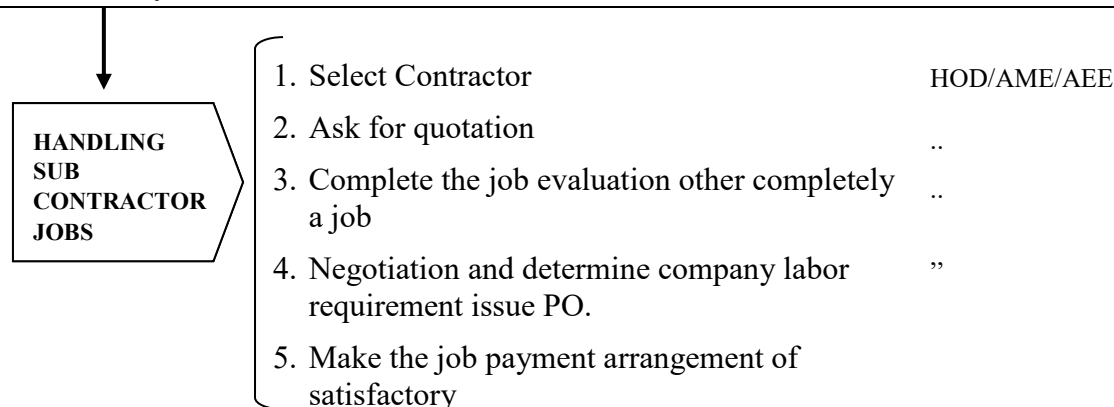
Head of the .Department SRI/UGB/RPW

7.13.3 **Procedure for servicing plant machinery.**

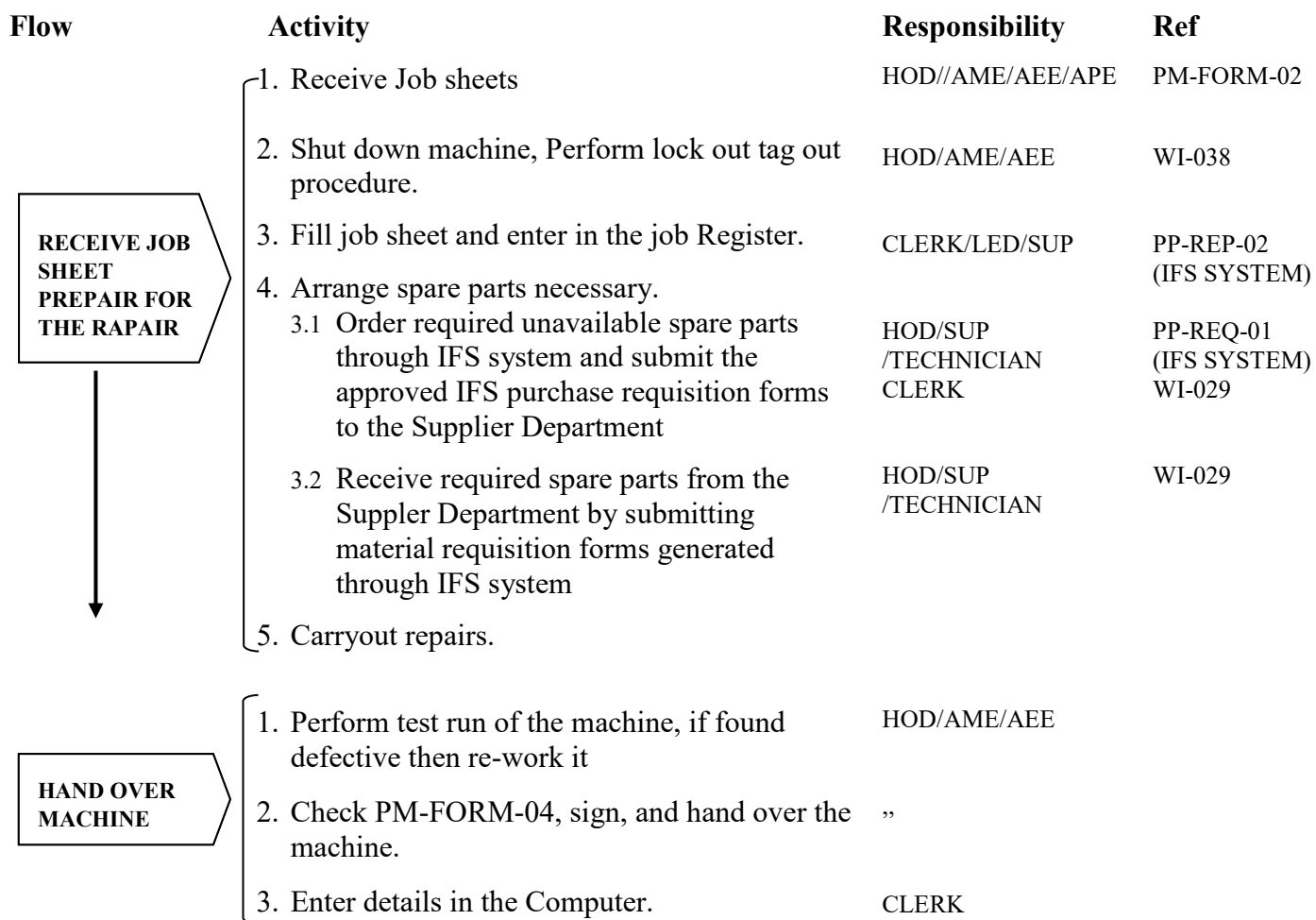
Flow	Activity	Responsibility	Ref
<div>SERVICE SCHEDULE</div> <div>↓</div> <div>PREPARATION</div> <div>↓</div> <div>SERVICING</div> <div>↓</div>	1. Prepare the service schedule for the month.	HOD Maintenance/ AEE/AME	PM-FORM-01
	2. Dispatch copies to. a. PM b. Asst. Engineers/Engineers c. Samson Engineers LTD/Other Contractors when necessary d. Planning Manager	CLERK	
	3. Revise service schedule	HOD/AME/AEE	PM-FORM-01A
	1. Receive machine defects list duly completed by relevant department.	APMS/PMS	PM-FORM-04
	2. Order required unavailable spare parts through IFS system and submit the approved IFS purchase requisition forms to the Supplier Department.	HOD/AME/AE	PP-REP-02 (IFS SYSTEM)
	1. Shut down machine, perform lock out tag out procedure.	ENG	WI-029/WI-038
	2. Open machine service file.	SUP/LED/CLERK	PM-FORM-02
	3. Open the job sheet\Pre service information sheet.	”	
	4. Receive requested spare parts from the Supplier Department by submitting material requisition forms generated through IFS system.	HOD/AME/AEE	PP-REQ-01 (IFS SYSTEM)
	5. Carryout maintenance service according to the check list	LED/AEE/AME	WI-029

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	Date	


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7.13.4 Procedure for the repair of plant machinery.



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SUB CONTRACTOR JOB HANDLING	1. Select Contractor	HOD/AME/AEE	
	2. Ask for quotation	..	
	3. Complete the job evaluation other completely a job	..	
	4. Negotiation and determine company labor requirement issue PO.	”	
	5. Make the job payment arrangement of satisfactory		
Before starting the hot work and work at height			
SAFE WORK	1. Check the site safety equipment.	ENGINEER /SUP	
	2. Fill the work permit and get a work permit signed by a plant manager (appointed authority).	ENGINEER /SUP PLANT MANAGER	PM-FORM-06
	3. For external contract jobs. The “Engineering contractor agreement” should be completed.		PM-FORM-05
Until above requirement are implemented, job must not be proceeded.			
ANALYSIS	1. Analyze opportunity lost from Breakdowns, Annualized Maintenance cost ratio to the machines, values, Water fuel ratio, frequency of critical machines Break down other related activities.	HOD/AME/AEE CLEKE	
	2. Preparing the weekly maintenance report	CLERK/HOD/AME /AEE	

7.13.5 Procedure for Monthly Maintenance Service

Check the machine completely and ensure that it is working properly before starting the service.

Clean the mechanical & electrical components mentioned in PM-FORM-03.

Check and service all necessary components.

Check and tighten all nuts and bolts and wire terminals.

Check and service all motor gear boxes, bearings, lubricating oil pumps and other necessary equipment of the machines.

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7.13.6 Procedure for Break down Service.

In case of a break down, a job sheet is received from section managers information of the (IFS) breakdown and related machine.

At the time of receiving the job sheet pass it to the relevant supervisor/Leader /Technicians by the clerk.

Supervisor informs engineer checks on the break down for necessary actions.

If any additional material is required, materials are brought from stores by a requisition form signed by engineer.

If any machinery work is needed the parts are sent to the SENG LTD any other section work shop.

After the break down is fixed all details are recorded in the machine service file for further reference.

7.13.7 Procedure for installation of new machines.

- In case of installation a new machine, following procedure is adopted.
- Study the machine plan and estimate the job and forward to the managing director for financial purpose.
- Order required materials and prepare bar chart of working schedule.
- Before starting the job, discuss working schedule with supervisor and give necessary instructions to workers.
- Schedule and conform the date to commence the job after discussion with section managers and Planning Manager.
- Check ordered material are available in the stores before starting the job.
- Begin the job on the scheduled date and ensure the repair follow up the completion of the job as scheduled.
- After completion of the job, carryout a test run for pre operation inspection check hand over in to the section manager through a completed “Job Sheet” (PM-FORM-02)
- Prepare the new file for machine and maintain records of installation.
- Include the new machine in the monthly service program.
- Include the machine in machine details file.

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7.13.8 Procedure for Development work.

- When the production section wants to develop the machine in order to develop their out put, development job has to be carried out according to their requirements.
- Relevant engineer will discuss with production team a plan to maximize quality and production output while minimizing the problems related to the machine.
- Plane design and estimate the development work and finally obtain approval from managing Director.

7.13.9 Procedure for Generator and Boiler, Maintenance and Service.

Generators

Check and record the generator every morning. Using MC-CL-018

Supervisor/ Leader regularly check all parameters according to the WI-029-S.

Service is undertaken by “United Tractors and Equipment’s (Pvt) Ltd” Trade Promoters Ltd”, “Samson Engineers” or any other contractor who is capable of carrying out generator servicing. At the service, change the oil, change oil filters, electrical wiring system, battery charger, insulation level of alternator etc.

Obtain service report from all service parties and keep records of service and maintenance in the generator service file.

A.) Normal service is carried out once in 250 hr or once in a year

B.) Special service will be carried out once in 3000hrs and 5000 hrs.

Boilers

Check the boilers every working day according to the WI-030

Record the relevant information on lob book

Service is done by the maintenance section once in month.

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