

Standard Operating Procedure For Annual Maintenance Record	
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# **Standard Operating Procedure for Annual Maintenance Record**

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### APPROVALS

By signing the below section digitally, the individuals listed below have reviewed and approved this document:

#### Prepared By:

Printed Name	Department	Signature & Date

#### Reviewed By:

Printed Name	Department	Signature & Date

#### Approved By:

Printed Name	Department	Signature & Date

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## REVISION HISTORY

This document has been revised as follows:

Document Version	Effective Date (Date of final Approval)	Revised By	Description/Reason for Revision

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## 1.0 Objective

The objective of this SOP is to establish a standardized process for maintaining annual maintenance records for equipment and materials in the OHC (Organization Health Center) system. This SOP aims to ensure the proper tracking, scheduling, and completion of annual maintenance tasks while providing a mechanism for data storage and external file integration.

## 2.0 Scope

This SOP applies to all OHC users responsible for managing annual maintenance records and tasks within the system. It encompasses the setup of maintenance frequencies, pop-up reminders, external file uploads, data printing, and the addition of miscellaneous items related to maintenance. It also includes the closure or completion of pending maintenance tasks with comments.

## 3.0 Responsibility

- OHC users are responsible for updating the material list in the system.
- OHC users are responsible for setting the annual maintenance frequency for specified materials.
- The OHC system shall automatically generate pop-up reminders near the annual maintenance dates.
- OHC users can upload external files, such as maintenance reports and documentation.
- OHC users have the option to take printouts of maintenance data.
- OHC users can add items like Ambulance insurance, PUC (Pollution Under Control), AED (Automated External Defibrillator) Battery, Ambulance equipment, etc., as needed.
- OHC users are responsible for closing or completing pending maintenance tasks and providing comments when necessary.

## 4.0 Frequency

The annual maintenance record shall be maintained on an ongoing basis, with frequencies determined by the OHC user for each specified material.

## 5.0 General Information/Definition

Annual maintenance records refer to the systematic tracking and management of maintenance activities for various materials and equipment within the OHC. This includes scheduled maintenance tasks, documentation, and notifications related to the upkeep of these materials.

### Local Version Control System:

The OHC system will provide local version control to ensure that changes and updates to maintenance records are tracked and can be rolled back if needed.

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### **Centralized Version Control Systems**

The OHC system will have centralized version control, allowing for consistent and controlled management of maintenance records across the organization.

### **Distributed Version Control System:**

In addition to centralized control, the OHC system may incorporate distributed version control to enable collaborative maintenance record management across different departments or locations.

**Bug fixes** Any bugs or technical issues within the OHC system related to the annual maintenance record feature will be addressed promptly by the IT department

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## **6.0 Procedure:**

1. Log in to the OHC system using your authorized credentials.
2. Access the annual maintenance record module.
3. Update the material list in the system, including any additional items like Ambulance insurance, PUC, AED Battery, Ambulance equipment, etc.
4. Set the annual maintenance frequency for specified materials.
5. The system will automatically generate pop-up reminders near the annual maintenance dates.
6. Upload external files or documents related to maintenance, if necessary.
7. Print out maintenance data when required.
8. To close or complete pending maintenance tasks, navigate to the respective task and provide comments if needed.
9. Review and verify completed maintenance records for accuracy.

### **Abbreviations:**

- OHC: Organization Health Center
- AM: Annual Maintenance
- PUC: Pollution Under Control
- AED: Automated External Defibrillator

### **REFERENCES:**

- [Insert relevant references, if applicable]

This SOP establishes a structured approach to managing annual maintenance records within the OHC system, ensuring the efficient tracking and completion of maintenance tasks while maintaining data integrity and user accountability.

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