	DEPARTMENT OF SCIENCE AND TECHNOLOGY DOST Regional Office No. IX	DOCUMENT CODE	PM-FASS-MAIN 04-02
	<b>PROCEDURES MANUAL</b>	REVISION NUMBER	5
		PAGE NUMBER	1 of 3
SECTION	RESOURCE MANAGEMENT	EFFECTIVITY DATE	01 July 2023
SUBJECT	<b>CORRECTIVE MAINTENANCE</b>		

## 1.0 OBJECTIVE

To ensure that correction or restoration of equipment, building and associated utilities experiencing breakdown is carried out efficiently.

## 2.0 SCOPE

This operational procedure covers all equipment including computers, air conditioners, generators and motor vehicles, building and associated utilities including the risks and opportunities associated with the process.

## 3.0 ACCESS

3.1 This operational procedure is uploaded to the DOST IX Document Management System and accessible to all DOST IX personnel.

3.2 The original copy of this document is managed by the DOST IX's document custodian.

## 4.0 DEFINITION OF TERMS

**Corrective Maintenance** - maintenance carried out after failure of equipment, building and associated utilities has occurred.

**Remedial Repair** - maintenance carried to restore equipment, building and associated utilities function on a temporary basis.



**Full Repair** - maintenance carried to restore equipment, building and associated utilities function on a final basis.


## 5.0 RESPONSIBILITIES

5.1 **Functional Units** shall report any breakdown for repair or maintenance to the maintenance unit and fill up the request form for maintenance

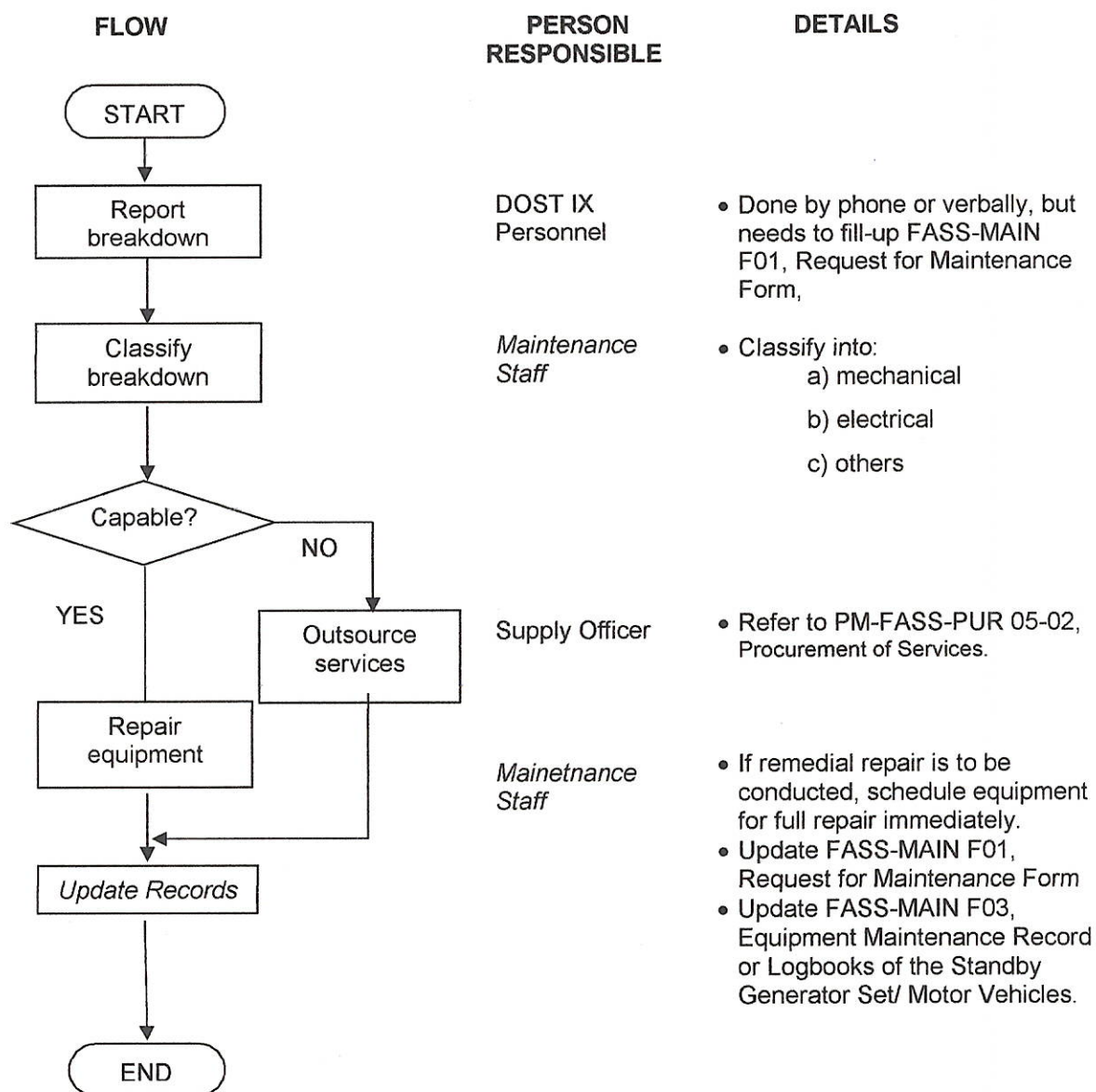
5.2 **Maintenance Officer** shall schedule a repair or maintenance of equipment/utilities



5.3 **Maintenance Staff** shall perform the repair or maintenance and update the maintenance records


Prepared by:  Maintenance Officer	Approved by:  Quality Management Representative
--	--

	DEPARTMENT OF SCIENCE AND TECHNOLOGY DOST Regional Office No. IX	DOCUMENT CODE	PM-FASS-MAIN 04-02
	<b>PROCEDURES MANUAL</b>	REVISION NUMBER	5
		PAGE NUMBER	2 of 3
SECTION	RESOURCE MANAGEMENT	EFFECTIVITY DATE	01 July 2023
SUBJECT	<b>CORRECTIVE MAINTENANCE</b>		

## 6.0 PROCEDURE



Prepared by:  Maintenance Officer	Approved by:  Quality Management Representative
--	--



	DEPARTMENT OF SCIENCE AND TECHNOLOGY DOST Regional Office No. IX	DOCUMENT CODE	PM-FASS-MAIN 04-02
	<b>PROCEDURES MANUAL</b>	REVISION NUMBER	5
		PAGE NUMBER	3 of 3
SECTION	RESOURCE MANAGEMENT	EFFECTIVITY DATE	01 July 2023
SUBJECT	<b>CORRECTIVE MAINTENANCE</b>		

## 7.0 REFERENCES

- PM FASS-PUR-05-01, Procurement of Supplies, Materials and Equipment

## 8.0 RECORDS

<b>Identification</b>	Request for Maintenance (FASS-MAIN-FO1)	Equipment Maintenance Record (FASS-MAIN-FO3)	Logbook for Standby Generator Set	Logbook for Motor Vehicles
<b>Collection and Filing</b>	Filed by Maintenance Personnel	Filed by Maintenance Personnel	Filed by Maintenance Personnel	Filed by Maintenance Personnel
<b>Index</b>	Equipment Maintenance File	Equipment Maintenance File	Equipment Maintenance File	Equipment Maintenance File
<b>Access</b>	All Personnel	All Personnel	All Personnel	All Personnel
<b>Storage</b>	Office Environment	Office Environment	Office Environment	Office Environment
<b>Maintenance and Disposal</b>	Discarded by Personnel after 3 years	Discarded by Personnel only when equipment is declared unusable	Discarded by Personnel only when equipment is declared unusable	Discarded by Personnel only when equipment is declared unusable

Prepared by:  Maintenance Officer	Approved by:  Quality Management Representative
--	--