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| **Engineering** | |
| **Preventive Maintenance of machines** | |
| Responsibility | Engineering Head |
| **Process Flow – Preventive Maintenance** | |
| Actual preventive maintenance is done as per the plan with strict adherence to the Preventive Maintenance check points  Equipment wise preventive maintenance check points are made based on past history of breakdown as well as suggestions given in user manual by machinery providers and to reduce the risk of breakdown maintenance by regular preventive maintenance as per schedule  Actual date is recorded in PM Schedule and date of maintenance and PM Checks followed during maintenance are recorded clearly in the equipment wise preventive maintenance checkpoints | |

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| Responsibility | Engineering Head |
| **Process Flow – Breakdown Maintenance** | |
| Details of the breakdown are recorded in the Breakdown History Card and considering the nature of breakdown, Fitter / Electrician is deputed to the works area for resolving the breakdown  Fitters / Electrician verify the machinery and identifies nature of breakdown. Necessary repairing of the equipment is done to make it in the working condition. If need for the part replacement is identified, then replaces the parts after getting issued from the stores.  Once the machinery is made in running condition, it is handed over to the production  Details of action taken alongwith the part replacement is recorded in the Breakdown History Card with all details and entry is closed in the Breakdown History Card.  Once in a year the details and type of breakdown are analyzed and are reviewed for taking further corrective action and modification of Preventive Maintenance Check Points, if any | |

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| Process | Engineering and maintenance services | | | | |
| Purpose | Attend breakdown as well as preventive maintenance of machines and make them in good working conditions. | | | | |
| **Input – Output Matrix** | | | | | |
| **Input Received From** | | **Input** | **Process** | **Output** | **Output**  **Inter linkage** |
| Production | | 1. Break Down Intimation | Attend breakdown as well as preventive maintenance of equipments and make them in good working conditions. | 1. Preventive Maintenance Schedule( Plan vs actual) | Production |
| Production | | 1. Preventive Maintenance plan | 1. Breakdown History Cards |
| 1. Equipment Wise Preventive Maintenance Checkpoints For Records |
| 1. Preventive maintenance check points |
| Stores | | 1. issue of spares | 1. Approved Indent And Incoming Inspection Records of spares | Stores |

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| **Risk mitigation plan for maintenance activity** | | |
| **Sr. No.** | **Risk** | **Mitigation Plan**  **Remarks** |
|  | Preventive maintenance shecedule not done timely as well as not perfectly done lead to increase high breakdown and can not keep machines in fit conditions. This leads to non achievement of production planning | Proper information is given to all the relavant personnel in mainteance team regarding the maintaining the preventive maintenance schedule and ensure timely perfect maintenance of machinery is done. Any machines are not done as per plan is informed to CEO on quarterly basis |
|  | Machine breakdown is not completed timely or not done perfectly | Proper records for machine given back after breakdown is recorded. Also stock for moving spares are maintained by store incharge. For nonmoving spares during such breakdown qucik follow up is done with extenal provider to minimise the time. Also after repairing the works head observe the condiiton of machines to ensure it is perfectly done. |

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| **Opportunities for maintenance activity** | |
| **Sr. no.** | **Opportunities** |
|  | Proper follow up of the preventive maintenance schedule can give opportunities for the less breadown and cost saving, which can create opportunities to increase the life of machinery as well as increase productivity. |