

<b>BOROSIL</b>  renewables	<b>BOROSIL RENEWABLES LIMITED</b>	DOC. NO: L2/005 ISSUE NO. / DATE: 01 /12-02-2020
	<b>PROCEDURE FOR CONTROL OF INFRASTRUCTURE/ASSETS</b>	REV. NO: 01 REV. DATE: 01.07.2023

## 1. Purpose

Procedures have been prepared to provide information about Asset Management.

## 2. Scope

All plant and machinery

## 3. Responsibility and Authority

I/C Mechanical, I/C Electrical Maintenance, I/C Instrumentation, and I/C Utilities have responsibility for the implementation of this procedure. They report to HOD (Engineering), HR & Administration.

## 4. Details

S.N.	Activity	Reference and Records
<b>A</b>	<b>General</b>	
4.1	Assign unique identification to plant and machinery wherever applicable by fixing nameplate / marking with paint / punching etc. as appropriate.	-
4.2	Maintain a List of Plant and Machinery used for the production.	ENG./L4/001
4.3	Maintain Equipment History Card for each major plant and machinery.	ENG./L4/002
4.4	Ensure that equipment manuals are filed in designated folders.	-
<b>B</b>	<b>Breakdown Maintenance</b>	
4.5	Upon receipt of complaint from user department verbally, breakdown to be attended appropriately to bring the machine operational at the earliest. Make the entries in the Maintenance register	ENG./L4/003
4.6	Ensure that the repair activities are carried out. Arrange for a running trial, prior to use in production, whenever feasible.	ENG./L4/003
4.7	Make entries in the Equipment History Card in case of major maintenance.	ENG./L4/002
<b>C</b>	<b>Preventive Maintenance</b>	
4.8	Prepare a Preventive Maintenance Plan and Record for all the plant and equipment in the last week of every month, indicating the dates for the maintenance activity to be performed in the next month.  Note: Refer Details of Preventive Maintenance Activities (Machine-wise)	ENG./L4/004 ENG./L4/007
4.9	Carry out maintenance activities as per the plan and indicate the dates in the Preventive Maintenance Plan and Record.	ENG./L4/004
4.10	Make entries in the Equipment History Card in case of major maintenance activities performed in the course of preventive maintenance.	ENG./L4/002

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S.N.	Activity	Reference and Records
<b>D</b>	<b>Shutdown Maintenance (Scheduled)</b>	
4.11	Inspect the machine before shutdown and identify and list the maintenance activities to be performed.	ENG./L4/005
4.12	Make entries in the Shutdown Maintenance Record of the actions taken.	
4.13	Make entries in the Equipment History Card in case of major maintenance activities performed during shutdown maintenance.	ENG./L4/002
<b>E</b>	<b>Breakdown Analysis</b>	
4.14	Carry out breakdown analysis for major breakdowns as soon as possible after the repair activity. Identify root cause and corrective action.	ENG./L4/006

## 5. Abbreviations

Abbreviation	Full Form
IMS	Integrated Management System
I/C	In charge
FH	Factory Head
HOD	Head Of Department

## 6. Reference and Records

Section	Title
L1/7	Support Management
ENG./L4/001	List of Plant and Machinery
ENG./L4/002	Equipment History Card
ENG./L4/003	Maintenance Register
ENG./L4/004	Preventive Maintenance Plan and Record
ENG./L4/005	Shutdown Maintenance Report
ENG./L4/006	Breakdown Analysis Report
ENG./L4/007	Details of Preventive Maintenance Activities (Machine-wise)

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Revision No.	Description of Change made	Date	Approved by
01	Footer change	01.07.2023	MR

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