Procedure: Equipment Maintenance

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# Purpose

This procedure describes the system, provides instructions and identifies responsibilities for the maintenance and calibration of identified process equipment and support systems needed to meet production requirements.

# Scope

The scope of this procedure includes all process machines, equipment, environmental management systems and tooling at all [Company] sites.

# Responsibilities

Amend for the organisational structure of your company.

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| --- | --- |
| Role | Responsibility |
| Production Manager | Identify key equipment, defining maintenance requirements for these machines and training operators to carry this out. |
| Production operators/engineers | Calibrating and maintaining equipment as specified and keeping appropriate records. |

# Procedure

## Key process equipment and systems

Equipment is identified as key equipment if it fulfils any of the following:

* Production equipment that must be periodically cleaned, adjusted or serviced to maintain proper operation and ensure process conformity
* Equipment which, in the event of a breakdown, could damage or degrade product in a way not obviously visible
* Equipment and machines that are critical for maintaining continuing process capability
* Equipment and systems necessary for maintaining critical environmental conditions in a production or storage area.

## Maintenance schedule

A written maintenance schedule must be created for each key piece of equipment, machine and system. This defines the scope and frequency of calibrations, maintenance and inspections. Those activities include, as appropriate, adjustments, calibration, cleaning, inspection and testing, fluid analysis, replacement of fluids, lubricants, filters, seals, gaskets, drive belts, etc.

Maintenance plans shall be based on:

* the equipment manufacturer's recommendations
* previous experience with the equipment.

Where appropriate information is provided, equipment manuals may be used directly.

Where required, calibration of equipment is carried out in accordance with Procedure QP714: Measuring and Monitoring Equipment.

## Equipment performance monitoring

To identify equipment problems at an early stage and prevent breakdowns, operators must monitor tool wear, process performance, vibrations, etc. and report abnormal events to the supervisor.

## Maintenance records

Inspection, maintenance and repair activities are recorded in maintenance logs. Maintenance logs should include the following:

* date and time the maintenance activity was performed
* name of the person performing the maintenance/repair
* classification of the activity (inspection, maintenance, repair, etc.)
* description of the work performed
* record of replaced parts and/or supplies used
* reports (checklists, etc.) of equipment inspection/testing after the maintenance or repair (if appropriate).

If Statistical Process Control (SPC) is used, all equipment maintenance, adjustments, tool changes, repairs, etc. are to be recorded on the control charts.

Appendices

Amend as required or delete.

Definitions

Amend as required or delete.

| Term | Definition |
| --- | --- |
|  | Insert terms/abbreviations and definitions for those used within the procedure. Do not include any terms or abbreviations not used within the procedure. |
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Document Information

| Revision History | | | |
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| Associated forms and procedures | |
| --- | --- |
| Doc. No. | Document Title |
| QP714 | Measuring and Monitoring Equipment |

List all controlled procedural documents referenced in this document (for example, policies, procedures, forms, lists, work/operator instructions

| Associated records | |
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List all other referenced records in this document. For example, regulatory documents, in-house controlled documents (such as batch record forms, reports, methods, protocols), compliance standards etc.

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