

## Example Procedure

# PREVENTATIVE MAINTENANCE

## 1. PURPOSE

The aim of this procedure is to provide guidance for the development and implementation of a preventative maintenance program of critical equipment used in the manufacture of and that may have a critical influence on the quality, feed safety and regulatory compliance of finished goods.

## 2. SCOPE

This procedure covers all critical processing equipment with particular attention to Critical Control Points.

All preventative maintenance programs must be administered by trained operators, and/or licensed external contractors.

All safety procedures and instructions, including Permit To Work, shall be followed in accompany with this Procedure.

## 3. TERMS & DEFINITIONS

NIL

## 4. PROCESS

### Inventory List

- Equipment name
- Location
- Serial number
- Description
- Maintenance schedule
- Responsibility
- Procedures

### Risk Assessment

A risk assessment shall be developed that accounts for potential equipment failure and/or breakdown, corrective actions to be taken and preventative actions to be instigated. The assessment will also take into account the items effect on quality, food safety and OHS requirements. This Risk Assessment will also include the routine maintenance schedule for each item listed.

### Preventative Maintenance Schedule

Utilising the Risk Assessment, a Preventative Maintenance Schedule shall be developed that flags when an item requires maintenance, what maintenance is required, who is responsible and that maintenance has been performed.

### Spare Parts Inventory

A critical spare parts inventory shall be developed from the outcome of the Risk Assessment and the Maintenance Schedule



**Maintenance Task Instructions**

- Maintenance procedures
- Lubrication procedures
- Tool reconciliation procedures
- Procedures for temporary repairs
- Procedures for emergency repairs
- Spare parts inventory program
- Training procedures
- “Hand-over” procedures
- Audit procedures to verify that the work is being done properly.

**OUTCOME.**

To minimise unplanned shutdowns and disruption to customer supply.

## 5. DOCUMENTATION & RECORDS

The following records shall be maintained to assure this program was conducted according to the Quality Policy.

- Preventative Maintenance Schedule
- Work Permits
- Work Approval Clearance Reports

## 6. DOCUMENT HISTORY

Version No.:			
Last saved by:		Date:	
Original Author:		Date:	
Approved by:		Date:	

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