

Standard Operating Procedure (SOP)

Scheduled Preventative Maintenance Routines

This SOP describes the **scheduled preventative maintenance routines** designed to ensure the reliability and longevity of equipment and facilities. It includes detailed procedures for regular inspections, cleaning, lubrication, adjustments, and component replacements to prevent unexpected breakdowns and minimize downtime. The goal is to maintain optimal operational performance, enhance safety, and reduce repair costs by proactively addressing potential issues before they result in equipment failure.

1. Purpose

To provide a systematic approach for performing scheduled preventative maintenance on equipment and facilities, reducing unplanned downtime, and increasing asset reliability.

2. Scope

This procedure applies to all company equipment and facilities identified as requiring scheduled preventative maintenance as outlined in the maintenance schedule.

3. Responsibilities

- **Maintenance Manager:** Oversees the preventative maintenance program and ensures compliance with the schedule.
- **Maintenance Technician:** Performs required maintenance tasks and documents findings.
- **Operators:** Communicate equipment issues and assist in basic routine checks as instructed.

4. Definitions

- **Preventative Maintenance (PM):** Planned routine tasks to maintain equipment in proper operating condition.
- **PM Schedule:** Calendar outlining when specific maintenance tasks should be performed.

5. Procedure

1. **Review PM Schedule**
 - Access the maintenance management system or schedule to determine upcoming PM tasks.
2. **Prepare Necessary Tools & Materials**
 - Gather checklists, tools, spares, and safety equipment required for each task.
3. **Notify Affected Areas**
 - Communicate with relevant personnel about scheduled maintenance to minimize operational disruption.
4. **Follow Lockout/Tagout Procedures (if required)**
 - Ensure equipment is safely shut down and locked out before performing maintenance where applicable.
5. **Perform Scheduled Maintenance Activities**
 - Inspection: Check for wear, leaks, abnormal noises, or vibrations.
 - Cleaning: Remove dust, debris, or other contaminants.
 - Lubrication: Apply correct types and amounts of lubricant as specified.
 - Adjustments: Ensure components are correctly aligned and tightened.
 - Replace Parts: Change filters, belts, or other components as scheduled.
6. **Record Findings and Actions**
 - Document maintenance performed, observations made, and components replaced in the maintenance log or system.
7. **Restore Equipment to Service**
 - Remove lockout/tagout devices, if applied, and inform relevant personnel that equipment is operational.
8. **Follow-Up**
 - Report any issues requiring further action and schedule corrective maintenance if necessary.

6. Safety Considerations

- Follow all relevant health, safety, and environmental procedures during maintenance.
- Use appropriate personal protective equipment (PPE) as required.

- Confirm all energy sources are isolated when working on equipment.

7. Documentation

- Preventative Maintenance Schedule
- Maintenance Checklists
- Maintenance Log/Records
- Work Orders

8. Revision & Review

This SOP should be reviewed annually or whenever equipment, procedures, or standards are updated.

9. References

- Manufacturer's manuals and guidelines
- Company Health & Safety Policy
- Maintenance Management System Manual

Prepared By	Reviewed By	Approval	Date	Revision
[Name]	[Name]	[Name/Signature]	[YYYY-MM-DD]	[Rev. 1.0]