

SOP: Preventive Maintenance Scheduling and Planning

This SOP details the processes involved in **preventive maintenance scheduling and planning**, including the systematic identification of maintenance tasks, development of maintenance schedules, allocation of resources, tracking of maintenance activities, and evaluation of equipment performance. Its goal is to minimize equipment downtime, extend asset lifespan, and ensure operational efficiency through timely and organized maintenance interventions.

1. Purpose

The purpose of this SOP is to outline the standardized process for planning and scheduling preventive maintenance activities to maximize asset longevity and reduce operational disruptions.

2. Scope

This procedure applies to all equipment and assets requiring preventive maintenance within the organization.

3. Responsibilities

- **Maintenance Manager:** Oversees planning, approvals, and overall coordination.
- **Maintenance Planner/Scheduler:** Identifies tasks, develops schedules, allocates resources, and tracks progress.
- **Technicians:** Perform scheduled maintenance activities as per the plan and report completion and issues.
- **Asset/Equipment Owners:** Provide access and notify maintenance needs.

4. Definitions

- **Preventive Maintenance (PM):** Scheduled maintenance performed at regular intervals to prevent equipment failures.
- **Work Order (WO):** Document or record authorizing a maintenance action.
- **CMMS:** Computerized Maintenance Management System used for tracking maintenance activities.

5. Procedure

1. **Identification of Maintenance Tasks**
 - Review manufacturer manuals, statutory requirements, and past breakdown data.
 - List assets requiring preventive maintenance.
 - Define tasks, frequency, required parts, and skills for each asset.
2. **Development of Maintenance Schedule**
 - Enter all tasks and frequencies into CMMS or maintenance planner tool.
 - Create annual, quarterly, monthly, and weekly schedules.
 - Ensure scheduling coincides with planned downtime where feasible.
3. **Resource Allocation**
 - Assign qualified personnel to each task according to skills and availability.
 - Ensure availability of required tools, materials, and spare parts prior to scheduled dates.
4. **Execution and Tracking of Activities**
 - Issue work orders per schedule via CMMS.
 - Technicians perform tasks, record actions taken, and close work orders after completion.
 - Maintenance Planner monitors status and resolves issues causing delays.
5. **Evaluation and Continuous Improvement**
 - Review maintenance records and equipment performance metrics monthly/quarterly.
 - Adjust maintenance frequency and tasks based on findings and root cause analyses.
 - Identify recurring issues and update maintenance strategies as necessary.

6. Documentation and Records

- Maintenance schedules (annual, monthly, weekly)
- Work orders (completed and pending)
- Equipment performance logs

- Resource allocation sheets
- Reports from review and continuous improvement meetings

7. Safety and Compliance

- All preventive maintenance activities must adhere to relevant safety protocols and legal requirements.
- Personnel must use appropriate personal protective equipment (PPE).
- Lockout-Tagout (LOTO) procedures must be followed where applicable.

8. Revision History

Version	Date	Description/Changes	Author	Approval
1.0	2024-06-12	Initial creation	[Your Name]	[Approver's Name]