

# SOP Template: Record-keeping of Maintenance Activities and Service History

This SOP establishes the process for **record-keeping of all maintenance activities and service history**, detailing the documentation of scheduled maintenance, repairs, inspections, and service performed on equipment and machinery. The objective is to ensure accurate tracking, compliance with operational standards, facilitate timely maintenance, enhance equipment longevity, and support audit and reporting requirements.

## 1. Scope

This SOP applies to all personnel involved in the maintenance, repair, and inspection of equipment and machinery within the organization.

## 2. Responsibilities

- **Maintenance Staff:** Accurately record all maintenance activities as per the documentation procedure.
- **Supervisors/Managers:** Review records for completeness and accuracy; ensure compliance with SOP.
- **Quality/Compliance Officers:** Periodically audit records and report discrepancies.

## 3. Procedure

- Documentation Preparation:**
  - Utilize approved Maintenance Record Forms or digital maintenance management systems for all entries.
  - Ensure all forms are current and accessible to authorized personnel.
- Recording Maintenance Activities:**
  - Document the following details for each activity:
    - Date and time of activity
    - Equipment/machinery identification (name, serial number, location)
    - Type of maintenance (preventive, corrective, inspection, etc.)
    - Description of work performed
    - Parts replaced or serviced
    - Name and signature (physical/electronic) of personnel performing the work
    - Supervisor's review/signature (if required)
  - Attach supporting documents (work orders, photos, calibration certificates, etc.) if applicable.
- Completion & Verification:**
  - Once an activity is completed, immediately update the maintenance record.
  - Supervisors/managers to verify entries for accuracy and completeness.
- Record Storage & Security:**
  - Store records in a secure, organized manner (physical or digital).
  - Ensure access is limited to authorized personnel.
  - Maintain a backup of all digital records according to company policy.
- Retention & Disposal:**
  - Retain maintenance records for a minimum of **[X]** years (as per regulatory or corporate policy).
  - Dispose of records securely after the retention period, following data protection protocols.
- Audit & Review:**
  - Conduct periodic reviews or audits of maintenance records.
  - Address discrepancies or gaps as identified during audits.

## 4. Maintenance Record Template (Example)

Date/Time	Equipment ID/Name	Type of Activity	Description of Work	Parts Used	Performed by	Supervisor Review	Attachments
2024-07-01 09:30	Pump #2 (SN: 3847B)	Preventive Maintenance	Oil changed, filter replaced	Oil, filter	John Doe	Jane Smith	Work Order #543

## 5. References

- Company Maintenance Policy
- Relevant regulatory standards (e.g., ISO 9001, GMP)
- Equipment manufacturer's manuals

## 6. Revision History

Revision	Date	Description	Approved By
01	2024-06-08	Initial issue	Maintenance Manager