

# SOP: Scheduled Maintenance Planning and Calendar Creation

This SOP details the process for **scheduled maintenance planning and calendar creation**, covering the identification of maintenance tasks, prioritization based on equipment criticality, resource allocation, timeline establishment, and the development of a comprehensive maintenance calendar. The aim is to optimize equipment reliability, reduce downtime, and ensure systematic maintenance execution through effective scheduling and communication.

## 1. Purpose

To outline the standardized process for developing and maintaining a scheduled maintenance plan and calendar, ensuring all required maintenance activities are completed efficiently and effectively.

## 2. Scope

This procedure applies to all maintenance personnel, planners, and managers responsible for maintenance activities within the facility.

## 3. Responsibilities

- **Maintenance Planner:** Identify tasks, create and manage the maintenance calendar, allocate resources.
- **Maintenance Supervisor:** Review and approve schedules, monitor execution.
- **Technicians:** Execute assigned maintenance tasks.
- **Operations Manager:** Communicate equipment availability and operation priorities.

## 4. Procedure

1. **Maintenance Task Identification**
  - Review manufacturer recommendations, historical records, legal and safety requirements.
  - Document all required maintenance tasks for each asset.
2. **Prioritization**
  - Assess equipment criticality (impact on production, safety, costs, etc.).
  - Rank tasks as High, Medium, or Low priority.
3. **Resource Allocation**
  - Assign appropriate personnel, tools, and materials for each task.
  - Identify required external contractors, if applicable.
4. **Timeline Establishment**
  - Define task frequency (daily, weekly, monthly, etc.).
  - Determine optimal dates based on equipment use and availability.
5. **Maintenance Calendar Development**
  - Create a maintenance calendar (paper-based or digital).
  - Input all tasks, dates, assigned resources, and priorities.
  - Review with all stakeholders and adjust as required.
6. **Communication & Confirmation**
  - Distribute the finalized maintenance calendar to all relevant personnel.
  - Confirm acknowledgment and readiness to execute tasks.
7. **Review and Continuous Improvement**
  - Monitor the completion of scheduled tasks.
  - Analyze performance, update plans and schedules regularly.

## 5. Documentation

- Maintenance Task List
- Equipment Criticality Assessment
- Resource Rosters
- Maintenance Calendar (sample below)
- Completion Reports

## 6. Sample Maintenance Calendar

Date	Task	Equipment	Priority	Assigned Personnel	Status
2024-07-01	Lubrication	Pump A	High	John Doe	Scheduled
2024-07-05	Filter Replacement	Compressor 2	Medium	Jane Smith	Scheduled
2024-07-10	Inspection	Boiler 3	High	Mike Lee	Scheduled

## 7. Revision History

Date	Revision	Description	Author
2024-06-25	1.0	Initial SOP release	Maintenance Supervisor