

SOP Template: Scheduled Preventive Maintenance Planning

This SOP details the process for **scheduled preventive maintenance planning**, encompassing the systematic scheduling, monitoring, and execution of maintenance tasks to ensure optimal equipment performance and longevity. It includes defining maintenance intervals, assigning responsibilities, tracking maintenance activities, and documenting outcomes to minimize downtime, prevent unexpected failures, and enhance operational efficiency.

1. Purpose

To establish a standardized procedure for planning, scheduling, executing, and documenting scheduled preventive maintenance on equipment to improve reliability and reduce unplanned downtime.

2. Scope

This SOP applies to all assets and equipment requiring preventive maintenance as identified in the Asset Register within [Company/Facility Name].

3. Responsibilities

- **Maintenance Manager:** Oversees scheduling and completion of maintenance, reviews documentation.
- **Maintenance Planner:** Develops maintenance plans, schedules tasks, updates the maintenance calendar.
- **Maintenance Technicians:** Perform scheduled preventive activities, document results, report issues.
- **Equipment Owners/Users:** Report equipment performance and incidents, facilitate access.
- **Quality Assurance:** Audits adherence to SOP and evaluates maintenance effectiveness.

4. Definitions

- **Preventive Maintenance (PM):** Routine maintenance performed at scheduled intervals to prevent equipment failure.
- **Asset Register:** A comprehensive list of assets/equipment with relevant details.
- **CMMS:** Computerized Maintenance Management System, a tool for managing and tracking maintenance activities.

5. Procedure

1. **Asset Identification**
 - Maintain an up-to-date Asset Register including all equipment requiring preventive maintenance.
2. **Determine Maintenance Intervals**
 - Refer to manufacturer recommendations, regulatory requirements, and operational experience.
3. **Develop Preventive Maintenance Plan**
 - Define the scope, tasks, and required resources for each PM task.
4. **Schedule Maintenance Activities**
 - Input PM tasks and intervals into the CMMS or maintenance calendar.
5. **Assign Responsibilities**
 - Allocate tasks to qualified personnel.
6. **Execute Maintenance Tasks**
 - Technicians perform maintenance as scheduled, using appropriate tools/parts and following safety protocols.
7. **Document Maintenance Activities**
 - Record completed tasks, observations, and corrective actions in the CMMS or maintenance logs.
8. **Review and Update Plan**
 - Periodically analyze maintenance data to optimize intervals, procedures, and resource allocation.

6. Documentation

| Record | Responsible | Retention Period |
|------------------------------|-------------------------|------------------|
| Completed PM Checklists/Logs | Maintenance Technicians | 3 Years |

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|--------------------------------|---------------------|------------------|
| Asset Register | Maintenance Manager | Active + 5 Years |
| Maintenance Schedules | Maintenance Planner | Active + 3 Years |
| Incident and Deviation Reports | Quality Assurance | 5 Years |

7. References

- Equipment Manufacturer Maintenance Manuals
- Regulatory/Compliance Requirements
- Internal Maintenance Policy

8. Revision History

| Version | Date | Description | Author |
|---------|------------|-----------------|-------------|
| 1.0 | 2024-06-15 | Initial release | [Your Name] |