

SOP Template: Fueling, Maintenance Requests, and Breakdown Reporting Process

This SOP details the **fueling, maintenance requests, and breakdown reporting process**, including procedures for proper fuel handling and storage, submitting timely maintenance requests, and reporting equipment breakdowns promptly. The goal is to ensure efficient equipment operation, minimize downtime, and maintain workplace safety through clear communication and systematic tracking of maintenance activities.

1. Purpose

To standardize fuel handling, maintenance requests, and breakdown reporting to ensure safe, efficient, and continuous operation of equipment.

2. Scope

This SOP applies to all personnel responsible for operating, maintaining, and fueling equipment.

3. Responsibilities

- **Operators:** Carry out fueling as instructed, report maintenance needs and breakdowns.
- **Supervisors:** Review and approve maintenance requests, ensure timely resolution of reported issues.
- **Maintenance Staff:** Perform maintenance and repairs in accordance with assigned tickets.
- **Safety Officer:** Monitor compliance with safety procedures related to fuel handling and equipment operation.

4. Procedure

4.1 Fueling Process

1. Inspect fueling area and equipment for hazards before beginning.
2. Verify the correct type of fuel for the equipment.
3. Wear appropriate PPE (gloves, goggles, etc.) as required.
4. Check for any leaks or damaged components in fueling hoses/tanks.
5. Follow proper fueling technique:
 - Turn off engine before fueling.
 - Avoid overfilling; do not leave nozzle unattended.
 - Wipe any spilled fuel immediately and report significant spills according to the Spill Response Plan.
6. After fueling, secure caps tightly and store fueling devices correctly.
7. Log all fueling activities in the Fuel Log.

4.2 Maintenance Request Process

1. Identify and record equipment requiring maintenance or showing signs of malfunction.
2. Complete a Maintenance Request Form with the following details:
 - Equipment ID
 - Description of issue
 - Date/time noticed
 - Name of requester
3. Submit the request to the Supervisor (either electronically or via physical form).
4. Supervisor reviews and prioritizes requests.
5. Maintenance tasks are assigned, scheduled, and tracked until completion.
6. Close the maintenance ticket upon completion. The requester is notified.

4.3 Breakdown Reporting Process

1. If equipment breaks down:
 - Immediately stop using the equipment and secure the area if necessary.
 - Notify Supervisor and Maintenance Team as soon as possible (via phone, radio, or designated reporting system).
 - Record details in the Breakdown Report:
2. Include:
 - Equipment ID
 - Nature of breakdown
 - Time and date

- Location
 - Reporter's name
3. Supervisor and Maintenance Team assess, assign priority, and initiate repairs.
 4. Log all actions and resolution steps in the Breakdown Log.
 5. Communicate downtime and expected resolution to affected staff.

5. Documentation

Document	Description	Responsible	Storage Location
Fuel Log	Records details of all fueling activities	Operators	Fueling Station / Electronic System
Maintenance Request Form	Details of equipment needing maintenance	Operators, Supervisors	Maintenance Office / Online Portal
Breakdown Report	Documentation of breakdown incidents	Operators, Maintenance Team	Maintenance Log / Digital System
Maintenance Log	Tracks status and completion of maintenance tasks	Supervisors, Maintenance Staff	Maintenance Office

6. Safety Considerations

- Adhere to all safety regulations regarding fuel storage, handling, and equipment maintenance.
- Use appropriate PPE during fueling and maintenance activities.
- Report spills, hazards, or near misses immediately.
- Ensure fire extinguishers and spill kits are accessible in fueling and maintenance areas.

7. Revision & Review

- This SOP should be reviewed annually or when significant changes to equipment, procedures, or regulations occur.
- All changes must be approved by the Safety Officer and Maintenance Supervisor.

8. References

- Company Safety Manual
- Manufacturer equipment manuals
- Local and federal fuel storage regulations