Procedure: [Preventive Maintenance Proc. Title]

1. **SUMMARY**
   1. The purpose of this procedure is to define the methods to maintain critical equipment to ensure such equipment does not impact product quality or delivery schedules.
   2. Preventive maintenance only applies to “key process equipment”; these are defined as those devices or tooling that are critical for maintaining continuing process capability (i.e., uninterrupted manufacturing flow), and those machines and systems that the breakdown of which could adversely impact product quality.
   3. Emphasis shall be put on preventive maintenance (P/M), designed to ensure equipment operates without unexpected down time or error. ***Correcting a fault in a machine after it breaks is considered repair or maintenance, and not preventive maintenance.*** The purpose of a robust P/M program is to eliminate the need for unscheduled repairs and down time.
   4. The [who?] is responsible for implementation and management of this procedure.
2. **REVISION AND APPROVAL**

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| **Rev.** | **Date** | **Nature of Changes** | **Approved By** |
| [Rev Number] | [Date of Issue] | Original issue. | [Procedure Approver Name] |
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1. **PROCEDURE: PREVENTIVE MAINTENANCE**
   1. Area managers (or who?) are responsible for identifying key process equipment, machines, and systems to be included in the preventive maintenance program.
   2. The area manager (or who?) will preventive maintenance records for each unique piece of key process equipment. This record will contain, at a minimum, the following information:
      1. Type of device
      2. Manufacturer
      3. Model number
      4. Serial number / company asset number
      5. Location
      6. P/M tasks required
      7. Frequency of each P/M task (monthly, weekly, annually, before use, etc.)
   3. P/M tasks shall be based on manufacturer’s guidelines, but may be overridden or altered to suit the company’s specific needs, based on equipment usage, criticality to quality, etc.
   4. The resulting records may take the form of logs, procedure(s), databases, spreadsheets or other methods as deemed appropriate by the area manager.
   5. Records of completed P/M tasks must be maintained. P/M records must show:
      1. the completion of the required P/M step
      2. the operator responsible for completing the step
      3. the date of completion
      4. any notes or problems encountered
   6. For P/M tasks that are done daily, hourly, “before use” or at a more frequent basis, the need for a record is not required. Records must be maintained for any task performed at a frequency of weekly or greater.
   7. Maintenance work may be performed by employees or approved third party maintenance service providers, as needed. If third party providers are used, the provider’s maintenance records may be maintained in lieu of any company internal records.
   8. In order to identify equipment problems at an early stage and to prevent breakdowns, process equipment operators are instructed to monitor tool wear, process performance, vibrations, etc., and report any abnormal functioning to their supervisors.