PROCEDURE FOR EQUIPMENT MAINTENANCE AND MEASURING EQUIPMENT

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Change history

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1. Purpose, scope and users

The purpose of this procedure is to describe the process of maintaining equipment and measuring equipment in order to keep them constantly in working order and to prevent production halt due to malfunctioning.

This procedure is applied to all equipment and measuring equipment in the organization.

Users of this document are [employees of maintenance department] of [organization name].

2. Reference documents

- ISO 9001 standard, clause 7.6
- Purchasing Procedure
- [other legal and contractual requirements]

3. Equipment maintenance

3.1. Identifying equipment

[Job title] forms and maintains the List of Equipment where all equipment is entered. All equipment must be permanently identified by its inventory number.

[HR Manager together with heads of departments] must define need for training of employees in order to ensure proper and efficient handling of equipment.

3.2. Equipment maintenance

3.2.1. Maintenance planning

According to the List of Equipment and instruction manuals from manufacturers, [job title] creates the Plan for Preventive Maintaining of Equipment. In line with the plan, [job title] creates an internal order for the execution of preventive maintenance activities. When the maintenance activities are completed, the equipment manufacturer.

3.2.2. Preventive maintenance

[Employees of maintenance department] conduct all activities regarding preventive maintenance according to the Plan for Preventive Maintaining of Equipment and their competence; activities that according to the plan for preventive maintenance activities are to be executed. In order to verify the correctness of the action, [job title] who verifies that the action was undertaken and had a
3.2.3. **Repairing equipment**

Every employee who notices equipment malfunctioning is obliged to report it to [job title]. Repairs are performed internally if possible; otherwise, [job title] hires an appropriate service provider.

3.3. **Measuring equipment maintenance**

According to processes identified, the organization determines needs for monitoring and measuring equipment.

- Monitoring involves all activities of observing and supervision in a defined time period. Monitoring can, but does not have to, result in a measuring unit, it can be done by a person or by a device.
- Measuring is a group of operations aimed at determining the value of the measured object.

Measuring equipment can be calibrated, while monitoring equipment can be validated but not calibrated.

3.3.1. **Calibration of measuring equipment**

The owner of the process in which measuring equipment is used is responsible for specifying calibration intervals prior to use.

Calibration is performed by [job title] or authorized laboratory against measurable standards that relate to the process. The performance of the calibrated equipment will be assessed for nonconformity, and any nonconformity will be addressed using the Procedure for Non-conforming Product.

[Job title] enters data about performed calibration into the Maintenance and Calibration Record according to a report from the authority that performed the calibration.

If it turns out that the measuring equipment is malfunctioning, [job title] must determine in which phase of the process the malfunction occurred, in order to eliminate potential consequences. In that case, [job title] must act according to the Procedure for Corrective and Preventive Actions.

3.3.2. **Software validation**

[Job title] must validate software that is used for responses to requests of measurement.
Although software is not subjected to real-time changes, there can be unintentional changes, so it is necessary to be protected. In order to prevent unintentional changes on software, the organization uses [name the type of software protections], which, in that case, have the same purpose as sealing of measuring equipment.

3.3.3. Measuring equipment storage

[Job title] is responsible for storage of measuring equipment in a way that prevents deterioration during storage.

[Job title] must properly protect and label the measuring equipment that isn’t in use. This specifically refers to measuring equipment that is used as a reference value during calibration.

4. Managing records kept on the basis of this document

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<td>Plan for Preventive maintenance of equipment</td>
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<td>Maintenance and Calibration Record</td>
<td>PR.11.3</td>
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5. Appendices

- Appendix 1 – List of Equipment
- Appendix 2 – Plan for Preventive Maintenance of Equipment
- Appendix 3 – Maintenance and Calibration Record

Comment [9A17]: For example, for protecting SCADA systems it is common to use SCADA firewalls or virtual closed network; for protecting business software it is common to use antivirus and firewall software.

Comment [9A18]: E.g. Warehouse Manager

Comment [9A19]: if the record is in electronic form, write the name of the folder on Maintenance Manager’s computer.

Comment [9A20]: if the record is in electronic form, write the name of the folder on Maintenance Manager’s computer.

Comment [9A21]: if the record is in electronic form, write the name of the folder on Maintenance Manager’s computer.