PROCEDURE FOR EQUIPMENT MAINTENANCE AND MEASURING EQUIPMENT

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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 measuring equipment in the organization and equipment that the organization considers crucial for provision of conformant product or service.

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

2. Reference documents

- ISO 9001:2015 standard, clause 7.1.5
- ISO 14001:2015 standard clause 8.1
- Integrated Management System Manual
- Procedure for Purchasing and Evaluation of Suppliers
- [other legal and contractual requirements]

3. Equipment maintenance

3.1. Identifying equipment

[Job title] forms and maintains the List of Equipment where all equipment must be properly identified by the inventory number. 

[HR Manager together with heads of departments] must define need for training of employees in order to operate proper and effective 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 Maintenance of Equipment. In line with this plan, [job title] creates an internal order for purchasing spare parts for maintenance activities that can be executed within the organization. For outsourced maintenance activities, [job title] hires a service provider authorized by the equipment manufacturer.

3.2.2. Preventive maintenance

[Employees of maintenance department] conduct all activities regarding preventive maintenance according to the Plan for Preventive Maintenance of Equipment and then maintenance activities that the organization can't perform are executed by an authorized service provider.
Records about every preventive maintenance activity is entered into the Plan for Preventive Maintenance. Any report shall be signed by the person in charge of the maintenance or project manager. The maintenance service provider shall deliver evidence of undertaking activities to [job title].

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] or an approved service provider is obliged to deliver a report about the executed repair to [job title].

3.3. Measuring equipment maintenance

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

- Measuring involves all activities of observing and supervision in a defined time period.
- Monitoring can be done by a person or 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.

If the measuring equipment [job title] is a witness or an approved laboratory against measurable standards and valid international customer standards, the job title shall be responsible for presenting unauthorised adjustments that would invalidate the measuring results.

If it turns out that the measuring equipment is malfunctioning, [job title] must determine in which of the above categories the measuring equipment belongs and enter data about performed calibration into the Maintenance and Calibration Record.
3.3.2. Software validation

[Job title] must validate software that is used for examinations, in order to ensure that software can respond to requests of measurement.

Although software is not validated in real-time changes, there can be unintentional changes, so it is necessary to be revalidated. In order to prevent unauthorized changes on software, the organization 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 protect and label the measuring equipment that isn't to use. This specifically refers to measuring equipment that is used as a reference value during calibration.

3.4. Environmental operational controls

[Job title] is responsible for continual monitoring and control of significant environmental aspects defined in the Process Aspect Chart for this process by applying the following guidelines:

- Guideline for Waste Management
- Guideline for Waste Tires Management
- Guideline for Waste Vehicles Management
- Guideline for Used Batteries and Accumulators Management
- Guideline for Oil Waste Management
- Guideline for Electronic Waste Management

4. Managing records kept on the basis of this document

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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