PROCEDURE FOR EQUIPMENT MAINTENANCE AND MEASURING EQUIPMENT

Code: 
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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 to keep them in constant 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, clause 9.1.1
- ISO 45001:2018 standard, clause 8.1, clause 9.1.1
- 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 is entered. All equipment must be permanently identified by its inventory number.

3.2. Equipment maintenance

3.2.1. Maintenance planning

According to the List of Equipment and instruction manuals from manufacturers, [job title] creates

3.2.2. Preventive maintenance

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Commented [9A12]: E.g. Purchasing Manager

Procedure for Equipment Maintenance and Measuring Equipment

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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.

- [technological approach]
- [technological approach]

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.

free form. [Job title] performs adjustments or re-adjustments where necessary. Where adjustments are made, product previously approved by the equipment will be assessed for nonconformity, and

The owner of the process in which measuring equipment is used is responsible for preventing unauthorized adjustments that would invalidate the measuring results.
If it turns out that the measuring equipment is malfunctioning, [job title] must determine in which case it is necessary to perform recalibration and in which case it is necessary to perform replacement of equipment. The decision on recalibration or replacement of equipment is based on the Manufacturer's Manual and Commissioning reports.

3.3.2. Software validation

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

Although software is subject to continuous change, there are characteristics of software that are not subject to change, and these are known as fixed attributes. These fixed attributes are the type of software protection, which has the same purpose as sealing on 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.

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

3.5. OH&S operational controls

[Job title] is responsible for implementing appropriate safety measures to ensure that personnel are protected from occupational health and safety hazards during operations.

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