

STANDARD OPERATING PROCEDURE MAINTENANCE

OP-204-MAIN (Revision: 2)



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 **ProcessNavigation**

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COMPANY PROCEDURES

Company A develops operational procedures through the Process Navigation platform, ensuring collaboration between departments and full alignment with safety, quality, and regulatory standards.

This document is part of our comprehensive documentation structure, serving as a reference for maintenance activities. It complements other procedural manuals and operational guidelines, ensuring consistency across all operations.

DOCUMENT OVERVIEW

Revision History



Each entry includes the revision number, the date of the revision, and a brief description of the changes made. This section ensures transparency and allows all personnel to track the evolution of the document.

Revision 0:

Initial release on 01/01/2020

Revision 1:

Updated for compliance changes on 01/01/2022

Revision 2:

Comprehensive review and update on 05/04/2025

PURPOSE

The purpose of this SOP is to establish clear and consistent guidelines for the maintenance activities carried out within Company A.

This document aims to ensure that all maintenance tasks are performed efficiently, safely, and in compliance with relevant regulatory standards. By outlining detailed procedures for preventive, corrective, and emergency maintenance, this SOP helps in minimizing equipment downtime, reducing repair costs, and extending the lifespan of company assets. It also serves to enhance the overall safety of the working environment, ensuring that all maintenance personnel are well-informed and prepared for their tasks.

SCOPE

This SOP applies to all maintenance personnel and activities within Company A. It covers the procedures and standards for maintaining the company's equipment, infrastructure, and systems. The document is relevant to the following areas:

- ✓ **Preventive Maintenance:** Regular inspections and servicing to prevent equipment failures.
- ✓ **Corrective Maintenance:** Repairs and adjustments made in response to identified issues.
- ✓ **Emergency Maintenance:** Immediate actions taken to address urgent problems and restore operations.

CONVEYOR SYSTEMS MAINTENANCE

Regular maintenance of conveyor systems is essential to ensure smooth and uninterrupted operations. This procedure outlines the steps for performing both preventive and corrective maintenance on conveyor systems. Proper maintenance minimizes downtime, reduces repair costs, and extends the lifespan of the equipment.

Preventive Maintenance:

1. Inspect all conveyor belts for signs of wear and tear, such as fraying or cracking. Replace any damaged belts immediately to prevent further issues.
2. Check and tighten all bolts and fasteners to ensure that the conveyor structure remains stable during operation.
3. Lubricate all moving parts, including rollers and bearings, following the manufacturer's recommendations. Regular lubrication prevents excessive wear and ensures smooth operation.
4. Verify the alignment of the conveyor belts and adjust as necessary to prevent tracking issues and ensure efficient movement of goods.
5. Test the emergency stop mechanisms to ensure they function correctly and provide a safe working environment.
6. Document all maintenance activities in the maintenance log, noting any issues identified and the actions taken to resolve them.

Corrective Maintenance:

1. Identify the cause of any conveyor system malfunction, whether it is mechanical, electrical, or control-related.
2. Repair or replace the faulty components, ensuring that all repairs are performed to the manufacturer's specifications.
3. Test the conveyor system thoroughly after repairs to confirm that it operates correctly and safely before returning it to service.
4. Update the maintenance log with details of the corrective actions taken and any components replaced.

MAINTENANCE OF FORKLIFTS

Why Forklifts Maintenance Matters

Regular maintenance of forklifts is crucial for ensuring safety and operational efficiency within the warehouse. This procedure provides guidelines for performing routine maintenance checks and addressing common issues that may arise during forklift operation. Proper forklift maintenance helps prevent accidents, extends the lifespan of the equipment, and reduces downtime.

Activity

01

Daily Pre-Operation Checks: Before using a forklift, operators should perform a series of pre-operation checks. These checks include inspecting the forks for damage, ensuring that the tires are properly inflated and free of debris, and verifying that all lights and horns are operational. Additionally, operators should check fluid levels, such as hydraulic oil and coolant, and ensure that there are no visible leaks. By conducting these checks daily, operators can identify and address potential issues before they lead to more significant problems.

Activity

02

Monthly Maintenance Inspections: Once a month, forklifts should undergo a more comprehensive maintenance inspection. This includes checking the condition of the drive and lift chains, inspecting the brakes and steering system for wear, and testing the battery's charge and connections. The forks and mast should be thoroughly examined for any signs of stress or damage. Lubricate all moving parts to prevent excessive wear and ensure smooth operation. Document the findings of each inspection and address any issues promptly.

Activity

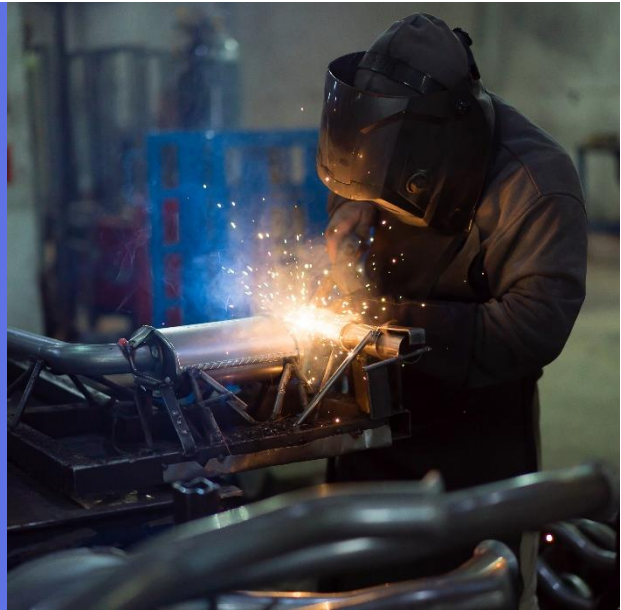
03

Annual Comprehensive Service: Annually, forklifts should receive a comprehensive service performed by a qualified technician. This service includes a detailed inspection of all mechanical, hydraulic, and electrical systems. The technician should replace any worn or damaged components, perform a complete fluid change, and calibrate the forklift's controls for optimal performance. This thorough maintenance helps ensure the forklift's reliability and safety over the long term.

MAINTENANCE OF HVAC SYSTEMS

PREVENTIVE MAINTENANCE

Regular preventive maintenance is essential to ensure efficient operation, prolong equipment life, and maintain a comfortable working environment. This section outlines the key steps involved in preventive maintenance of HVAC systems, including inspection, cleaning, and testing procedures.



INSPECTION AND CLEANING

Regular inspection and cleaning of HVAC systems help prevent breakdowns and maintain efficiency.

- ✓ Inspect the air filters, coils, and ducts for dirt and debris buildup. Replace or clean filters as needed to ensure proper airflow and indoor air quality.
- ✓ Check for any signs of wear and tear on the system's components and address any issues promptly.
- ✓ Ensure that condensate drains are clear of blockages to prevent water damage and potential mold growth. Regularly clean the outdoor unit to remove any debris.



TESTING AND CALIBRATION

Testing and calibration are crucial for maintaining the HVAC system's performance.

- ✓ Test the system's thermostat for accuracy and calibrate it if necessary. Check the refrigerant levels and ensure they are within the manufacturer's recommended range.
- ✓ Test the system's airflow and temperature output to confirm that it is operating efficiently.
- ✓ Document all findings and any adjustments made during the testing and calibration process.

LIGHTING SYSTEM MAINTENANCE

Regular Inspection

Check the lighting systems to ensure proper illumination and energy efficiency. This involves checking all lighting fixtures, bulbs, and wiring for signs of wear and damage. Replace any faulty components promptly to maintain optimal lighting conditions.

01

VISUAL INSPECTION

Conduct a visual inspection of all lighting fixtures and bulbs to identify any that are burnt out or flickering. Check for signs of damage to the fixtures and wiring. Document any issues found and replace faulty components as necessary.

02

CLEANING FIXTURES

Clean all lighting fixtures regularly to remove dust and debris that can reduce light output. Use appropriate cleaning methods to avoid damaging the fixtures. Clean fixtures help maintain optimal illumination and energy efficiency.

03

TESTING AND REPLACEMENT

Test all lighting fixtures to ensure they are functioning correctly. Replace any burnt-out bulbs or faulty fixtures. Use energy-efficient bulbs to reduce energy consumption and improve lighting quality.

04

WIRING INSPECTION

Inspect the wiring of all lighting systems for signs of wear, damage, or loose connections. Address any issues found to prevent electrical hazards and ensure reliable operation.

05

DOCUMENTATION

Log all maintenance activities, including inspection results, repairs made, and parts replaced. Keep records up to date to ensure traceability, regulatory compliance, and easier future servicing.

COMPLIANCE AND SAFETY

Ensuring compliance and safety in the workplace involves adhering to all established safety protocols and consistently using personal protective equipment (PPE). It is crucial to keep aisles and emergency exits clear of any obstructions at all times to maintain a safe environment. Additionally, conducting regular safety drills and training sessions helps reinforce safety practices and prepares staff to handle emergencies effectively. By following these guidelines, we can create a safer and more efficient workplace for everyone.

RECORDS MANAGEMENT

Proper records management is crucial for maintaining an organized and efficient maintenance department. All maintenance activities, including inspections, repairs, and replacements, should be documented in the maintenance management system. This includes details such as the date of service, components involved, and the personnel responsible for the task. Additionally, physical documents like equipment manuals and maintenance logs should be stored securely to ensure easy access and compliance with regulatory requirements.

REFERENCES

For further information and detailed guidance on our processes, please refer to the following documents:

- ✓ Maintenance Management System (MMS) Manual
- ✓ PPE Guidelines

By consulting these references, maintenance personnel can ensure that their practices align with our standards and enhance operational efficiency and safety.

REVIEW AND REVISION

Thank you for reading this Standard Operating Procedure (SOP). Please ensure you adhere to the guidelines and practices outlined here to maintain efficiency and safety in our operations.