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#### BUREAU OF ANIMAL INDUSTRY

#### GENERAL PROCEDURES

Document Name:

## Preventive Maintenance Of Machines, Equipment & Vehicle

GP BAI-18

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#### 1.0 Objectives

- Maintenance of all infrastructures/equipment needed to achieve conformity to product requirements.
- 100% availability of process equipment during work schedules; and
- To ensure unscheduled machine downtime.

#### 2.0 Scope

 This procedure covers all activities from the preparation of the Preventive Maintenance Plan up to the monitoring actions taken.

#### 3.0 Definition of Terms

- Preventive Maintenance refers to a program maintenance performed to prevent the occurrence of failure/s or to detect failures before they develop into a breakdown or other disturbances in the operation.
- Corrective Maintenance refers to the study of failure and breakdown and the action undertaken to prevent their recurrence.
- Planned Corrective Maintenance is a kind of maintenance in which inspection, adjustment, lubrication and replacement of parts are scheduled in a systematic manner.
- Breakdown Maintenance is a kind of maintenance carried out when the equipment fails or breakdown below an acceptable condition while it is in operation.

#### 4.0 Records

- R-BAI-42 Monthly Preventive Maintenance of Machines, Equipment Vehicle Report File
- R-BAI-56 Preventive Maintenance for Computers
- R-BAI-57 Preventive Maintenance for Generator
- R-BAI-58 Preventive Maintenance for Vehicle

#### 5.0 References



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#### 6.0 Process Flow

PROCESS	RESPONSIBILITY	DETAILS
Check/Review Machine History File	Equipment Custodian (EC)	<ul> <li>Equipment Folder contains the history profile of the machine including the following records:</li> <li>Daily PM Conducted</li> <li>Periodic PM Conducted</li> <li>PM/Calibration Reports</li> <li>Manual of Operations</li> </ul>
Prepare Preventive Maintenance Plan	Equipment Custodian (EC)	<ul> <li>PM Plan for the following are prepared:         <ul> <li>Machines/Equipment</li> <li>Vehicle</li> </ul> </li> <li>Prepared by SH, collated by the Equipment Custodian and approved by DQMR.</li> </ul>
Distribute PM Plans	DCO	<ul> <li>A detailed PM schedule is prepared by the EC and s distributed</li> <li>Refer to PL BAI-05 Preventive Maintenance Plan</li> </ul>
Perform PM	Concerned Machine Operator	<ul> <li>Preventive maintenance is performed by concerned machine operator/supplier using the PM Checklist according to schedule</li> <li>Periodic PM is performed by concerned operator</li> </ul>
YES A	EC Prepare PR	<ul> <li>Call distributor/supplier</li> <li>SSC/USC prepares PR</li> <li>Refer to GF BAI-80 Purchase Request template</li> </ul>



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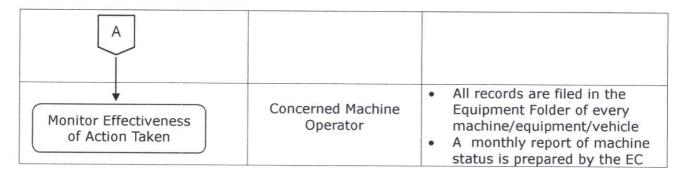
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