



BUREAU OF ANIMAL INDUSTRY
GENERAL PROCEDURES

Document Name:

**Preventive Maintenance Of
Machines, Equipment & Vehicle**

GP BAI-18

Rev. No.: 1
November 8, 2017

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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
	Equipment Custodian (EC)	<ul style="list-style-type: none"> Equipment Folder contains the history profile of the machine including the following records: <ul style="list-style-type: none"> Daily PM Conducted Periodic PM Conducted PM/Calibration Reports Manual of Operations
	Equipment Custodian (EC)	<ul style="list-style-type: none"> PM Plan for the following are prepared: <ul style="list-style-type: none"> Machines/Equipment Vehicle Prepared by SH, collated by the Equipment Custodian and approved by DQMR.
	DCO	<ul style="list-style-type: none"> A detailed PM schedule is prepared by the EC and s distributed Refer to PL BAI-05 Preventive Maintenance Plan
	Concerned Machine Operator	<ul style="list-style-type: none"> Preventive maintenance is performed by concerned machine operator/supplier using the PM Checklist according to schedule Periodic PM is performed by concerned operator
	EC	<ul style="list-style-type: none"> Call distributor/supplier SSC/USC prepares PR Refer to GF BAI-80 Purchase Request template



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<p>A</p> <p>↓</p>		
<p>Monitor Effectiveness of Action Taken</p>	<p>Concerned Machine Operator</p>	<ul style="list-style-type: none">• All records are filed in the Equipment Folder of every machine/equipment/vehicle• A monthly report of machine status is prepared by the EC

Reviewed by:	Approved by:
 ENGR. LEONCIO VENTUCILLO Equipment Custodian	 RONNIE D. DOMINGO, DVM, MSc Top Management