

Calibration records are held by the Site Manager.

The Projects & Engineering Manager and Site Manager will prepare an inventory of items to be included on the maintenance planner. The Projects and Engineering Manager will arrange for inspection and testing with a suitably qualified and competent service provider.

This includes items of plant and equipment that may need statutory testing, service or calibration. Typical items are the weighbridge and scales, lab equipment, monitoring equipment and lifting equipment.

General & Measuring Equipment

A scheduled service will be carried out as listed on the site maintenance planner.

Supervisors are reported to the site manager to arrange repair.

Typically this may include shredders, balers, crushers, weighbridge etc.

Fixed Plant & Equipment

A scheduled service will be carried out as listed on the site maintenance planner.

Requires a pre-use daily inspection against items listed on check sheet QF07/01 (FLT's other than Linde model 422335 have site specific check sheets). Inspection is to be carried out by a suitably trained person. Defects are to be reported to the supervisor/site manager who will arrange for repair.

Principally applies to Fork Lift Trucks.

Mobile plant

Plant and equipment on CT sites include:-

This procedure covers the use, operation and maintenance of all plant and equipment across all Chemical Treatment sites. The Projects & Engineering Manager will ensure that Site Managers carry out the required inspections and records are completed.


2. Scope

The procedure sets out how to use the PPMs to schedule planned maintenance and to record both planned and unplanned maintenance events.

Routine maintenance of plant and equipment at Haz Waste sites is carried out either in-house or by external contractors. The Planned Preventative Maintenance System ensures that this maintenance is effectively scheduled and recorded.

1. Purpose

THE ONLY VERSION OF THIS DOCUMENT GUARANTEED AS CURRENT IS THAT ON SCREEN WITHIN THE INTRANET.

Reference		SOP 07		Inception date		Feb 2015		Version		4		Last Reviewed		Jan 2015		Author		G.Ward		Approved By		BPG	
Standard Operating Procedure												Planned Preventative Maintenance System											
																							

Individual forms are included for each item providing specific information and records with respect to description of spares item(s), reference/serial number, whether item is a safety critical spare, and

(3). Spares Records

If the service or inspection raises any issues, these must be transferred to a Work Request Note (see section 5.3), and the Work Request Note number referenced on the inspection records.
These records MUST be updated on the date any check, inspection, service etc is carried out.
Individual forms are included for each item providing specific information and records with respect to dates of checks/inspections, findings/actions required, certificate numbers (where applicable) and dates for next checks/inspections.

(2). Inspection & Service Records

These will only need amending in cases where plant/equipment is replaced or details change.
Individual forms are included for each item providing specific information and records with respect to item details, manufacturer/supplier's details, maintenance details/tasks/frequencies and general comments etc.

(1). Asset Details

Each of these categories is then subdivided into three sections:

- Tanks
- Pumps
- Lines & Valves
- Instrumentation
- General Plant
- Mobile Plant

The PPM System is divided into six categories:

4. Records

It is the responsibility of the Site Manager or Maintenance team to manage a stock of spares.
Any In-house preventative maintenance inspections & servicing and the recording of these is managed by the Projects and Engineering Manager assisted by the Site Manager or maintenance team.
The Projects and Engineering Manager, assisted by the Site Manager or Maintenance team, will arrange, and maintain the records of service contracts carried out by external agencies.
The Projects and Engineering Manager will arrange tank inspections to be carried out by external agencies and ensure records of these inspections are maintained.

3. Responsibilities

Typical items include pumps, tanks, lines & valves.
Operators complete daily or routine inspections as required by the maintenance planner. Defects are reported through the Engineering Work Request Note.
Daily plant Checks are carried out by the Maintenance Team, and recorded on the Plant Maintenance Daily Check Sheet QF 632/156.

Process Plant

confirmation if item is in stock. Recording of date used and date re-ordered is to be completed so as usage can be monitored.
These records MUST be updated at the time any item of spares is used and/or re-ordered.

5. PPM Planners

There are three PPM Planners:

General Plant Servicing Planner

For service & calibration contracts sourced from external suppliers.

Displays the last service date in a previous year and scheduled upcoming services in the current calendar year.

Tank Testing Planner

For storage tank inspections, whether carried out in-house, or by external suppliers.

Displays the last service date in a previous year, and the month in which an inspection falls due in the current year.

The frequency of inspection is given on the asset details sheet.

Planned Preventative Maintenance Schedule

This sets out a daily schedule for the in-house maintenance tasks.

It is important that the dates indicated are adhered to in order to meet all current standards and regulations etc.

When a scheduled check, inspection has been carried out, this MUST be recorded on the relative form for that week QF 632/156. If the inspection raises any issues, these must be transferred to a Work Request Note (see section 5.3), and the WRN number referenced on the inspection records.

The maintenance engineer signs of the check sheet and the forms are passed to the maintenance Manager where they are signed of and filed.

Any actions resulting from checks, inspections or services must be noted and remedied at the earliest possible date. Any item of spare that may be used must be recorded accordingly.

Issues arising from the inspections are entered onto the asset service record QF 632/157.

6. Safety Critical Items

Items of plant that are deemed **safety critical** are clearly marked as such on the Asset Details Forms, the Service & Inspection Forms, and on the Spares Forms.
Preventative and reactive maintenance priority is given to safety critical items.

Should a routine service/inspection be missed on a safety critical item for whatever reason it must be rescheduled at the earliest opportunity.

Breakdowns on safety critical items must be brought to the attention of Plant Management, Process Management and Technical Management immediately.

In event of a conflict of priorities (e.g. work required on more than one Safety Critical Item at the same time) referral is made to the Operations Manager for authorisation.

7. Daily maintenance Checks

Daily plant Checks are carried out by the Maintenance Team, and recorded on the Plant Maintenance Daily Check Sheet (QF631/40)

Any faults discovered and repairs required must be raised on a Work Request Form QF 632/155. Instructions for raising a EWRN can be found on Guidance note GNCT 05 Raising an Engineering Work Request.