

EMS OP08: Planned Preventative Maintenance Procedure

Version No:	1	Issued By:	Operations Manager
Issue Date:	20 February 2022		

INTRODUCTION

The aim of this document is to ensure that all key plant and equipment is regularly maintained to reduce mill down-time, increase efficiency and reduce/eliminate hazards.

REFERENCES

This procedure should be read in conjunction with procedure EMS OP05 Plant & Equipment Change.
Site Preventative Maintenance Schedule
Site Planned Maintenance Programme

RESPONSIBILITY

The Operations Manager is responsible for this procedure and its communication to the Production Manager. The Production Manager is responsible for its implementation on site.

HAZARDS

If planned maintenance is not carried out there will be an increased risk of the following:

- Unnecessary financial cost from mill breakdown time, inefficient running.
- Failure to meet customer requirements, possible legal failures
- Increase in environmental damage (e.g. increased emissions, leaks etc.)
- Health & Safety hazards

ACTIONS

Planned Maintenance System

1. A Planned Preventative Maintenance schedule covering all major equipment (examples listed below) should be maintained by each site to ensure that this equipment is checked and maintained on at least an annual basis.
2. Equipment should be monitored on a routine basis by mill/engineering staff who may be designated duties by the Production Manager.
3. Remedial / repair work must be organised by the Production Manager and attended to either by in-house staff or approved outside contractors.

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Type of Equipment	Checks
Liquid Handling Systems	Integrity of pipes, pumps, meters & valves. Drip trays in place and functional.
Tanks	Leaks, Operating & Emergency high level systems & alarms. Pump isolation during non-production periods. Bund wall integrity, security and emptying. Pipe-work sound.
Air Emissions – Bag Filters	Check for leaks (burst bags). Replacement programme.
Air Emissions - Coolers	Iso-kinetic testing. Check for blockages in trunking, separation units etc. Check blockage probe operation.
Drains	Structurally sound, no blockages.
Waste	Correct storage in designated containers, in designated areas. No leaks.
Boiler	Efficiency checks (TDS, hotwell temperature, steam leaks, condensate leaks, trap checking & regular excess oxygen checks.

LEGISLATION

There is currently no specific environmental legislation associated with preventative maintenance on site although depending on the proposed changes prior approval may be required.

OTHER USEFUL REFERENCES