 DEE CRAMER <small>HEATING / COOLING / SHEET METAL</small> <i>Dedicated People. Delivering Quality.</i>	Dee Cramer, Inc. Safety Management System	Doc No:	PMPROGRAM
		Initial Issue Date	1/1/2016
		Revision Date:	Initial Version
	PREVENTATIVE MAINTENANCE	Revision No.	0
		Next Review Date:	1/31/2027
Preparation: Safety Director	Authority: President	Issuing Dept: Safety	Page: Page 1 of 7

Purpose

The purpose of the Preventative Maintenance program is to set forth the procedures for the tracking, care, and maintenance of equipment.

Scope

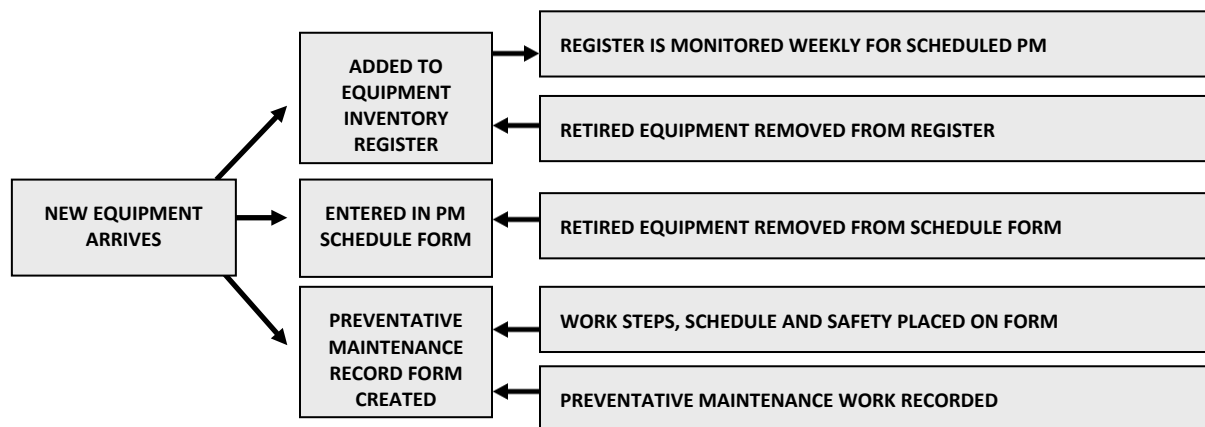
This program applies to all Dee Cramer, Inc. employees and locations. When work is performed on a non-owned or operated site, the operator's program shall take precedence, however, this document covers Dee Cramer, Inc. employees and contractors and shall be used on owned premises, or when an operator's program doesn't exist or is less stringent.

Procedure

Process

As equipment arrives at the site a determination is made if the equipment should be placed on a preventative maintenance schedule based on the type of equipment, calibration requirements, etc.


To ensure equipment is tracked and preventative maintenance work is performed on a timely basis the following process is used. The site management representative is responsible for ensuring the process is followed.



All records must be legible, readily retrievable, protected and stored to prevent damage, deterioration or loss.

Equipment Inventory and Register

An equipment inventory is established and maintained. An inventory of Dee Cramer, Inc. machinery/ equipment has been established and must be kept current. When new machinery or equipment is acquired, it must be added to the inventory via the Equipment Inventory Register. The Equipment Inventory Register includes all equipment at a site that requires calibration or routine preventative maintenance and is updated by the designated maintenance representative for the site.

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The register contains information on equipment's:

- Description
- Make
- Model
- Serial Number
- Location
- Next Scheduled PM Date

As appropriate equipment is added to a site's inventory it is added to the register as well as equipment that is removed permanently from the site is removed from the register.

Each week the Equipment Register is reviewed for scheduled preventative maintenance for equipment at the site.

Each quarter a copy of the Equipment Register is sent to the appropriate management representative for the site.

Preventive Maintenance Inspection Schedule and Maintenance Record

A preventive maintenance and inspection schedule has been established to meet manufacturer and legislated requirements. A preventative maintenance schedule has been established based on manufacturer requirements and industry standards.

Each piece of relevant equipment on the Equipment Register is entered onto the Preventative Maintenance Schedule Form and assigned a Preventative Maintenance Record form. The maintenance schedule form contains the item name, required frequency of inspection, and tracks the inspection dates and completion. The maintenance record form contains information on the equipment including:


- Equipment data
- Safety instructions for the specific equipment
- Description of preventative maintenance requirements for the specific equipment
- Preventative maintenance frequency and history for the specific equipment

Records of maintenance activities are kept. Preventive maintenance performed on machinery or equipment must be documented and retained for the life of the machinery or equipment. As scheduled preventative maintenance is performed on the equipment the Preventative Maintenance Record Form shall be completed and the Preventative Maintenance Schedule Form Updated. All forms are to be retained locally with a copy sent to the Dee Cramer, Inc. main office.

Repair Procedure

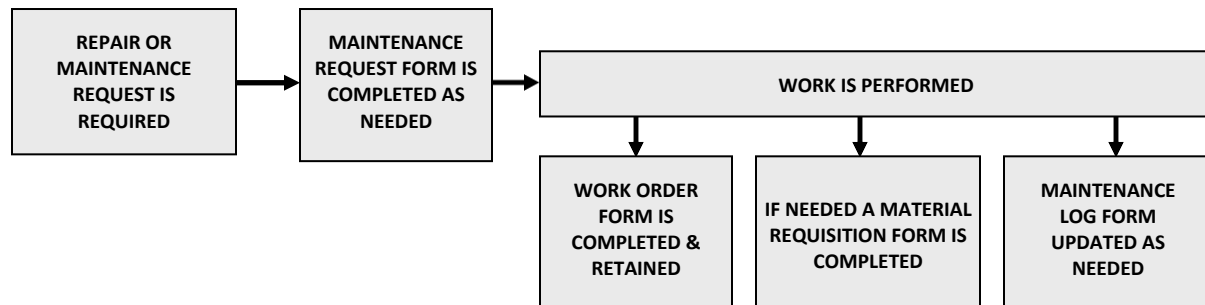
Process

Equipment found to be defective is removed from service until it is repaired. Defects observed in machinery or equipment shall be reported to a supervisor and must be repaired or replaced before being used again.

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During preventative maintenance work or other requests repairs activity is tracked and documented by use of the following process.

This process ensures documented work performed, costs and management approval for material associated with the project activity.



All records must be legible, readily retrievable, protected and stored to prevent damage, deterioration or loss.

Maintenance Request Form

Maintenance requests are originated by the client or internal requestor completing a Maintenance Request Form and submitting the form to the designated maintenance representative for the site. The form contains information regarding:

- Originators Information
- Location of the problem
- Defective equipment details
- Description of the problem or corrective action requested


Each Maintenance Request Form is to be retained in a file folder with all appropriate other documents, copies of invoices, etc. and retained locally at the site.

Work Order Form

The designated maintenance representative takes information from the Maintenance Request Form investigates the problem and documents work performed on the Work Order Form. Data contained on the Work Order Form includes:

- Maintenance Request input
- Corrective actions completed
- Manpower details
- Materials used or needed for repairs and cots

Each Work Order Form activity is then entered onto the Maintenance Log form. If equipment, parts, etc. are required the Material Requisition Form shall be completed and approved prior to purchasing.

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Maintenance Log Form

The Maintenance Log contains in chronological order all Work Order activity with line-item summaries of reported date, maintenance issue, location, costs and completion date.

Each quarter a copy of the Maintenance Log is sent to the appropriate management representative for the site.

Material Requisition Form


Material is requested for and approved via the Material Requisition Form.

A purchase order is assigned by the designated maintenance representative (which must appear on all invoices).

The form is submitted to the Project Manager for review and approval.


Any single Material Requisition Form representing a single value of \$1,000 or more requires approval from senior management prior to placing any orders.

The Material Requisition Form is to be kept with all Work Order Forms.

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WORK ORDER FORM									
SECTION 1 Information received from "Maintenance Request Form"									
DEFECT DESCRIPTION & CORRECTIVE ACTION REQUIRED <small>(paste photograph below if required)</small>									
SECTION 2 To be completed by Definitive Optimization									
Location:		Date Reported:		Completion Date:					
Task Item	Corrective Action					Date	Tech Initials		
SECTION 3 MANPOWER SUMMARY LIST									
				<small>Manhour Details</small>					
Task Item	Surname	ID	Craft	Start Time	Finish Time	Total Man Hrs	Date	Initials	
Total Manhours									
SECTION 4 MATERIALS SUMMARY LIST <small>Complete Material Requisition Form to order new or replacement stock</small>									
Task Item	Stock Code	Stock Description			QTY	Unit (\$)	Total Cost (\$)	Date	
Total Material Cost									
Completed By Name				Completed By Signature					
				Date					
ENTER ALL WORK ON THE MAINTENANCE LOG									

MAINTENANCE REQUEST FORM																											
Complete all relevant information below and email to maintenance department or designee.																											
Originator Name:					Contact Phone Number:																						
Location of Problem:					Date: Time:																						
Location of Problem: <small>(mark x in appropriate box)</small> <table border="1" style="display: inline-table;"> <tr><td>Location 1</td><td> </td></tr> <tr><td>Location 2</td><td> </td></tr> <tr><td>Location 3</td><td> </td></tr> <tr><td>Location 4</td><td> </td></tr> </table>					Location 1		Location 2		Location 3		Location 4		<table border="1" style="display: inline-table;"> <tr> <td colspan="2">Defective Equipment - Facility Details</td> </tr> <tr><td>Equipment Type:</td><td> </td></tr> <tr><td>Serial Number:</td><td> </td></tr> <tr><td>Make:</td><td> </td></tr> <tr><td>Model:</td><td> </td></tr> </table>					Defective Equipment - Facility Details		Equipment Type:		Serial Number:		Make:		Model:	
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PLEASE DESCRIBE PROBLEM OR CORRECTIVE ACTION REQUESTED <small>(paste photograph below if required)</small>																											

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MATERIAL REQUISITION FORM									
Requestor		Manager Approval				PO Number		enter number	
Priority	Project Code	Phone #	E-mail						
Deliver To	Work Order No	Summary Description							
End Use Requirement		Originator Contact Details			Recommended Supplier Details if Known				
Manufacturer	Name		Supplier Name						
Equipment	Department		Address Line 1						
Make/Model	Tel. No		Address Line 2						
Project	Fax No.		Tel / Fax No.						
Other	Date Required		Email Address						
Additional Information									
Airfreight Justification									
#	Qty	UOM	Stockcode	Material Description		Supplier Part Number	Unit Price (\$)	Extended (\$)	
							-	-	
							-	-	
							-	-	
							-	-	
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							Requisition Total		