

[Organization logo]

[Organization name]

Commented [AS91001]: All fields in this document marked by square brackets [] must be filled in.

PROCEDURE FOR EQUIPMENT MAINTENANCE AND MEASURING EQUIPMENT

Commented [AS91002]: If you want to find out more about measuring equipment control, see this 9001Academy article: Monitoring and Measurement Equipment Control <http://advisera.com/9001academy/blog/2014/05/06/monitoring-measurement-equipment-control/>

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1. Purpose, scope and users

The purpose of this procedure is to describe the process of maintaining equipment and measuring equipment in order to keep them constantly in working order and to prevent production halt due to malfunctioning.

This procedure is applied to all measuring equipment in the organization and equipment that the organization considers crucial for provision of conformant product or service.

Users of this document are [employees of maintenance department] of [organization name].

Commented [AS91005]: Adapt to organization's practice.

2. Reference documents

- AS9100 Rev D, clause 7.1.5
- Procedure for Purchasing and Evaluation of Suppliers
- [other legal and contractual requirements]

3. Equipment maintenance

3.1. Identifying equipment

[Job title] forms and maintains the List of Equipment where all equipment is entered. All equipment owned or customer supplied equipment.

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[HR Manager together with heads of departments] must define need for training of employees in order to ensure proper and effective handling of equipment.

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3.2. Equipment maintenance

3.2.1. Maintenance planning

According to the List of Equipment and instruction manuals from manufacturers, [job title] creates the Plan for Preventive Maintaining of Equipment. In line with the plan, [job title] creates an internal agreement with the equipment manufacturer.

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Commented [AS91009]: E.g. Maintenance Manager

Commented [AS910010]: E.g. Purchasing Manager

3.2.2. Preventive maintenance

[Employees of maintenance department] according to the Plan for Preventive Maintaining of Equipment and their competence; activities that

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[organization name]

Records about every preventive maintenance activity is entered into the Plan for Preventive Maintaining of Equipment by [job title], who verifies that the action was undertaken and had a

3.2.3. Repairing equipment

Every employee who notices equipment malfunctioning is obliged to report it to [job title]. Repairs are performed internally if possible; otherwise, [job title] hires an appropriate service provider.

Commented [AS910012]: E.g. Maintenance Manager or CEO

Commented [AS910013]: E.g. Maintenance Manager or CEO

3.3. Measuring equipment maintenance

According to processes identified, the organization determines needs for monitoring and measuring equipment.

- Monitoring involves all activities of observing and supervision in a defined time period.
- Measuring is a group of operation aimed at determining the value of the measured object.

3.3.1. Calibration of measuring equipment

The owner of the process in which measuring equipment is used is responsible for specifying calibration intervals prior to use.

Equipment is recalled at the set interval and calibration is performed by [job title] or authorized

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verification is performed and record it in a free form. [Job title] ensures that calibrations are carried be assessed for nonconformity, and any nonconformity will be addressed using the Procedure for Management of Nonconformities and Corrective Actions.

[Job title] enters data about performed calibration into the Maintenance and Calibration Record according to a report from the authority that performed the calibration.

Commented [AS910015]: E.g. Maintenance Manager

The owner of the process in which measuring equipment is used is responsible for preventing

If it turns out that the measuring equipment is malfunctioning, [job title] must determine in which

[organization name]

case, [job title] must act according to the Procedure for Management of Nonconformities and Corrective Actions.

3.3.2. Software validation

[Job title] must validate software that is used for examinations, in order to ensure that software can

Although software is not subjected to real-time changes, there can be unintentional changes, so it is used [name the type of software protections], which, in that case, have the same purpose as sealing of measuring equipment.

3.3.3. Measuring equipment storage

[Job title] is responsible for storage of measuring equipment in a way that prevents deterioration during storage.

[Job title] must properly protect and label the measuring equipment that isn't in use. This specifically

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Commented [AS910017]: One of the ways of validation of software is its validation on product whose characteristics are predetermined.

Commented [AS910018]: For example, for protecting SCADA

Commented [AS910019]: E.g. Warehouse Manager

4. Managing records kept on the basis of this document

Record name	Code	Storage		Responsibility
		Retention time	Location	
List of Equipment	PR.13.1	2 years	[office of Maintenance Manager]	[job title]
Plan for Preventive Maintenance of Equipment	PR.13.2	2 years	[office of Maintenance Manager]	[job title]
Maintenance and Calibration Record	PR.13.3	2 years	[office of Maintenance Manager]	[job title]

Commented [AS910020]: If the record is in electronic form, write the name of the folder on Maintenance Manager's computer.

5. Appendices

- Appendix 1 – List of Equipment
- Appendix 2 – Plan for Preventive Maintenance of Equipment

[organization name]

- Appendix 3 – Maintenance and Calibration Record