

[Organization logo]

[Organization name]

**Commented [9A1]:** All fields in this document marked by square brackets [ ] must be filled in.

## PROCEDURE FOR EQUIPMENT MAINTENANCE AND MEASURING EQUIPMENT

**Commented [9A2]:** If you want to find out more about measuring equipment control, see:

- article: Monitoring and Measurement Equipment Control <http://advisera.com/9001academy/blog/2014/05/06/monitoring-measurement-equipment-control/>
- free online course: ISO 9001 Foundations Course <http://training.advisera.com/course/iso-90012015-foundations-course/>

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**Commented [9A3]:** Adapt to the existing practice in organization.

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**Commented [9A4]:** This is only necessary if document is in paper form; otherwise, this table should be deleted.

## Change history

Date	Version	Created by	Description of change
	0.1	9001Academy	Basic document outline

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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 [9A5]:** Adapt to organization's practice.

## 2. Reference documents

- ISO 9001 standard, 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 must be permanently identified by its inventory number.

**Commented [9A6]:** Write in the method of identification of equipment and measuring equipment.

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

**Commented [9A7]:** Adapt to organization's practice.

### 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 order for

**Commented [9A8]:** E.g. Maintenance Manager

**Commented [9A9]:** E.g. Maintenance Manager

**Commented [9A10]:** E.g. Purchasing Manager

#### 3.2.2. Preventive maintenance

[Employees of maintenance department] conduct all activities regarding preventive maintenance according to the Plan for Preventive Maintaining of Equipment and their competence; activities that the organization can't perform are executed by an authorized service provider.

**Commented [9A11]:** Adapt to organization's practice.

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

[organization name]

### 3.2.3. Repairing equipment

Every employee who notices equipment malfunctioning is obliged to report it to [job title]. Repairs are

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Commented [9A13]: 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 needs of assets of measuring and measuring equipment
- Monitoring needs of assets of measuring and measuring equipment

#### 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.

Calibration is performed by [job title or authorized laboratory] against measurable standards traceable to international or national standards; when no such standard exists, [job title] is responsible to document

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[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 [9A15]: E.g. Maintenance Manager

If it turns out that the measuring equipment is malfunctioning, [job title] must determine in which phase of the process the malfunction occurred, in order to eliminate potential consequences. In that

#### 3.3.2. Software validation

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[organization name]

[Job title] must validate software that is used for examinations, in order to ensure that software can respond to requests of measurement.

**Commented [9A17]:** One of the ways of validation of software is its validation on product whose characteristics are predetermined.

Although software is an important part of the design, there are no predetermined design or the software is not designed to be a part of the design. The design is developed for [redacted] which is not a part of the design. The design is developed for [redacted].

**Commented [9A18]:** For example, for protecting SCADA systems it is common to use [redacted].

### 3.3.3. Measuring equipment storage

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

**Commented [9A19]:** E.g. Warehouse Manager

The [redacted] must ensure that the measuring equipment is stored in a way that prevents deterioration during storage.

## 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 [9A20]:** If the record is in electronic form, write the name of the folder on Maintenance Manager's computer.

**Commented [9A21]:** If the record is in electronic form, write the name of the folder on Maintenance Manager's computer.

**Commented [9A22]:** 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
- Appendix 3 – Maintenance and Calibration Record