

Environmental Management System OCP2 - Planned Preventative Maintenance Procedure

Date Reviewed 30th December 2018

1. Purpose:

- To describe the actions to be taken to ensure proper maintenance of equipment that if improperly maintained can have an adverse impact on the environment.

2. Responsibilities:

- The Environmental Manager has overall responsibility for the implementation of this procedure.
- The [responsible manager] is responsible for organizing the electrical and mechanical equipment assets audit, establishing and maintaining an electrical and mechanical equipment assets and building maintenance schedule.
- The [responsible manager] is responsible for organizing maintenance of equipment by both contractors and in-house staff.

3. Procedure:

- An asset audit shall be organized by the [responsible manager] and conducted by suitably qualified persons on all electrical and mechanical equipment.
- An asset register shall be held and maintained by the [responsible manager].
- The [responsible manager] will draw up and maintain a maintenance schedule according to Heating Ventilation and Air Conditioning (HVAC) Industry Standard (SFG20) for all listed equipment.
- Buildings maintenance shall be scheduled according to a 3 year work programme.
- An annual programme of maintenance (including gutters and drainage).
- The [responsible manager] will organize maintenance activities according to the maintenance schedules.

4. Records:

- Electrical and mechanical equipment audit.
- Electrical and mechanical equipment assets register.
- Electrical and mechanical equipment maintenance schedule.
- Buildings maintenance works programme.

Signed: 

Ben Hawkes, Managing Director

Date: 11/01/2019



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