

Maintenance Procedure SOP: Industrial Machines

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Department:

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1. Purpose

To outline the standard operating procedure for maintaining industrial machines in safe and effective working condition.

2. Scope

This SOP applies to all personnel responsible for operating and maintaining industrial machines within the facility.

3. Responsibilities

- **Maintenance Team:** Execute maintenance tasks as scheduled.
- **Supervisors:** Ensure compliance with maintenance schedules.
- **Operators:** Report machine malfunctions promptly.

4. Required Materials & Tools

- Personal Protective Equipment (PPE)
- Standard toolkit
- Lubricants and cleaning agents
- Replacement parts (if necessary)
- Machine maintenance checklist

5. Procedure

1. Review the machine-specific maintenance checklist.
2. Ensure all safety precautions and PPE are in place.
3. Power down and lock out/tag out (LOTO) the machine.
4. Inspect machine components for wear, damage, or leaks.
5. Clean and lubricate necessary parts.
6. Replace or repair faulty components as needed.
7. Reassemble any disassembled parts and remove tools from the area.
8. Restore power, remove lockout/tagout devices, and perform function tests.
9. Complete maintenance log and report any findings to the supervisor.

6. Frequency

Task	Frequency
General inspection	Weekly
Cleaning and lubrication	Monthly
Full service/part replacement	Bi-Annually

7. Records

Maintenance checklists and logs must be completed, signed, and filed after each procedure. Retain records for a minimum of 2 years.

8. References

- Manufacturer's Maintenance Manual
- Workplace Safety Guidelines

9. Revision History

Version	Date	Description	Author
1.0	[To be filled]	Initial release	[To be filled]