

<b>WORK INSTRUCTION</b>			
<b>Engineering and Maintenance Services – PREVENTIVE/CORRECTIVE MAINTENANCE OF EQUIPMENT</b>			
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**1.0 PURPOSE.** This document is established to implement an effective preventive maintenance process to ensure the good working of DAPCC equipment.

**2.0 SCOPE**

2.1 This work instruction covers DAPCC equipment to be maintained. Exemptions to the preventive maintenance are the tools and appliances.

**3.0 DEFINITION OF TERMS**

3.1 **Equipment** – Anything that is used in the operation of business. It might be Tools, Devices, or Machines. Equipment to be maintained shall be declared in the Preventive Maintenance Plan which also serves as Inventory of Equipment and Machines to be handled by Engineering Maintenance Services.

3.2 **Preventive Maintenance** – Including tests, measurement, adjustments, and parts replacement, performed specifically to prevent faults from occurring.

3.3 **Corrective Maintenance**- is any maintenance activity which is required to correct a failure or is in the process of occurring. This activity may consist of repair, restoration, and replacement of components.

**4.0 DETAILS:**

<b>Item No.</b>	<b>Activity</b>	<b>Responsibility</b>	<b>Interface</b>
4.1	<b>Preventive Maintenance Planning</b>  a. Conducts annual inventory of the existing Machine and Equipment to be maintained. Include the machine/equipment in the Preventive Maintenance Schedule Form	Engineering Supervisor	Preventive Maintenance Schedule Form

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4.2	<b>Preventive Maintenance Implementation</b> <ol style="list-style-type: none"> <li>Performs the necessary activities to be done on the machine/equipment according with the scheduled set in the form. Uses Preventive Maintenance Checklists to record results.</li> <li>Inspects and tests machine/equipment in accordance to the set standards given.</li> <li>Fills-up and files checklists accordingly.</li> <li>Inform end-user of the particular machine/equipment maintained is ready for use.</li> </ol> <p>Note: Report potential or any abnormality detected in accordance to DAP-QP-03 Control of Nonconformity.</p>	<p>Maintenance Personnel (Electrician, Handyman, etc.)</p> <p>Engineering Supervisor</p>	<p>Preventive Maintenance Checklists</p> <p>Preventive Maintenance Schedule Form</p> <p>Maintenance Order Form</p>
4.3	<b>Corrective Maintenance Implementation</b> <ol style="list-style-type: none"> <li>Fills-up Maintenance Order Form and to be received by Engineering Supervisor</li> <li>Assigns the work to the designated Engineering Personnel for implementation.</li> <li>Inform requestor that the particular Maintenance Order has been served.</li> </ol> <p>Note: Report potential or any abnormality detected in accordance to DAP-QP-03 Control of Nonconformity.</p>	<p>End-user Engineering Supervisor</p> <p>Maintenance Personnel (Electrician, Handyman, etc.)</p>	<p>Preventive Maintenance Checklists</p> <p>Preventive Maintenance Schedule Form</p> <p>Maintenance Order Form</p>

## 5.0 REFERENCE:

### 5.1 Maintenance Manuals