

## OP20 – Maintenance and Breakdown Repairs

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### What is this?

The purpose of this document is to outline procedures to ensure that all items of plant and equipment that need regular maintenance are maintained in accordance with the manufacturers' instructions. It also outlines the procedures to be taken in the event of a breakdown.

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### What does the responsible manager need to do?

The responsible manager must ensure that:

- A comprehensive inspection and reporting regime is in place to cover all items of plant and equipment in use
  - As required by legislation or company systems, third party inspections/testing/calibration is undertaken at regular intervals
  - Plant and equipment is subjected to regular, planned maintenance (where servicing/maintenance frequencies are recommended by the manufacturer, if appropriate, these should be the minimum scheduled)
  - All defective equipment is taken out of use immediately
  - All records of servicing, inspection and calibration are reviewed and signed off by the site management on a weekly basis, are filed appropriately, and are readily available at all times.
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### What does the employee need to do?

All employees must ensure that:

- All items of plant and equipment in use are inspected on a daily basis, and any issues identified are reported to the appropriate person promptly
  - Should an item of fixed or mobile plant breakdown, the relevant supervisor records the fault on the appropriate checklist and all appropriate persons are informed
  - These checks are recorded and filed within the main filing system
  - Any significant defects, breakdowns, or repairs are notified to the responsible manager (including any item identified as requiring repair/replacement in the near future).
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### Associated documentation

#### EMS Section

- Operational Control

#### Forms

- EF03 – Internal Communication
- EF14 – Daily Site Inspection Checklist

