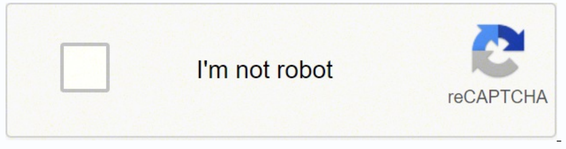

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Maintenance standard operating procedure template

STANDARD OPERATING PROCEDURE TEMPLATE

I. NAME OF PROCEDURE:

II. PRINCIPLE

The purpose of a Standard Operating Procedure (SOP) for SOPs is to provide

The purpose of the associated SOP Manual is to ensure accurate conduct of

III. SPECIMEN

IV. RESOURCES

A. Forms

B. Other Essential SOPs

C. Other Resources

V. SUPPLIES AND REAGENTS

VI. PROCEDURE

A. APPLICABILITY OF THIS SOP

B. ORGANIZATION OF THE SOP MANUAL

Number	Volume Title	Description of Content
I		
II		
III		
IV		
V		
VI		
VII		

Standard Operating Procedure

PURPOSE

BACKGROUND

I. Introduction

A. Required Training

B. Administrative Procedures

C. Description of Laboratory

D. General Laboratory Safety

E. General Biosafety Cabinet ("Hood") Safety

F. General Accident Procedures

II. Standard Operating Procedures

A. Requirements

B. Proper Use of Equipment

A. Operation

B. Maintenance

C. Repair and Service

D. Experimental Procedures

E. Safety Checks and Emergency Procedures

[Company Logo] **STANDARD OPERATING PROCEDURE**

Doc. Number PH40	Rev. [A]	DCO [12345]	Eff. Date [MM/DD/YY]	Page 4 of 7
				Proprietary & Confidential Information

CALIBRATION AND PREVENTIVE MAINTENANCE

7.1.1 Equipment owners are responsible for ensuring that new equipment is suitable for the intended purpose, is suitably designed and constructed, is capable of producing valid results, is safeguarded from inadvertent or unauthorized adjustments, and protected from damage or destruction. Consult the approved Company validation procedures to determine when validation is required.

7.1.2 Complete the New Equipment Form, PH40 - RF2, and provide it to the Calibration & Maintenance Coordinator to add the instrument or equipment to the Master Equipment List, PH40 - LB1, with the defined schedule and frequency for calibration and/or maintenance. The New Equipment Form contains:

- Equipment name
- Equipment description
- Equipment identification number
- Equipment owner / department
- Equipment location
- Preventive maintenance requirements (instructions, frequency)
- Calibration requirements (instructions, standards, limits for accuracy and precision, and frequency)
- Justification for no maintenance or calibration required
- Identification of who will routinely perform activities (in-house, supplier)
- Signature and date of Calibration & Maintenance Coordinator

7.1.3 File the New Equipment Form and maintain a file of original documentation including calibration certificates and equipment manuals.

7.2 Notify Departments and Schedule Calibration and Maintenance Activities

7.2.1 The Calibration & Maintenance Coordinator reviews the Master Equipment List and identifies equipment that is due for maintenance and/or calibration.

7.2.2 The Calibration & Maintenance Coordinator works with the Equipment Owner to schedule the maintenance or calibration activity. Schedule the activity to ensure calibration and maintenance is complete on or before the due date.

7.2.3 The Calibration & Maintenance Coordinator completes Section 1.0 and 2.0 of the Calibration and Maintenance Report, PH40 - RF1, and provides it to the individual who will be performing the calibration and/or maintenance activity.

7.2.3.1 This report includes or references the approved calibration and maintenance procedures.

7.3 Perform and Record Calibration and Maintenance Activities

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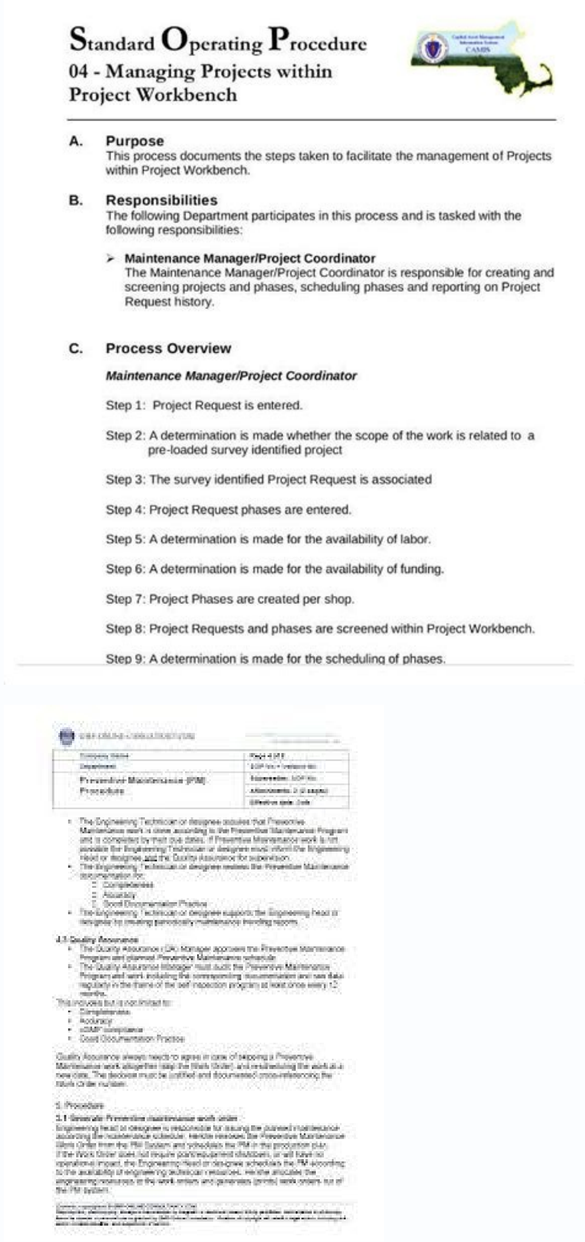

Standard Operating Procedure
04 - Managing Projects within Project Workbench

A. Purpose
This process documents the steps taken to facilitate the management of Projects within Project Workbench.

B. Responsibilities
The following Department participates in this process and is tasked with the following responsibilities:

- **Maintenance Manager/Project Coordinator**
  The Maintenance Manager/Project Coordinator is responsible for creating and screening projects and phases, scheduling phases and reporting on Project Request history.

C. Process Overview

Maintenance Manager/Project Coordinator

Step 1: Project Request is entered.

Step 2: A determination is made whether the scope of the work is related to a pre-loaded survey identified project

Step 3: The survey identified Project Request is associated

Step 4: Project Request phases are entered.

Step 5: A determination is made for the availability of labor.

Step 6: A determination is made for the availability of funding.

Step 7: Project Phases are created per shop.

Step 8: Project Requests and phases are screened within Project Workbench.

Step 9: A determination is made for the scheduling of phases.

Building maintenance standard operating procedures. Maintenance sop example. Maintenance department standard operating procedure.

To establish the fault maintenance procedure. This SOP should be applicable for equipment, machinery and division of installations. Sign up for free email updates for your daily dose of pharmaceutical tips..moc.enilediugamrahp @ ofni: Liameneed Help: Question Visitors are also reading: Installations and Construction Pattern Operating Procedures à Ndex Administration SOP # Revised Subject ADM-01 Monitoring & Utilities Evaluation - Utilities Management Program of December 2019 ADM-02 Loss of Electric Service - ADM-02 Vapor Pressure Loss Ã ¢ 2019 ADM-04 Loss of Water Supply - ADM-05 Failure of Clinical Vacuum or Air GÃ S T Ten 2019 ADM-06 Failure of air handling equipment à 15 de December ADM-07 Key Control 2019 ADM-08 Disease Control - Employee Precautions Ten 2019 ADM-09 Maintenance Departmental DISASTER Plan Ten 2019 ADM-10 Protecting Emerging Service Companies Ten 2019 11 Verification and Appointment of Interior Finishes of December 2019 ADM-12 Power Transitube N OPTIFICATION MALFUNITORY TEN 2019 ADM-14 MANUAGE MAINUTORATION à €

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