## Table of Contents


I. INTRODUCTION ..... 2

II. PURPOSE ..... 2

III. PRIMARY GOAL ..... 2

IV. RESPONSIBILITIES ..... 2

V. PROCEDURES ..... 3

## I. INTRODUCTION

GALLANT BUILDERS has established a comprehensive equipment management loss control and maintenance program to assist in conducting effective maintenance operations within our facilities and at our worksites. The program will assist in extending the life of our equipment and all other equipment owned or leased.

## II. PURPOSE

To provide for early detection of potential maintenance problems as well as proper care and routine maintenance of all equipment used on our projects or at our facilities.

## III. PRIMARY GOAL

The primary goal of an equipment management program is to ultimately decrease the amount of unscheduled equipment maintenance by increasing the efficiency in managing the scheduled equipment maintenance. GALLANT BUILDERS is committed to a continuing, aggressive program for maintenance of machinery and all other equipment owned and maintained by our company. An effective program will reduce losses of equipment, decrease operational down time and extend the life of machinery and other equipment. In order to maintain equipment in peak operating condition, the organizations production facilities demand more attention today than ever before. The size, nature and complexity of the operation will dictate specific maintenance requirements. All systems have to be maintained in such a manner that temperature, humidity, plumbing, lighting, air quality, emergency, and safety equipment are kept at an acceptable level as well as stringent building and safety codes.

## IV. RESPONSIBILITIES

**SAFETY MANAGER**
The Safety Manager shall:

- Verify that all industrial equipment at the site goes through an initial pre-use analysis/machine check to ensure all safety features are operating properly.
- Verify that preventive maintenance inspections include the evaluation of equipment components designed to protect workers' safety and health.
- Provide technical oversight concerning the occupational safety and health aspects of the preventive maintenance program.
- Review and approve systems used by all departments for preventive maintenance planning and recordkeeping.
- Receive training in preventive maintenance topics as appropriate to their assigned duties.

**SITE SUPERVISORS**
It is the responsibility of the supervisors to do the following:

- Maintain an inventory of all equipment in his/her facility that requires preventive maintenance based on either manufactures' guide or GALLANT BUILDERS's preventive maintenance policy.
- Coordinate preventive maintenance activities with responsible parties
- Inform the Safety Office when new equipment is purchased that requires periodic preventive maintenance.
- Ensure all employees performing preventive maintenance receive appropriate item specific preventive maintenance training.

**EMPLOYEES**
**It is the responsibility of the employee to do the following:**

- Not perform maintenance on equipment without authorization
- Conduct a visual inspection of equipment prior to use to ensure safety-related features are functioning properly.
- Immediately notify supervisors of facility/equipment failures and/or problems noted in visual inspections.
- Never bypass safety features or remove guards.
- Coordinate preventive maintenance activities with responsible parties
- Inform the Safety Office when new equipment is purchased that requires periodic preventive maintenance.
- Ensure all employees performing preventive maintenance receive appropriate item specific preventive maintenance training.

## V. PROCEDURES

- An inventory of the company's machinery/ equipment shall be established and kept current. When new machinery or equipment is acquired, it must be added to the inventory. The program submitted does not need to include the equipment inventory, but it must clearly state that one has been established.
- A preventative maintenance schedule should be established based on manufacturer requirements and industry standards. The program submitted does not need to include the Preventative maintenance schedule, but it must clearly state that one has been established.
- Preventative maintenance performed on machinery or equipment must be documented and retained for the life of the machinery or equipment.
- Defects observed in machinery or equipment shall be reported to a supervisor, and must be repaired or replaced before being used again.