

Factory Maintenance Plan

1. Introduction

- Highlight the importance of equipment uptime and production efficiency.
- Emphasize compliance with industry standards.

2. Objectives

- Minimize production downtime and repair costs.
- Ensure worker safety and equipment longevity.

3. Scope

- Cover machinery, conveyors, HVAC systems, and infrastructure.
- Exclude personal items or external contractors' equipment.

4. Roles and Responsibilities

- Define roles for maintenance staff, supervisors, and equipment operators.

5. Maintenance Schedule

- **Daily:** Inspect machinery for visible wear.
- **Weekly:** Lubricate moving parts, inspect conveyor belts.
- **Monthly:** Replace filters, clean equipment, and test safety systems.
- **Annually:** Overhaul machinery, calibrate equipment, and inspect structural integrity.

6. Procedures

- Step-by-step processes for cleaning, lubrication, and part replacement.
- Safety protocols for working with heavy machinery.

7. Resources and Tools

- Tools: Wrenches, lubricants, testing kits.
- Spare parts: Bearings, filters, belts.

8. Documentation

- Maintain machine service logs, failure reports, and compliance certifications.

9. Performance Monitoring

- KPIs: Downtime hours, machine efficiency, maintenance cost trends.

10. Emergency Response Plan

- Include emergency shutdown procedures and evacuation routes.

11. Review and Updates

- Quarterly reviews for alignment with production goals.

12. Conclusion

- Focus on maintaining high production standards and safety