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1.0 Objectives

- Maintenance of all infrastructures/equipment needed to achieve conformity to product requirements.
- 100% availability of process equipment during work schedules; and
- To ensure unscheduled machine downtime.

2.0 Scope

- This procedure covers all activities from the preparation of the Preventive Maintenance Plan up to the monitoring actions taken.

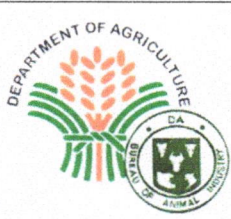
3.0 Definition of Terms

- Preventive Maintenance refers to a program maintenance performed to prevent the occurrence of failure/s or to detect failures before they develop into a breakdown or other disturbances in the operation.
- Corrective Maintenance refers to the study of failure and breakdown and the action undertaken to prevent their recurrence.
- Planned Corrective Maintenance is a kind of maintenance in which inspection, adjustment, lubrication and replacement of parts are scheduled in a systematic manner.
- Breakdown Maintenance is a kind of maintenance carried out when the equipment fails or breakdown below an acceptable condition while it is in operation.

4.0 Records

- R-BAI-42 Monthly Preventive Maintenance of Machines, Equipment & Vehicle Report File
- R-BAI-56 Preventive Maintenance for Computers
- R-BAI-57 Preventive Maintenance for Generator
- R-BAI-58 Preventive Maintenance for Vehicle

5.0 References



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6.0 Process Flow

PROCESS	RESPONSIBILITY	DETAILS
<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">Check/Review Machine History File</div> <div style="text-align: center; margin: 5px 0;">↓</div>	Equipment Custodian (EC)	<ul style="list-style-type: none"> • Equipment Folder contains the history profile of the machine including the following records: <ul style="list-style-type: none"> ○ Daily PM Conducted ○ Periodic PM Conducted ○ PM/Calibration Reports ○ Manual of Operations
<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">Prepare Preventive Maintenance Plan</div> <div style="text-align: center; margin: 5px 0;">↓</div>	Equipment Custodian (EC)	<ul style="list-style-type: none"> • PM Plan for the following are prepared: <ul style="list-style-type: none"> ○ Machines/Equipment ○ Vehicle • Prepared by SH, collated by the Equipment Custodian and approved by DQMR.
<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">Distribute PM Plans</div> <div style="text-align: center; margin: 5px 0;">↓</div>	DCO	<ul style="list-style-type: none"> • A detailed PM schedule is prepared by the EC and s distributed • Refer to PL BAI-05 Preventive Maintenance Plan
<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">Perform PM</div> <div style="text-align: center; margin: 5px 0;">↓</div>	Concerned Machine Operator	<ul style="list-style-type: none"> • Preventive maintenance is performed by concerned machine operator/supplier using the PM Checklist according to schedule • Periodic PM is performed by concerned operator
<div style="display: flex; align-items: center; justify-content: center;"> <div style="margin-right: 10px;">YES</div> <div style="border: 1px solid black; padding: 5px;">Good Working Condition?</div> <div style="margin-left: 10px;">NO</div> </div> <div style="margin-top: 10px; text-align: center;">↓</div> <div style="display: flex; justify-content: space-between; width: 100%;"> <div style="width: 40%;"></div> <div style="border: 1px solid black; padding: 5px; width: 30%; text-align: center;">Prepare PR</div> <div style="width: 20%; text-align: center;">EC</div> </div> <div style="margin-top: 10px; text-align: center;">↓</div> <div style="border: 1px solid black; padding: 5px; width: 30%; text-align: center; margin: 0 auto;">A</div>	EC	<ul style="list-style-type: none"> • Call distributor/supplier • SSC/USC prepares PR • Refer to GF BAI-80 Purchase Request template



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	<p>Concerned Machine Operator</p>	<ul style="list-style-type: none"> • All records are filed in the Equipment Folder of every machine/equipment/vehicle • A monthly report of machine status is prepared by the EC
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Reviewed by:	Approved by:
<p>ENGR. LEONCIO VENTUCILLO Equipment Custodian</p>	<p>RONNIE D. DOMINGO, DVM, MSc Top Management</p>