



Equipment Maintenance Procedure

Table with 2 columns: Office of Administrative Responsibility, Approver, Scope. Values include Agri-Food Discovery Place, Executive Director, and a detailed scope of compliance.

Overview

Agri-Food Discovery Place owns and operates an extensive portfolio of equipment to support its function as a world class innovative research, training and technology transfer facility.

Only trained and competent employees are permitted to perform maintenance on AFDP equipment. Modifications must only be made to equipment by a competent person.

Purpose

The purpose of this procedure is to regulate the planning and maintenance of equipment, to minimize and prevent downtime and to enhance safety and peak production for AFDP personnel and clients.

Scope

This procedure applies to all AFDP staff, researchers, students and clients.

Responsibility

Health and Safety Advisor

Develop programs to ensure all equipment is maintained in a safe and productive manner.

Executive Director

Provide resources and support for the inspection, maintenance and repair of equipment at AFDP.

Managers/Supervisors

Are accountable for the safe operation and maintenance of all equipment at AFDP:

- Ensure there is an inspection process in place to identify defects;
• Do not permit the use of any piece of equipment or tools that have been tagged "OUT OF SERVICE" or "DO NOT USE" or are otherwise defective;
• Remove from service any equipment that has been tagged "OUT OF SERVICE" or are otherwise defective;
• Ensure that all equipment repairs are conducted in a safe manner;
• Verify repairs or correction of defects reported to them in a timely manner.



### **Engineering Technologist**

- Manage the preventative maintenance program;
- Conducts repairs and maintenance in a safe manner as per the Preventative Maintenance program;
- Arrange for outside service providers as required and ensure that these repairs are conducted in a safe manner;
- Respond to all Work Requests;
- Maintains and updates the Google Docs website;
- Review of equipment SOP's as required.

### **Staff/Students**

- Inspect all equipment and tools before use;
- Report any defective equipment to supervisor immediately;
- Keep all equipment and tools in good repair;
- Operators of equipment shall be made aware of the servicing and maintenance of equipment;
- Remove from service any defective tool or piece of equipment.

### **References**

#### **Alberta Occupational Health and Safety Act, Regulations and Code**

### **Procedure**

#### **Equipment Lists and Files**

1. Each piece of equipment at AFDP is listed and entered into Google Docs.
2. A file is created for each piece of equipment which will hold all maintenance work orders and other pertinent information.
3. Equipment files will be updated each time work is performed on that piece of equipment.

#### **Equipment Manuals**

Are located in the Machine Shop either in hard copy or on CDROM. All workers are to have access to the manuals.

#### **Unscheduled Maintenance:**

1. Worker identifies maintenance required and completes Work Request.
2. Work is forwarded to Engineering Technologist who determines needs and facilitates repairs either through an internal source or out sources work.
3. Unsafe equipment is tagged and locked out to prevent use.
4. Upon completion of repairs, the work is signed off.
5. Work is entered into Google Docs tracking system.



- 6. Work for external clients is returned to Wing Managers or Executive Director for chargeback.

Scheduled Maintenance

- 1. All equipment is listed in Google Docs.
2. Manufacturer’s Specifications are reviewed to determine the frequency and type of maintenance required.
3. Equipment maintenance schedule is entered into Google Docs by the Engineering Technologist.
4. Work completed is recorded in Google Docs maintenance file.
5. Completed items are put into equipment files.

Outsourced Work

All maintenance work that cannot be handled internally will be outsourced either to Facilities and Operations or to an outside contractor.

Defective Equipment

- 1. All defective equipment is to be identified and taken out of service by the person using the equipment, a supervisor or the Engineering Technologist and tagged/locked out until repairs have been made by a qualified person.

DEFINITIONS

Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use

Table with 2 columns: Term and Definition. Terms include Maintenance, Google Docs, and Equipment.

Approval:

Executive Director

Date

Chair WHSC

Date