

PREVENTIVE MAINTENANCE POLICY



	Name	Signature
Prepared by:	Dr. P. Vijaya Saradhi HOD, Mathematics	<i>P.V. Saradhi</i>
Verified by:	Dr.K. Rama Krishna Dean, Student Affairs	<i>K. Rama Krishna</i>
Approved by:	Dr.S. Rajasekaran Principal	<i>S. Rajasekaran</i>

Bapatla Engineering College :: Bapatla

(Autonomous)

Mahathamajipuram, Bapatla-522102

Bapatla Engineering College

COLLEGE PREVENTIVE MAINTENANCE POLICY

Preamble:

The College physical assets such as buildings, equipment, plants, etc. must be available in right condition at right time for the right use. Therefore, the maintenance of the equipment for their efficient functioning is essential.

Policy:

The College recognizes the need to keep all the equipment and other physical assets in good condition, avoid breakdown of equipment and machinery, and thereby the essentiality of preventive maintenance. It creates the necessary institutional structure and support for preventive maintenance. It adopts the total productive maintenance strategy (TPM) for the purpose.

Objectives:

- To make the facilities available for maximum time and at least cost
- To get maximum life of all assets without compromising on standards.
- To ensure statutory compliance of all government regulations.

Institutional Structure for TPM:

College established a College maintenance committee (CMC) to undertake the preventive maintenance of the common facilities such as buildings, water supply plants, RO Plant, solar Power Plant, etc. It also overviews and monitors the preventive maintenance program of each Department. The committee members distribute the responsibility of maintenance of each facility among themselves.

For the general facilities, the CMC keeps up

- Inventory or Asset record
- Prepare maintenance procedure document
- Logbook of maintenance for each
- Maintenance Schedule of each facility with person responsible
- Procedure for handling emergencies, etc.

Structure of the committee:

The committee consists of the following:

Chairperson: Principal of the college (Ex-officio)

Convener: A senior faculty member to be nominated by the HODs committee

Members: Four members, one each representing civil works, mechanical works, electrical works, and ICT works to be nominated by the respective HODs.

The Term of the members is two years.

The committee should meet at least four times a year.

Department Maintenance Committee

The committee to be established by the department committee. It is responsible for TPM of the all equipment in the Department laboratories, Office and other places. It should coordinate with the Faculty members in-charge to Laboratories/workshops and take necessary steps for the following:

- Each Laboratory must maintain the stock register of the equipment, accessories, materials/consumables, etc.
- Prepare the procedural documents for maintenance
- Prepare the schedule for maintenance with the person responsible
- Logbook for each equipment
- Procedure for handling emergencies

Structure of DMC

Chairperson: Head of the Department (Ex-Officio)

Members: Two faculty members to be nominated by the Department committee

All Laboratory In-charge faculty

Term of the Committee is two years.

It should meet at least four times a year.

Policy Review:

The Policy is reviewed after a four-year period unless a need arises due to change of government regulations.