

Planned maintenance procedures for inspection and maintenance on Water Treatment Plant – Grease, Oil, Lubricate Plant.

Health & Safety and Operational Information

Hazard Indicators



Personal Protection



Health and Safety Information

- Health and Safety documentation.
- Working at Heights
- LOTO (Lock Out Tag Out)
- Traffic control
- Eye and hand protection compulsory due to high pressure of grease gun and service tools

Operation’s & Maintenance Documentation

- Design drawings
- Previous Service Report

Emergency Procedure / Escalation

Emergency

- Make “Site Safe” and isolate risks to people or property with resources at hand

Escalate if extra resources required or problems occur!

- Escalate to Team Leader and inform of the issues faced and/or expected resources required if necessary.

Additional Documentation

- Qualified Mechanical Fitter (maintenance of plant)
- Qualified Electrician (LOTO electrical where applicable)
- Qualified IQP (specialist tribology or plant supplier if rapid wear is evident)
- Site Safe ID / Construct Safe
- Machinery compliant (Scissor and Snorkel Lifts for overhead plant)
- Portable Scaffold

Required Skills, Competencies (Qualifications and/or Certifications)

Mechanical Fitter
 Plant Technician/Operator
 Electrician
 Licensed Service Agent (supplier)
 Independent Qualified Person (IQP)

Standard Operating Procedure

Required Equipment

Equipment and Information	Details
Fully Equipped Vehicle	Ensure vehicle, plant, equipment and materials appropriate to the day’s work schedule is available.
Specialist Equipment	Ensure specialist equipment required is available for utilisation.
Specialist Materials & Parts	Ensure you have loaded up all the required parts and materials required to undertake the maintenance work to be completed.
Specialist Equipment	Scaffolding
Specialist Equipment	Safety Barriers, Safety Cones with Barrier Bar, and Hazard tape.

Prepare to do the work

Action	Action Details
Pre Start Process	Complete the Daily Pre Start - Planning Reactive Maintenance <ul style="list-style-type: none"> - Include Hazard ID - Include Pre-Start Tailgate Meeting Undertake all tasks required in the Generic Planned Maintenance SOP.
Maintenance	All moving plant requires lubricating at various intervals with a variety of different greases, oils or lubricant- Ensure the correct grease, oil or lubricant is being used and correct amount of product is used on the plant. Refer to manufacturers recommendations and amend PM for future reference if not already recorded.
Compliance	LOTO-Lock Out, tag out when working on powered plant (If maintaining overhead cranes, pull the control pendant up to the work site)
Compliance	If working at height, use either portable scaffolding, a Scissor Lift or Snorkel Lift, inclusive of harness and lanyards.
Notifications	Notify Relevant Duty Officer or Team Leader & any applicable staff prior to all maintenance.
Notifications	Photograph all aspects of the inspection
Organise Inspection	Organise for internal resources to perform required tasks as per PM
Organise Maintenance	Traffic Management Plan - Coned and barriers in place when working overhead inside of buildings
Maintenance	Identify the correct lubricating points on each separate plant equipment

Perform the work

Action	Trade	Action Details
Maintenance	Mechanical Fitter	If plant is in use, please ensure it is isolated before performing the task.
Maintenance	Mechanical Fitter	Lubricate with correct apparatus. - check the correct amount of product is administered.
Maintenance	Mechanical Fitter	Remove or wipe excess lubricant from plant.
Maintenance	Mechanical Fitter	Hoist Chains: Check and lubricate chain drives and chain hoist units. Chain links must be within a tolerance range for its size-Refer to operator’s manual of the particular unit. Check lubricant is omitting any rust forming and that corrosion or wear is within tolerance
Maintenance	Mechanical Fitter	Check condition of oil in gearboxes and replace if dirty. Follow plant isolation process and drain into container fit for purpose. Remove any spillage and dispose of used lubricate into correct containment.
Maintenance check	Mechanical Fitter	Review any temperature readings that are available to ensure correct product is being used.
Maintenance check	Mechanical Fitter	Use vibration pen where applicable to ensure asset life expectancy is being reached due to correct lubricant being used