

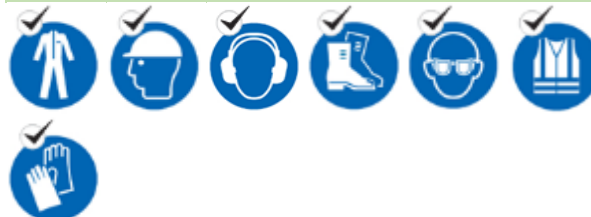
Planned maintenance procedures for inspection and maintenance on Water Treatment Plant - Hoist & Crane.

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

**Prepare to do the work**

Action	Action Details
<b>Pre Start Process</b>	Complete the Daily Pre Start - Planning Reactive Maintenance <ul style="list-style-type: none"> <li>- Include Hazard ID</li> <li>- Include Pre-Start Tailgate Meeting</li> </ul> Undertake all tasks required in the Generic Planned Maintenance SOP.
<b>Maintenance</b>	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.
<b>Compliance</b>	LOTO-Lock Out, tag out when working on powered plant (If maintaining overhead cranes, pull the control pendant up to the work site)
<b>Compliance</b>	If working at height, use either portable scaffolding, a Scissor Lift or Snorkel Lift, inclusive of harness and lanyards.
<b>Notifications</b>	Notify Relevant Duty Officer or Team Leader & any applicable staff prior to all maintenance.
<b>Notifications</b>	Photograph all aspects of the inspection
<b>Organise Inspection</b>	Organise for internal resources to perform required tasks as per PM
<b>Organise Maintenance</b>	Traffic Management Plan - Coned and barriers in place when working overhead inside of buildings
<b>Maintenance</b>	Identify the correct lubricating points on each separate plant equipment

**Perform the work**

Action	Trade	Action Details
<b>Maintenance</b>	<b>Mechanical Fitter</b>	If plant is in use, please ensure it is isolated before performing the task.
<b>Maintenance</b>	<b>Mechanical Fitter</b>	Lubricate with correct apparatus. - check the correct amount of product is administered.
<b>Maintenance</b>	<b>Mechanical Fitter</b>	Remove or wipe excess lubricant from plant.
<b>Maintenance</b>	<b>Mechanical Fitter</b>	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
<b>Maintenance</b>	<b>Mechanical Fitter</b>	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.
<b>Maintenance check</b>	<b>Mechanical Fitter</b>	Review any temperature readings that are available to ensure correct product is being used.
<b>Maintenance check</b>	<b>Mechanical Fitter</b>	Use vibration pen where applicable to ensure asset life expectancy is being reached due to correct lubricant being used