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| Revision Number: 00 | Title: | Preventative Maintenance Policy | |
| | | Prepared by: Burns Industrial Equipment | |
| Burns Industrial Equipment | Effective Date: May1, 2019 | ISO #: | |
| LOCATION: | Revision Date: 00 | Page: 1 of 1 | |
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Preventative Maintenance Policy

Our Company recognizes that the employees are our most valuable assets, and the most important contributors to our continued growth and success. Our Company is firmly committed to the safety of our employees. The Company will do everything possible to prevent workplace accidents and is committed to providing a **safe** working environment for **all employees**.

To further this goal, our Company has developed a Preventative Maintenance Policy effective 5/1/2019. The program has been implemented to make sure all equipment is maintained to safely operate according to the manufacturer's specifications.

1. An inventory list of equipment will be established and maintained so we know exactly what we have at all times.
2. Our company computer program will be utilized to track preventative maintenance and inspection of all equipment. We will follow the manufacturer's recommended maintenance schedule when we perform the maintenance to each piece of equipment.
3. All maintenance records will be kept in the history files of the company computer system. This will allow a simple report to review everything that has been done to a piece of equipment.
4. When equipment is found to need repairs, it will be scheduled with the shop to complete those repairs needed. If it is found that the equipment requires expensive repairs, it will be evaluated for replacement.