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	SAFETY, HEALTH, ROAD TRANSPORT, ENVIRONMENTAL & QUALITY STANDARD ARD		SHE2.10-F01
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OFFICE, PLANT & EQUIPMENT MAINTENANCE

(SARMA Audit document January 2017 version 1 reference number:

Section A, Element 2, Item 2.6.6;
 Section A, Element 2, Items 2.6.8 & 2.6.18;
 Section B, Element 3, Items 3.7 & 3.22;
 Section B, Element 5, Item 5.1.2;
 Section B, Element 9, Items 9.2, 9.5 & 9.7;
 Section B, Element 10, Items 10.1, 10.3 & 10.4;
 Section B, Element 11, Items 11.1 & 11.2;
 Section B, Element 12, Items 12.2, 12.3, 12.4, 12.6 & 12.8;
 Section B, Element 13, Item 13.2;
 Section C, Element 3, Item 3.1;
 Section D, Element 3, Items 3.1 & 3.5.;
 Section E, Element, Item 1.5. and
 Section F, Element 6, Items 6.1, 6.3. & 6.13)



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1. PURPOSE

The purpose of this standard is to ensure that:

- 1.1 All offices and equipment are identified and maintained to ensure that optimum availability and reliability of intended use is realised in a safe and cost effective manner;
- 1.2 An effective maintenance system is established and implemented with effective reports and indicators and
- 1.3 OHS Act No. 85 OF 1993 requirement for office and equipment are covered in the applicable contents of the maintenance packages.

2. SCOPE


- 2.1. This procedure applies to **EMPLOYERS**.

3. RESPONSIBILITY AND ACCOUNTABILITY

- 3.1 The Section 16(2) Appointees [\[SHE5.11-F02-3\]](#), assisted by Health and Safety Reps shall ensure that all critical office and equipment at the facility are identified, maintenance packages developed per policy, scheduled maintenance carried out and systems in place for the monitoring of performance of said equipment;
- 3.2 The Section 16(2) Appointees [\[SHE5.11-F02-3\]](#), assisted by Health and Safety Reps [\[SHE5.11-F02-8\]](#) are responsible for ensuring schedules [\[SHE1.11-F02\]](#) are executed and completed within the applicable time frame and
- 3.3 The Section 16(2) Appointees [\[SHE5.11-F02-3\]](#) will be responsible to assist the relevant Health and Safety Reps [\[SHE5.11-F02-8\]](#) in meeting the requirements.

4. DEFINITIONS AND ABBREVIATION

- 4.1. **Office, Lab and Batching plants:** All value chain capital equipment that is utilised in the running of the business;
- 4.2. **Critical Office:** Office that is of a nature that, when not available, will result in high downtime and serious complications in the running of the business and customer service;
- 4.3. **Planning:** A formal system to ensure effective and efficient task and resource allocation. Effective problem solving and failure analysis techniques are utilised, resulting in continually improving the maintenance programmes [\[SHE1.11-F02\]](#) and identifying more effective methods of maintaining [\[SHE1.11-F02\]](#);
- 4.4. **Supplier Participation Programme:** It is identified that the Supplier is a vital part of the value chain. The process promotes enhancement of the relationship, which results in the improvement in service level, thereby ultimately reducing downtime;

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4.5. **Cost Management:** Optimised maintenance costs by eliminating waste and

4.6. **Facility management team:** Include all managers and the batch plant manager.

5. LEGAL AND OTHER REQUIREMENTS

5.1 General

No.	Document Number	Description
5.1.1.		Electrical Machine Regulation 6(5) - Tag-out
5.1.2.		Electrical Machine Regulation 8(5) - Check for zero potential
5.1.3.		General Machine Regulation 2 - 17, 19, 20(1)(a)
5.1.4.		General Machine Regulation 2(1) Competent person in charge of machinery
5.1.5.		General Machine Regulation 3 - Safeguarding
5.1.6.		General Machine Regulation 6 - Start/Stop devices
5.1.7.		General Safety Regulation 2(3)(d) - Lockout devices to be provided.
5.1.8.		Occupational Health and Safety Act No 85 of 1993/ Facility regulations

5.2. Legal Reference.


5.2.1. Legal Register

5.3. Other Requirements.

5.3.1. Local authority requirements.

6. RECORDS

Rec. Nr.	Reference Nr.	Description	Storage Space	Retention Time
6.1.	EMPLOYERS [SHE0.00-F03]	Action and deviation records		
6.2.	EMPLOYERS [SHE5.11-F02], [SHE5.11-F03] , [SHE5.11-F05]	Appointment Letters – 16(2), GMR 2(1) 2 (7)		
6.3.	EMPLOYERS	Asset Care Maintenance Strategy and Policy		

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6.4.	EMPLOYERS [SHE1.11-F05] & Various others	Inspection records		
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7. PROCEDURE

- 7.1. All potential failures (electrical, mechanical and instrumental) are identified that can cause business downtime or interruption of customer service and
- 7.2. Office/ plant management does necessary analysis of problem and derive at correct preventative action, deciding on resource application and intervals of inspections.
 - 7.2.1. Appropriate maintenance inspection tasks/work instructions are then developed with the aim of preventing potential failures at set intervals as identified by the management team;
 - 7.2.2. Inspection tasks are uploaded into the Risk Assessment [SHE5.02-F02-1] and Inspection register and the master documents are registered on the configuration management system and
 - 7.2.3. Inspection schedules [SHE0.00-F02] will be allocated to the applicable maintenance resources.

7.2 PROBLEM SOLVING


- 7.2.1. Formal problem solving is required to be executed in the event of downtime, quality deviations from spec, high product/process losses and high cost. **EMPLOYERS** Offices are required to have problem-solving triggers in place that will trigger the need to carry out problem solving;
- 7.2.2. First line problem solving (5 WHY?) is carried out in the event of any breakdown >2 minutes and/or operation stoppages and
- 7.2.3. Where equipment failures, inclusive of quality defects and variable losses occur, depending on nature of the failure part of the loop closure will be the revision of the maintenance package and/or process if required, and the training of staff.

7.3. CHANGE MODIFICATION CONTROL

Formal change modification control for all changes in maintenance packages are carried out.

8. ASSOCIATED DOCUMENTATION

No.	Description	Document Number
8.1.	Survey building and structure.	
8.2.	Maintenance schedules.	

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8.3.	Plants checklists.	
8.4.	Method statements.	
8.5.	Non-conformances/ cards.	