

# Equipment Maintenance Standard

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## Revision History

Version	Date	Description	Comments
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## **1. Objective**

Standard OPT-T-2016-006 was prepared to ensure all equipment well maintained and operated, and to guarantee all operation job done smoothly, to deliver high service quality.

## **2. Scope**

This standard applies to all OPT employees.

## **3. Responsibilities**

- The president of OPT is responsible for review and final approval of the standard.
- The General Department of OPT is responsible for organization of standard modification based on internal and external feedback.
- All OPT employees are should comply with this standard.

## **4. Workshop, Equipment and Facility Management**

### **4.1 Responsibilities**

- Department/segment manager is responsible to provide necessary spare parts, tools, facility and competent maintenance personnel, and ensure all maintenance job conducted following this standard.
- Maintenance Technicians are responsible for scheduled preventive maintenance, trouble shooting, spare parts management, maintenance records checking and documenting.
- Cementing operator is responsible for on-site equipment maintenance, and assistant operator is for equipment maintenance assistance. All field personnel should operate the units as per OPT standard, operator will get penalty for any equipment breaking down or job delayed due to violation of this standard.
- Employee who intentionally damage company assets must compensate for the original price.

### **4.2 Pre-job Equipment maintenance check**

Before every single job, job supervisor and all operators should check the equipment status following

the check list one by one, find out the problem and fix it timely, make sure the units run in a good condition.

### **4.3 Post-Job Maintenance Check**

After every job, job supervisor and all operators should make a detailed record of the equipment (pre-job, post-job check list). Fix and report all of the problem met in the job. If operator couldn't handle the issue, report it in time and record the problem. Document the maintenance records for the next need.

### **4.4 Equipment Routine Maintenance**

For routine maintenance, run the units 20min-30min every week to check status of the unit. Conduct maintenance for any countered problem.

### **4.5 Equipment Maintenance I**

When the use time of equipment engine reach up to any condition of the below requirements, Maintenance crew must do Equipment Maintenance I. Check out potential problem, fix it and make units run in a good condition.

- Engine hour up to 400hr
- Time up to 180 days
- Vehicle mileage up to 10,000km

### **4.6 Equipment Maintenance II**

When the use time of equipment engine reach up to one year or any condition of the below requirements, Maintenance crew must do Equipment Maintenance II. Check out the potential problem, fix it and make units run in a good condition.

- Engine hour up to 1200hs
- Vehicle mileage up to 50,000km