

Subject: PPPL Preventive Maintenance Program	Effective Date: June 15, 2001	Initiated by: Head, Engineering and Technical Infrastructure
	Supersedes: Revision 0, dated 8/7/98	Approved: Director

Applicability

This procedure applies to activities at C and D-Sites of the Laboratory.

Introduction

This procedure describes the Laboratory Preventive Maintenance (PM) program. The program is to be implemented using a graded approach, consistent with DOE requirements and guidance. Availability and reliability is the goal of the PM program.

The PPPL Preventive Maintenance (PM) program consists of two components:

1. The Engineering & Technical Infrastructure Department is responsible for PM of the Laboratory's technical infrastructure and experimental devices and equipment that support experimental device operations. Database administration and records for the Engineering & Technical Infrastructure Department PM system is accomplished by the PPPL Operations Center.
2. The M&O Division is responsible for PM of non-experimental systems and equipment, such as the central plant, D-Site Cooling Tower, fire protection system and general plant facilities. The Maintenance and Operations (M&O) Division maintains its own separate PM database and records.

Definitions

PM Program Administrator - The PPPL Operations Center performs this function for PM of project, technical infrastructure and experimental devices. The Maintenance and Operations (M&O) Division Data Systems performs this function for non-experimental systems and equipment.

Reference Documents

DOE Order 430.1 Life Cycle Asset Management

Procedure**Responsibility**

Responsible Line
Managers (RLMs)

Action

1. Assign responsibility for PM of areas, systems, equipment, and components (e.g. NSTX, D-Site MG, Fire Protection systems) to their subordinate Systems Engineers.

NOTE 1:

The Division Head of Maintenance & Operations is the RLM who assigns System Engineer responsibilities for preventive maintenance of non-experimental systems and other facilities and equipment that fall under the auspices of the M&O Division.

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|-------------------------------|---|
| System Engineer | <ol style="list-style-type: none"> 2. a. Specify which equipment should be part of the PM program (utilizing guidelines specified in Attachment 1) by completing a data entry form for each identified piece (see attachment 2 for example of form). This step includes specifying the required PM frequency and the work to be accomplished. <li style="padding-left: 20px;">b. Forward the completed forms to the PM Program Administrator. |
| PM Program Administrator | <ol style="list-style-type: none"> 3. Enters the data into the PM Program Data Base 4. Print PM activity cards periodically for PM activities scheduled. Attachment 3 is an example of an activity card. 5. Forward PM activity cards to the respective System Engineer identified for that activity. |
| System Engineer | <ol style="list-style-type: none"> 6. Coordinate PM activities with the Cognizant Individual for performing the activity. |
| Cognizant Individual | <ol style="list-style-type: none"> 7. Perform PM as specified on the card 8. Complete the card certifying that the activity was completed and return the card to the System Engineer or directly to the PM Program Administrator (see NOTE 2), as designated by the System Engineer. |
| System Engineer / M&O Manager | <ol style="list-style-type: none"> 9. Review and forward completed activity cards to the PM Program Administrator. <p>NOTE 2:
The System Engineer has the responsibility and authority to a) determine that activity cards were completed appropriately, and b) approve any incomplete or cancelled PMs (based on due consideration of the PM history and other appropriate factors for the particular equipment).</p> |
| PM Program Administrator | <ol style="list-style-type: none"> 10. Update the PM Data Base with input from the returned activity card. 11. Prepare and distribute periodic reports on the status of the PM Program to Responsible Line Managers (RLMs), System Engineers, the Head of Engineering and Technical Infrastructure, the Head of M&O, and the M&O Manager, as appropriate. |

Attachments

Attachment 1 - Guidelines for Items Requiring PM

Attachment 2 - Example Data Entry Form

Attachment 3 - Example PM Activity Card

Preventive Maintenance should be required whenever one or more of the following criteria is met:

1. Failure of an item could be made less likely by performing routine preventive maintenance
2. Manufacturer's recommendation specifies a routine preventive maintenance activity cycle.
3. Item requires periodic calibration.
4. Code requirements.

**Preventive Maintenance (PM)
Equipment Entry/Change Form**

Project: _____

Submitted by _____ Ext. _____ New or Change Date _____

PM ID No. _____ (needed for CHANGE form / generated by computer for NEW form)

System Name (Circle one) CCD WS DFS NT TGS FAC TOK DPI TRE RF
ECS NB DG PPC AC TVP VAC

Subsystem Name (level 1) _____

Subsystem Name (level 2) _____

Subsystem Sort Code (optional) _____

Item ID or Serial No. _____

Item Name _____

Item Location _____

PM Procedure Number _____ - _____ - _____ Revision Number _____

Performing Person _____ Ext. _____ Location _____

Supervisor _____ Ext. _____ Location _____

Life Expectancy of Component (Optional) _____ Hours Days Months Years (Circle one)

Short Description of Work _____

Required PM Interval in Days _____ Delinquent Notice Sent After _____ Days

Date of Last PM _____ **OR** Start of New Cycle _____

Performing Organizational Code _____ (From Home/Project Demographics list)

Signature: (Division Representative) _____ Date _____

Example PM Activity Card**Attachment 3**

Supervisor Name

Issue Date

Must Be Completed By

PM ID

ENGINEERING DEPT. PM ACTIVITY CARD

Description of Work

System Name

Subsystem Name - Level 1

Subsystem Name - Level 2

Subsystem Sort Code

Item ID

Item Name

Item Location

PM Procedure

Revision Number

Life Expectancy

Performing Person

Completion Date:

Initials:

Use reverse side for Comments