SOP Reference #:   MAIN007

Operation/Task:	**Total Preventative Maintenance**			Equipment:	**N/A**	
Owner:	Manufacturing Manager	**Date Created:**	5/28/14	**Department:**	Manufacturing Support	
		Revision History:	See last page			

ALERTS (see below):   Critical Step ◆   Quality Check ☑   Tip ☺   Team Safety ✚

Purpose: This SOP/work instruction describes the process of managing ENPOINTE equipment maintenance.

Step #	Alerts	Step Description - "What to Do"	"How to Do it"	"Why to Do it"
1		Determine TPM needs	Equipment operator reviews TPM machine logbook to determine maintenance frequency and tasks that need to be completed.	To ensure TPM's are completed in a fashion to move the business forward safely and with properly running equipment.
2	◆	Perform tasks	Each task should be completed at the specified intervals paying attention to details that may require additional level maintenance care. If issues found, submit a track-it so that maintenance department is made aware and can prioritize the efforts to address. Review work area to determine if work can be done safely. Review that parts and/or supplies are available. Review that the necessary tools or equipment are available. Review the need for outside support. If work cannot be completed for any reason, notify Department Manager.	Equipment must be maintained to function properly, if TPM can not be done as per the requirements, management needs to be made aware.
3	◆	Update status of the TPM	Initial and date the TPM machine checklist	To communicate that the TPM requirement has been completed.

Notes:

Definitions:

Track-IT – Electronic work order logging system

TPM– Total Preventative Maintenance

Revision History	Description of Changes	Requested by	Date
Rev 1	Revised SOP to new format	Rick Hamann	5/28/14
Rev 2	Added Revision History table	Rick Hamann	8/1/16
Rev 3	Updated to current SOP format; branding updates: font, company name; Manager review – Rewrote as there was a change to the responsibility of TPM.	Rick Hamann	4/21

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Rev. Date 4/20