








SOP Reference #: MAIN009

Operation/Task:	<b>Power Industrial Truck (PIT) Maintenance</b>			Equipment:	<b>N/A</b>
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 is designed to provide ENPOINTE employees with the use of safe and properly maintained Power Industrial Trucks.

Step #	Alerts	Step Description - “What to Do”	“How to Do it”	“Why to Do it”
1		Annual maintenance of PIT.	Currently, all PIT maintenance is outsourced to providers with certified mechanics. The use of certified mechanics to perform PIT maintenance is an ENPOINTE requirement.	To ensure maintenance is performed accurately.
2		Record retention of PIT maintenance	Records of outsourced PIT maintenance will be retained by accounting.	Records will be traceable to each PIT owned and/or operated by ENPOINTE. These records will be made available for safety audits including OSHA.
3		PIT not passing inspection	Remove the key	Prevent potential safety hazard of a PIT not operating correctly.

Notes:

Reference:1910.178(q) OSHA requirements for the maintenance of powered industrial truck

Definitions:

**PIT** – Power Industrial Truck

Revision History	Description of Changes	Requested by	Date
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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 – no changes	Rick Hamann	4/21

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Rev. Date 4/20