**Sample Preventative Maintenance Program Policy**

It is the policy of this company to maintain all tools, equipment vehicles and facilities in a condition that will maximize the safety of all personnel.

To accomplish this, a “Maintenance Program” shall be maintained and shall include the following components:

* Adherence to applicable regulations, standards, and manufacturers specifications
* Maintenance work will be only performed by qualified and licensed personnel
* Maintenance schedules will be maintained on all tools and equipment as per manufacturers specifications, recommendations and in compliance with all respective regulations
* All work will be documented and kept on file for the life of the piece of equipment
* Effective removal of defective tools, equipment or vehicles from service. Equipment will be tagged as defective.

The supervisor shall be responsible for the application of the program in his/her area of responsibility.

Signed: Date: