

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: _____