 ACACIA FOREST INDUSTRIES SDN BHD STANDARD OPERATING PROCEDURE OPERATIONS	Document No.: AFI/SUPP/03	
	Date Issued : 03/03/2012	
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Section: INFRASTRUCTURE	Work Scope Area: WHOLE FMA	Revision No: 1
Activity: MAINTENANCE OF MACHINERY, VEHICLES AND EQUIPMENT		Responsible Person: Infra Manager
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STANDARD OPERATING PROCEDURE

1. Title Maintenance of Machinery, Vehicles and Equipment

2. Objectives

- to maintain company assets, machinery, vehicles, equipment, tools and other assets in good working order and condition
- to ensure high operational efficiency
- to minimize costs of maintenance and repairs
- to ensure that company assets are taken care of at all times and not abused or misused by anyone

3. Person(s) in charge

Infra Manager (IM, lead function), Work Shop Mechanic (WSM), Operator/Driver.

4. Justification and scope


Prevention of machinery and equipment failures through early detection, and early repairs of damages and malfunctions are important measures to maximize productivity and minimize down times. In addition, operational safety of all machineries and equipment is enhanced and hence, risks of accidents and injuries to operating staff are reduced. All these measures contribute to increase the overall life time of the company assets increased.

Another positive effect of preventive care is a contribution to reduced operating cost.

5. Procedures

- (1) The primary responsibility for functionality and safety of the company asset rests with the responsible Operator/ Driver.
- (2) The responsible Operator shall undertake all reasonable efforts to handle the entrusted asset with due care and diligence, and according to the manufacturers operating manuals / instructions.
- (3) Daily visual inspections for functionality and safety shall be carried out by the responsible Operator before starting and operating the machinery, vehicle or other equipment. Operator to follow routine checking procedures as prescribed by the manufacturer.
- (4) Regular monthly inspections to be carried out by the WSM separately for each asset unit.

PREPARED BY	APPROVED BY
INFRA MANAGER	SUPPLY CHAIN MANAGER

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- (5) Functional and visual check of general conditions and need for repair of each item is carried out by the WSM, using the company's service and repair checklists and intervals.
- (6) WSM to maintain monitoring checklists for functionality and safety, for identification of repair needs, spare part orders, and replacements made. All monitoring checklists shall be kept and maintained at the Bongkol Site Office.
- (7) Any repairs or servicing shall be carried out immediately after detection (PIC: responsible Operator), or when due according to prescribed maintenance schedules, and as soon as spare parts ordered have arrived on site. If repairs cannot be carried out immediately the WSM shall store and safely keep the spare parts in the Workshop container. PIC is the WSM.
- (8) In case of loss or damages or malfunction caused by abuse, misuse, wrong operation of any company asset the responsible Operator of the asset must be instructed and/or retrained in proper care and handling of the concerned item. PIC for giving instructions and retraining is the WSM.
- (9) *The company reserves the right to either partially or fully recover the cost of asset repairs from the responsible Operator, in cases where any such damage has been caused by abuse, misuse, neglect or careless operation.*
- (10) In case of breakdowns the responsible Operator shall inform the Infra Manager and Office Manager of the Bongkol Site Office, reporting about the location and cause of breakdown. The Infra Manager or his appointed Deputy shall determine whether the machinery/vehicle/equipment shall be repaired on-site, or whether it must be transported to the company's own or external workshop.
- (11) In case no on-site repair is possible, due to heavy damage or high operating risk or otherwise unsafe operation, the affected asset/unit must be taken out of duty until full repair has been carried out. The decision is made by the Infrastructure Manager.
- (12) The Infra Manager or his appointed Deputy shall arrange for spare/service parts, or for transportation to the nearest qualified external workshop in Pitas, Kota Marudu, or Kota Kinabalu.

6. References

- Monthly records of Function, Service and Repair Checklists
- Operating Manuals of Machinery, Vehicle and Equipment Manufacturers

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