

HEXATECH	COMPANY ADMINISTRATION	Issue No.: 1	Document Effective Date: 01 Mar 2017	Page 1 of 1
	Office Equipment Maintenance Procedure	Revision No.: 0		Document Ref: AD-PRO-04

Purpose:	To provide guidelines on planned preventive maintenance and breakdown repairs of the all the key process office equipment to ensure continued process capability as a part of process control and resource management.
Scope:	This procedure shall apply to the upkeep of office equipment at the Company.
ISO Reference:	MS ISO 9001:2015 Clause No. 7.1.3

Step	Activity	Responsibility	Reference
1	<p><u>Responsibilities:</u></p> <p>(1) Administration Executive (AE) shall be responsible to prepare the infrastructure preventive maintenance checklists for all the Company's office equipment.</p> <p>(2) Managing Director (MD) is responsible to approve and review the preventive maintenance checklists to ensure the effectiveness of the preventive maintenance.</p>	<p>AE</p> <p>MD</p>	
2	<p><u>Implementation of Preventive Maintenance for Office Equipment</u></p> <p>AE shall prepare the preventive maintenance checklists for maintenance of the office equipment in order to ensure no disruption to the office supporting processes.</p> <p>The office equipment maintenance checklist and its maintenance frequency shall be reviewed and approved by MD to ascertain its effectiveness.</p>	<p>AE</p> <p>MD</p>	Preventive Maintenance Checklists - Office Equipment
3	<p><u>Addressing Office Equipment Faults</u></p> <p>On discovery of any faults on the office equipment, AE shall immediately report the matter to PURE and record details of the faults on the checklist and take immediate remedial or repair action.</p>	AE / PURE	

End