OpsAuditHub opsauditihub.com	DOC ID: **SAF-0140**	REVISION: **Rev 2.4 (2026)**
	STANDARD: **OSHA 29 CFR 1910.303 & ISO 45001 Clause 8.1.2**	AUDIT FREQUENCY: **Monthly Audit**

Preventative Maintenance Schedule Sop Template

Operational Scope: Defines the mandatory preventive maintenance scheduling protocols across all heavy manufacturing and industrial processing assets. Mitigates unexpected equipment failure hazards, prevents catastrophic safety incidents, and ensures full compliance with statutory maintenance mandates.

MANDATORY PPE:	Safety Glasses (ANSI Z87.1), Steel-Toe Boots (ASTM F2413), Hard Hat (ANSI Z89.1), Cut-Resistant Gloves (ANSI Cut Level A4), High-Visibility Vest (ANSI/ISEA 107)
PREREQUISITES:	Verify proper Lockout/Tagout (LOTO) isolation is applied in accordance with energy control procedures. | Ensure maintenance work zone is cordoned off with appropriate warning signage and physical barriers. | Review manufacturer baseline specifications and historical fault logs prior to beginning service tasks.

MECHANICAL & DRIVE TRAIN VERIFICATION

#	COMPONENT / ITEM	VERIFICATION CRITERIA & ACCEPTANCE STANDARD	SEVERITY	STATUS
1	**Drive Belts and Pulleys**	Inspect belts for fraying, cracking, or glazing; measure tension deflection to ensure alignment with OEM tolerances.	Warning	[ ] PASS [ ] FAIL [ ] N/A
2	**Gearbox and Lubrication Reservoirs**	Verify oil levels meet sight glass indicators, inspect for active shaft seal leaks, and test for abnormal operational vibration.	Critical (Immediate Out of Service)	[ ] PASS [ ] FAIL [ ] N/A
3	**Bearings and Pillow Blocks**	Check for excessive thermal output using an infrared thermometer and ensure grease fittings are unblocked and serviced.	Warning	[ ] PASS [ ] FAIL [ ] N/A
4	**Guards and Interlocks**	Verify all mechanical nip-point guards and rotating shaft covers are securely fastened and safety limit switches trip instantly.	Critical (Immediate Out of Service)	[ ] PASS [ ] FAIL [ ] N/A

ELECTRICAL & CONTROL PANEL INTEGRITY

#	COMPONENT / ITEM	VERIFICATION CRITERIA & ACCEPTANCE STANDARD	SEVERITY	STATUS
5	**Main Enclosure Disconnects**	Inspect enclosure seals, verify door latch mechanisms operate cleanly, and confirm absence of dust ingress or moisture.	Standard	[ ] PASS [ ] FAIL [ ] N/A
6	**Terminal Connections and Bus Bars**	Perform torque verification on high-amperage power terminals; check for signs of thermal discoloration or arcing.	Critical (Immediate Out of Service)	[ ] PASS [ ] FAIL [ ] N/A
7	**Emergency Stop (E-Stop) Circuits**	Activate every mapped E-Stop pushbutton to confirm direct signal relay to safety PLCs and immediate power dump.	Critical (Immediate Out of Service)	[ ] PASS [ ] FAIL [ ] N/A
8	**Sensors and Calibration Probes**	Test optical, inductive, and thermal feedback sensors for accurate reading transmission to the central control station.	Warning	[ ] PASS [ ] FAIL [ ] N/A

PNEUMATIC & HYDRAULIC SYSTEM CONTROLS

#	COMPONENT / ITEM	VERIFICATION CRITERIA & ACCEPTANCE STANDARD	SEVERITY	STATUS
9	**Hoses, Fittings, and Valves**	Check flexible lines for blistering, kinking, or weeping joints under operating pressure; confirm directional valve actuation.	Warning	[ ] PASS [ ] FAIL [ ] N/A
10	**Pressure Regulators and Relief Valves**	Verify system operating pressure matches engineering placard and test relief valve pop-off setting functionally.	Critical (Immediate Out of Service)	[ ] PASS [ ] FAIL [ ] N/A
11	**Air Preparation Units (FRL)**	Drain accumulated moisture from filter bowls automatically or manually; verify oil drip rate in lubricator units.	Standard	[ ] PASS [ ] FAIL [ ] N/A

Certified Maintenance Technician / Lead Millwright Signature: _____	**Date / Time:** _____	**Badge / Cert #:** _____
Plant Operations Manager / EHS Director Sign-off: _____	**Review Date:** _____	**Audit Status:** [ ] Approved [ ] Rectify

COMPLIANCE NOTICE: This document must be archived for a minimum of 12 months in accordance with workplace safety recordkeeping guidelines.

DIGITAL INSPECTION UPGRADE: Run this audit on mobile/tablet, attach photos & automate compliance records. Start Free Mobile Audit →