

<b>Safety Policy &amp; Procedure Manual</b>		Section: 1.0	Date: 11-03-2015
		Revision: 0	
Subject: <b>Equipment Management/Preventative Maintenance Policy</b>			

## Purpose

The purpose of this policy is to ensure that assets are protected, maintained, and managed so that they reach their maximum potential in the safest possible manner.

## Scope

This procedure applies to all Light Tower Rentals assets. The primary goal of this equipment management program is to ultimately decrease the amount of unscheduled equipment maintenance by performing all Preventative Maintenance recommended by the manufacture.

## Responsibilities

This Policy shall be administered by all branch locations.

This Policy shall come onto force and effect on the day of passage.

This policy shall be reviewed annually.

### Asset Creation

- Inventory of the company's machinery/equipment is established and kept current. When new equipment is acquired, it is added to the inventory.
- Upon invoice for an asset, the fleet administrator will designate a number for the asset and enter that asset into our tracking system (Trakquip), and the CMMS (eMaint).
- The fleet administrator will be responsible for maintaining current registration of the trailer for the asset.

### Asset Tracking

- When there is an asset rented, moved, or released from rental, the Branch Administrator will make the changes on a rental ticket in Trakquip.

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- If an asset is out of service, it will be placed in the Repair center in Trakquip preventing it from being rented.
- In the event of a leased asset being replaced with another, the change will be made in Trakquip by the branch administrator.

### Out of Service

- Defects observed in machinery or equipment shall be reported to a supervisor and must be repaired or replaced before being used again.
- When an asset becomes (out of service) with an operational failure, it is moved to the repair center in Trakquip. In eMaint a corrective work order is opened on the asset and assigned to a technician.
- Only after the condition has been corrected can the work order be closed, and the asset moved back into active rental inventory in Trakquip.

### Preventative Maintenance

- A preventive maintenance schedule is established based on manufacturer requirements and industry standards.
- Equipment is to be properly serviced at regular intervals by a person that is trained and qualified to perform the manufacture required servicing. This servicing is to be conducted at various intervals.
- All Preventative and Regular Maintenance shall take into account the manufactures recommendations.
- Manufactures recommended Maintenance tasks will be stored in eMaint, and work orders will automatically open based on time/engine hour intervals.
- The Manufactures Preventative Maintenance program will outline specifically what maintenance will be performed at the recommended intervals. The maintenance records will be stored electronically in eMaint.

### Training

- All employees involved in performing maintenance on equipment will be trained.

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- It is the responsibility of the Branch Managers or Shop Foreman to follow up on the corrective action (to be determined on a case by case basis) to ensure that the corrective actions have been completed.

It is the responsibility of the Managers to ensure the employees follow the Equipment Management/ Preventative Maintenance Policy.