

INTRODUCTION

The program provides guidance for the equipment maintenance strategy based on inspecting, maintaining, repairing or replacing machinery, tools and equipment throughout prep, filming and wrapping production.

1. PURPOSE

- a. Ensure the safety of all production crew members, cast, visitors, contractors and staff
- b. Ensure the safe operation of machinery, tools and equipment.
- c. Comply with Provincial regulatory requirements

2. SCOPE

All equipment used by production crew and staff.

3. RESPONSIBILITIES

- a. Role of Production Management (Executive Producer, Line Producer, UPM)
 - i. provide the direction and resources necessary to support the preventative maintenance program
 - ii. ensure that crew members and staff are aware of and comply with the guidelines within this program
- b. Role of Supervisors (Department Heads/Coordinators, Keys)
 - i. inventory and track equipment in their department that may require maintenance/scheduled servicing.
 - ii. ensure a preventative maintenance schedule is in determined.
 - iii. ensure equipment operators/users are aware of the maintenance requirements, schedules and the process for tagging out and turning-in equipment for repair.
 - iv. assigning a responsible individual to act as the central point of receipt for all equipment that requires maintenance and repair above the user level's abilities/responsibilities.
 - v. periodically review status of equipment requiring service/repair/replacement.
 - vi. set a timeline for corrective measures.
- c. Role of Individuals (Crew Members, Staff)
 - i. be aware of all manufacturer's recommendations for safe operation of equipment, tools and machinery.
 - ii. use equipment in a safe manner
 - iii. tag, remove from service and report any equipment, tools or machinery that needs service, is not functioning properly or damaged.
- d. Role of Production Safety Coordinator/Advisor

- i. provide advice and support on preventative maintenance activities

- ii. audit and recommend improvements to the preventative maintenance program
- e. Role of Contractors
 - i. work in compliance with BC regulatory requirements
 - ii. provide production proof of preventative maintenance of equipment, tools and machinery
- f. Role of the Joint Health and Safety Committee
 - i. review the effectiveness of the preventive maintenance program during inspection as it relates to compliance with safety standards and legislative requirements
 - ii. make recommendation on changes to the preventive maintenance program to increase efficiency or eliminate deficiencies

4. PROCEDURAL GUIDELINES

- a. Maintaining a Preventive Maintenance Inventory Schedule
 - i. Supervisor will review equipment, tools and machinery that fall under their authority and determine if there is a requirement for a preventive maintenance schedule based on manufacturer's recommendations and regulatory requirements. If it is determined that equipment requires a preventive maintenance schedule, the supervisor will add it to the preventive maintenance inventory list record.
 - ii. Supervisor will assign the preventive maintenance of equipment to a qualified inspector to perform the maintenance activities or send the equipment, tool, machinery out to a qualified contractor to perform necessary inspection/maintenance/service/repair.

Appendix A:

PREVENTATIVE MAINTENANCE RECORD FOR

Date	Inspector Title	Inspector Name

Department _____

Turned in by (Name/Title/Dept) _____

Type/Model of Equipment _____

_____ Regular Scheduled Maintenance

_____ Repair

_____ Replacement

Description of Deficiencies (if any)

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Recommended Corrections

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Supervisor Name/Title _____

Submitee Signature _____

Inspector Signature _____