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| | Berry Bros. General Contractors, Inc. Corporate Policy Procedure (HSE) Health, Safety & Environmental Policies and Procedures Manual | |
| Issue Date: 08-04-2011 | | Section # 61 |
| Page: 1 of 3 | | Doc # SWP -61 |
| Approver: Joe Berry | | Revision: 2 |
| PREVENTATIVE MAINTENANCE PROGRAM | | |

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SUBPART A- PURPOSE

Berry Bros. General Contractors, Inc. strives to satisfy our customers by providing superior, experienced-based services; while protecting the environment and remaining steadfastly committed to the safety of our employees

BBGCI recognizes that in order to perform our work and keep our employees safe, it is of the utmost importance to maintain our equipment in top working order to prevent injury, property damage, environmental damage, and complete the projects on time.

Notwithstanding, this program is designed to address the preventive maintenance of our equipment so that we can provide our clients with the best equipment and services available.

SUBPART B - POLICY

BBGCI utilizes Fleetio to manage our preventative maintenance program. This system has a full inventory of BBGCI's equipment and is purged daily to ensure we have a current up to date list of our equipment. Fleetio helps us manage:

- Asset Management
- Fuel Management
- Issue Management
- Service History
- Preventative Maintenance Scheduling
- Vehicle Assignments
- Fleet Operations Reports



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All maintenance of equipment has been established based on manufacturer and industry standards or best practices and will be completed by individuals that are knowledgeable and or certified mechanics.

In addition, when required by law or recommended by the manufacturer, a daily inspection has been developed and it too will be documented.

Defective or damaged equipment will be reported to a supervisor and shall be tagged and taken out of service immediately. Before the equipment can be used again, repairs must be completed and or the equipment must be replaced.

Once the equipment has been repaired or replaced, the appropriate personnel will be notified so that the equipment may be put back into service.

SUBPART C - RESPONSIBILITY

Operators

- Perform a documented equipment inspection and document any non-conformities before use. Depending on the severity of the non-conformity will result in the use or tag out of the equipment.
- Ensure the documented inspection gets to the appropriate personnel.
- Perform daily maintenance in accordance to manufactures guidelines.

Management

- Ensure overall compliance with the preventative maintenance program.
- Follow up with non-conforming issues until completion

Preventative Maintenance Assistant?

- Input any inspections and assign non-conforming issues to the appropriate personnel.
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SUBPART D - RECORDKEEPING

All preventive maintenance of equipment will be documented and maintained for the life of the equipment and will be accessible on Fleetio. If the equipment is sold or scrapped, the records will be transferred with the equipment or destroyed depending upon the status of the piece of equipment.



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In addition, when required by law, daily inspections will be documented and kept too. Yearly third party inspections are completed as required and the records are maintained within Fleetio.

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5-23-18

Approved By: Joe Berry & Safety Committee
