**PLANNED MAINTENANCE PROCEDURE**

1. **PURPOSE**

Preventive maintenance is predetermined work performed to a schedule with the aim of preventing the wear and tear or sudden failure of equipment components of Titan Drilling.

1. **SCOPE**

This procedure applies to Titan Drilling mechanical, hydraulic and electrical equipment periodic preventative maintenance and repair.

1. **RESPONSIBLITIES**

Preventative maintenance and repair will be managed by the Workshop and Maintenance manager(s) of Titan Drilling in accordance with the policy of the company.

1. **PROCESS**

**Daily Maintenance**

* Daily maintenance is performed by Maintenance on each piece of equipment as indicated on the daily checklist.

**Periodic Maintenance**

* The maintenance schedule is checked daily by Maintenance personnel for equipment due for maintenance.
* 250 hours –
* 1000 hours -

**PERFORM MAINTENANCE**

* Maintenance is performed on the equipment by maintenance personnel or other designated individuals as indicated on the instructions for each piece of equipment.

**RECORD MAINTENANCE**

* The maintenance is recorded by the person performing the maintenance on the appropriate log or checklist after the work is performed.

**Notes:**

1. If any repair is necessary, the operator records the problem on the pre-start checklists

2. Any repairs performed on equipment shall be recorded on the Workshop Job Card

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| **RESPONSIBLE** | **NO** | **ACTION** |
| Equipment operator (Mechanical, hydraulic & electrical) | **1** | Daily pre - shift checklist must be completed by the operator and all defects must be identified and reported to maintenance department  Operator shall do preventative maintenance himself by checking correct oil levels, greasing equipment regularly. |
| Workshop manager & Maintenance manager | **2** | Service schedule must be documented and maintained daily/monthly & periodically by the workshop manager  All fitters and mechanics shall complete job cards for each individual equipment maintained and serviced.  All reported defects by equipment operators shall be scheduled by the workshop/maintenance manager for maintenance and/or repairs. |
| Mechanics & Fitters | **3** | Mechanics & Fitters shall conduct preventative maintenance and repairs according to the instructions given by the workshop/maintenance manager.  Job cards shall be handed in to the workshop/maintenance manager for record purposes. |