Equipment Maintenance and Inspection Procedure

Viking Reinforcing Ltd. – Fabrication Yard Operational Procedure
Equipment Maintenance and Inspection – Parksville, British Columbia

Document Control

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Activity	Equipment Maintenance and Inspection
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1. Purpose

This procedure establishes the requirements for routine inspection, preventative maintenance, and repair of equipment used within the Viking Reinforcing fabrication yard. The objective is to ensure all equipment operates safely, reliably, and in compliance with ISO 45001 occupational health and safety requirements and WorkSafeBC safety standards.

2. Scope

This procedure applies to all mobile equipment, fabrication machines, lifting devices, and support equipment used within Viking Reinforcing's Parksville fabrication yard and associated job sites.

3. Responsibilities

Director of Maintenance – Sean Vetra
• Responsible for scheduling preventative maintenance.
• Ensures equipment repairs are completed safely.

Chief Safety Officer – Dan Ansell
• Ensures inspection procedures identify hazards and safety defects.

Yard Foreman – Matt Warawa
• Reports equipment defects and coordinates repair scheduling.

Equipment Operators
• Conduct pre-use inspections and report defects immediately.

4. Equipment Covered by This Procedure

This procedure applies to the following equipment:
• Telehandlers
• Forklifts
• Hydraulic rebar shears
• Rebar bending machines
• Rigging equipment
• Cutting and fabrication machinery

5. Hazards Associated with Equipment Failure

Potential hazards include:
• Mechanical failure
• Hydraulic leaks
• Equipment collapse or malfunction
• Electrical hazards
• Unexpected machine movement
• Fire hazards due to overheating equipment

6. Equipment Inspection Requirements

Equipment must be inspected prior to use by operators. Inspections include:
• Visual inspection of structural components
• Hydraulic hoses and fittings
• Safety guards
• Emergency stop systems
• Control functions
• Fluid leaks or abnormal noises
Inspection results must be recorded using FORM-OHS-12 – Equipment Pre-Use Inspection Form.

7. Preventative Maintenance Program

Preventative maintenance must be performed according to manufacturer recommendations and company maintenance schedules. Maintenance activities may include:
• Lubrication
• Hydraulic fluid replacement

- Filter replacement
- Bolt and component tightening
- Replacement of worn parts

8. Equipment Defect Reporting

When defects are identified:

1. Equipment must be removed from service if unsafe.
2. The defect must be reported to the Yard Foreman.
3. A maintenance request must be logged.
4. Repairs must be completed before returning equipment to service.

9. Lockout / Tagout Requirements

Equipment undergoing repair or maintenance must be isolated and locked out according to SOP-OHS-17 – Lockout / Tagout Procedure to prevent accidental start-up.

10. Prohibited Practices

The following practices are prohibited:

- Operating defective equipment
- Bypassing safety guards
- Performing maintenance without proper isolation
- Using unapproved replacement parts

11. Emergency Procedures

In the event of equipment malfunction causing injury or damage:

1. Stop equipment immediately.
2. Secure the area.
3. Provide first aid if required.
4. Report incident using FORM-OHS-02 – Incident Report Form.

12. Records and Documentation

FORM-OHS-12 – Equipment Pre-Use Inspection
LOG-OHS-05 – Equipment Maintenance Log
FORM-OHS-02 – Incident Report Form
REGISTER-OHS-02 – Corrective Action Register

13. Continuous Improvement

Maintenance records, inspection findings, and incident reports will be reviewed to identify trends and improve equipment reliability and worker safety.