Standard Operating Procedure (SOP) Asset Maintenance Records

1. Purpose

This SOP describes the process for recording, maintaining, and reviewing asset maintenance records to ensure assets are properly serviced and documented.

2. Scope

This procedure applies to all company-owned, leased, or managed assets that require regular maintenance.

3. Responsibilities

Role	Responsibility
Asset Manager	Oversees accuracy and completeness of maintenance records.
Maintenance Staff	Conduct maintenance and update records promptly.
Auditor	Performs periodic review of records for compliance.

4. Procedure

1. **Recording Maintenance:**
   - Maintenance performed on any asset must be recorded in the Asset Maintenance Log within 24 hours of completion.
   - Details to include: Asset ID, maintenance date, description, parts replaced (if any), technician name, and next scheduled service.
2. **Review and Verification:**
   - The Asset Manager reviews records weekly to ensure accuracy and completeness.
3. **Record Storage:**
   - Records should be maintained electronically in the asset management system for a minimum of 5 years.
4. **Audit:**
   - Internal audits should be conducted annually to verify compliance with maintenance procedures.

5. Documentation

Document	Description
Asset Maintenance Log	Primary record for maintenance activities per asset.
Maintenance Checklist	Template for maintenance tasks per asset type.
Audit Report	Findings/observations from annual maintenance record audits.

6. Revision History

Version	Date	Description
1.0	2024-06-01	Initial SOP release.

Important Notes

- Asset maintenance records are legal documents and may be subject to audits or regulatory review.
- Always ensure records are updated promptly and accurately after every maintenance activity.
- Proper recordkeeping helps in asset lifecycle management and reduces risks of breakdown or compliance issues.

- Unauthorized modification of records is strictly prohibited.