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1.0 OBJECTIVE

The purpose of this SOP is to outline the process of preventive maintenance in ITD.

2.0 SCOPE

The scope of this SOP applies the process of preventive maintenance that is carried out twice a year.

3.0 REFERENCES

3.1 Preventive Management System

Link : <https://preventive.uts.edu.my/>

4.0 DEFINITIONS / ABBREVIATIONS

IT	:	Information Technology
ITD	:	Information Technology Department
SOP	:	Standard Operating Procedure
UTS	:	University of Technology Sarawak
HOD	:	Head of Department

5.0 RESPONSIBILITY

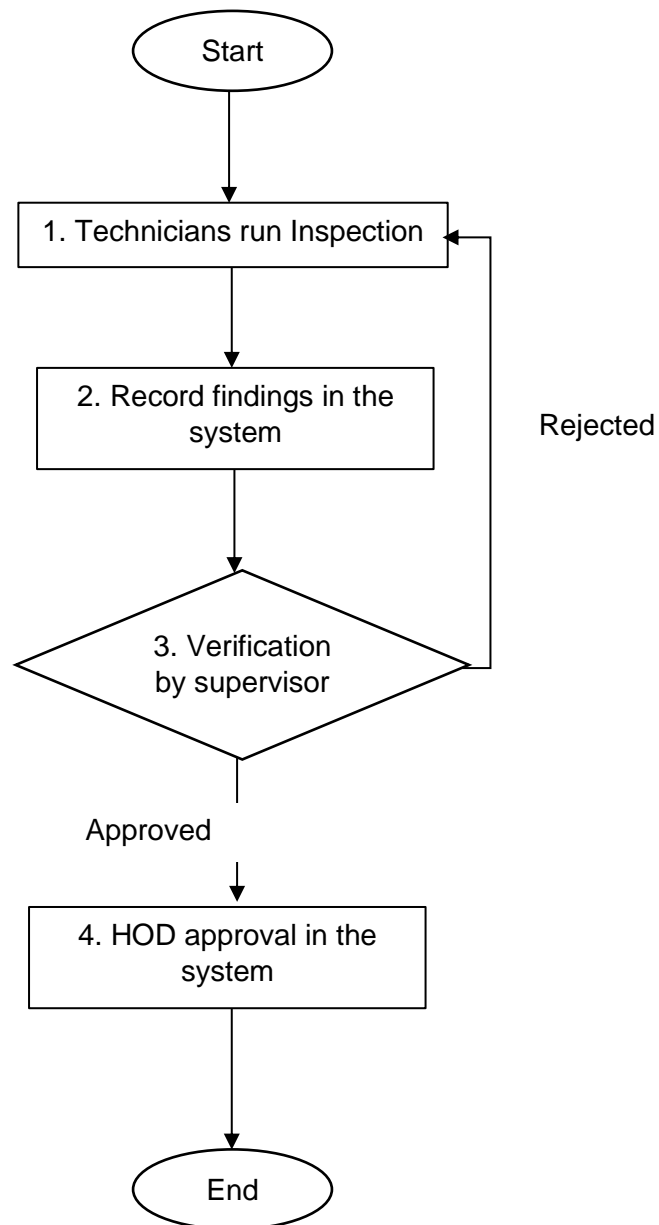
5.1 HOD is responsible to ensure the SOP adhered to.


5.2 The ITD staff is responsible to follow and adhere to this SOP.

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6.0 PROCEDURE

6.1 Refer to the process flow chart.



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7.0 DESCRIPTION

No	Description	Person in Charge	Reference
1	All technician has been assigned locations for inspections.	IT Technician	Email
2	Findings are to be recorded in the preventive management system	IT Technician	Preventive Management System https://preventive.uts.edu.my/
3	Supervisor assigned by HOD will run inspection based on findings recorded in the system.	IT Executive / IT Officer	Preventive Management System https://preventive.uts.edu.my/
4	Once verified by assigned supervisor, HOD will approve the preventive maintenance done by technicians as the completion of the process.	IT Manager	Preventive Management System https://preventive.uts.edu.my/
5	The duration to complete the process from start to finish is 14 working days or subject to the approval of ITD Manager		

8.0 RECORDS

No	Title / Records	Location / Responsibility	Retention Period
1	Preventive Management System	https://preventive.uts.edu.my/ IT Executive / IT Officer	Permanent