

VOP			
Viamed Operating sub Process			
<i>Maintenance Building, Fabric and Infrastructure</i>			
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SCOPE

This procedure is established to describe the systems used within the company for the control of infrastructure, building and fabric issues. It is used in conjunction with the individual sub procedures, which show the relevant information necessary.

RESPONSIBILITIES

It is the responsibility of the Managing Director, to ensure that the contents of this procedure, and related procedures, are adhered to.

The purpose of this procedure is to show the system in operation within the company for the general upkeep of the infrastructure, fire safety equipment, other equipment used by staff, machinery and tooling. All items of equipment are maintained, although some to a higher degree than others. It is the responsibility of all personnel to ensure that they comply with this procedure, associated tasks and documents.

OBJECTIVES

It is the Objective of this VOP to demonstrate the handling of Maintenance of the Building, Fabric, Infrastructure and equipment used within the Companies, internally and externally. Including but not limited to computer equipment, furniture, fire safety equipment, general upkeep and maintenance of the computers, equipment and the building and its grounds, and responsible for ensuring these are maintained and monitored if needed.

EQUIPMENT

All personnel are to ensure that the equipment supplied to them, in the office or for any remote working, to perform their tasks, is kept in good condition. Should any item start to show signs of wear or faults then they must inform their supervisor who will arrange for a repair or replacement.

Computers, printers, phones and other none calibrated equipment in everyday use are controlled by the VOP 11 Equipment Control. Items of equipment used for measurement and monitoring are controlled by the VOP 06 Measurement Control. But personnel should still be aware of the need to keep them in good condition. Items of machinery in use in the workshop are to be maintained to ensure that they cannot cause adverse injury or product reject. All personnel must strictly adhere to the information notices and complete the appropriate checklists.

Where personnel are given a task, then the relevant resources should be supplied to them. Should they not be supplied, or are not correct, then they should inform their immediate supervisor so as to acquire what is needed. Where it is identified that new equipment will be needed to perform a function, then this will be brought to the attention of Senior Management to arrange.

The fire safety equipment and system is maintained regularly by external providers. Regular testing and checks are in place in the system, overseen by the health and safety officer.

INFRASTRUCTURE

The workplace environment is maintained by Senior Management to ensure that tasks can be performed adequately. As required, they will ensure that changes to the building and general workplace, will be monitored and improvements made. Senior Management will also ensure that the internal environment is maintained to a standard that is acceptable to themselves and the workforce.

The software and hardware requirements are determined by the IT Director as being the best suited to the company's functions. The IT Director will also determine upgrades and updates, as and when necessary.

Where necessary special clothing will be purchased to protect personnel own clothing. Anti-bacterial soaps are provided, due to the nature of products and components used, and all personnel are instructed to ensure its use.

Heaters and fans are available to ensure personnel can perform their functions in a temperate environment. Odours and aromas are also controlled with use of strategically situated air-fresheners, and appropriate sanitary disinfectants.

Ergonomically acceptable working areas are provided for all personnel. Including the correct chairs, foot rests, monitor raisers and wrist rests. Should any area found to require improvement, then it should be brought to the attention of HR Controller, for action.

Any areas that require repair or maintenance will be dealt with, within an acceptable time scale and will ensure there is as little impact on staff as possible.

CLEANING AND TIDYING OF WORK AREAS

Rolling tasks are used to ensure the buildings are kept in a good state of cleanliness and tidiness.

It is expected that all personnel will tidy and clear their own areas regularly. That they will contribute to the cleaning of their areas and communal areas.

Areas not looked after will be flagged up and training given where necessary.