

<b>JSC Safety and Health Handbook</b>	JPR No.	<b>1700.1K</b>
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## **Chapter 3.4 Preventive Maintenance**

### **3.4.1 Applicability of this chapter**

3.4.1.1 You are required to follow this chapter if you:

- a. Are a line manager at any level.
- b. Maintain Center-level equipment or systems.

### **3.4.2 Maintenance requirements**

3.4.2.1 The following maintenance requirements apply:

- a. If you operate JSC facilities or equipment, you shall have a written maintenance system for the facility and equipment to prevent equipment from becoming hazardous or causing an environmental noncompliance.
- b. You shall maintain your facility and equipment so it is safe to operate and be around.
- c. You shall maintain all safety, health, and environmental equipment so that it works when needed.
- d. The maintenance system shall include maintenance:
  - (1) Maintenance requirements and schedules based on manufacturer recommendations, federal, state, local, or NASA requirements, consensus standards, hazard analyses, etc.
  - (2) Relevant records.

### **3.4.3 Responsibilities for preventive maintenance**

- a. The *Center Operations Directorate* is responsible for maintaining major facility systems.
- b. *Line organizations operating user equipment* are responsible for making sure their user equipment is properly maintained.
- c. The *Safety and Test Operations Division* is responsible for:
  - (1) Maintaining JSC fire detection and suppression systems
  - (2) Reviewing maintenance records

### **3.4.4 Safety and health records and documentation for preventive maintenance**

3.4.4.1 Organizations owning systems and equipment shall maintain:

- a. Maintenance procedures and schedules that document the process for maintaining systems or equipment and the required frequency.
- b. Records documenting completed maintenance.
- c. Records on anomalies and trends discovered, along with corrective actions.

NOTE: See Appendix F, Attachment 1.1A for details on records and documentation required by this Chapter.