



MAGNUM CONSTRUCTION SERVICES INC.

EQUIPMENT UTILIZATION & MAINTENANCE RECORDS

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1. PURPOSE

To establish a systematic process for monitoring, recording, and maintaining all construction equipment and tools used in Magnum Construction Services Inc. projects. This procedure ensures equipment reliability, safety compliance, cost efficiency, and readiness to support uninterrupted project operations.

2. SCOPE

This procedure applies to all company-owned, leased, or subcontracted equipment and tools deployed to any **Magnum Construction Services Inc.** project site.

It includes:

- Daily equipment utilization tracking.
 - Preventive and corrective maintenance records.
 - Equipment inspection, calibration, and certification logs.
 - Performance evaluation and downtime analysis.
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3. REFERENCES

- **MCS-HSE-Manual:** Site Safety Procedures
 - **MCS-QM-01:** Corporate Quality Manual
 - **MCS-QM-F12:** Turnover / Handover Dossiers
 - **Manufacturer Maintenance Manuals**
 - **OSHA 1926 & ANSI A92 Standards**
 - **ISO 9001 / ISO 45001 / ISO 14001**
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4. RESPONSIBILITIES

Role	Responsibility
Plant & Equipment Manager	Oversees equipment fleet operations, maintenance schedules, and performance metrics.
Project Manager	Ensures site-level coordination and reporting of equipment needs and usage.
Equipment Supervisor / Operator	Conducts pre-start inspections, daily logs, and reports defects immediately.
Mechanic / Maintenance Crew	Performs preventive maintenance and records all services performed.
HSE Manager	Verifies safety compliance (PPE, permits, inspection tags).
QA/QC Manager	Ensures calibration and certification records are current and filed.
Document Controller	Archives all records in the QMS document control system.

5. EQUIPMENT IDENTIFICATION AND REGISTRATION

Each equipment unit shall be assigned a **unique Equipment ID Number** and recorded in the **Master Equipment Register (MER)** including:

- Equipment Type / Description
- Serial / Asset Number
- Manufacturer / Model
- Capacity / Rating
- Year of Manufacture
- Owner (Company / Rental)
- Certification / Inspection Due Dates
- Assigned Project



All new and rented equipment must be inspected and entered into the MER before mobilization to the site.

6. EQUIPMENT UTILIZATION RECORD

Date	Equipment ID	Equipment Type	Operator Name	Project / Location	Start Time	Stop Time	Total Hours	Fuel Consumed (L)	Remarks / Downtime Reason
10/31/2025	EXC-002	Excavator (CAT 320)	J. Rivera	Site A	07:00	17:00	10	45	Normal Operation

- Operators shall complete this **daily utilization log** and submit it to the **Site Engineer** or **Plant Supervisor** for review.
- Equipment downtime or breakdowns must be recorded and communicated immediately.

7. MAINTENANCE RECORD LOG

Equipment ID	Maintenance Type (PM/CM)	Description of Work	Date Completed	Performed By	Next Due Date	Remarks / Parts Used
EXC-002	PM	Oil & filter change, hydraulic check	10/28/2025	Plant Mechanic	11/28/2025	Replaced filter cartridge #HY-201

PM = Preventive Maintenance / CM = Corrective Maintenance

- Preventive maintenance schedules must follow manufacturer's guidelines or company-specific intervals (250 hrs, 500 hrs, etc.).
- Major repairs and part replacements shall be authorized by the **Plant & Equipment Manager**.

8. INSPECTION AND SAFETY COMPLIANCE

- All lifting equipment (cranes, hoists, forklifts) must be **certified by third-party inspectors** and bear valid inspection tags.
 - Daily pre-start checklists must be signed by operators before use.
 - Safety and maintenance stickers must be clearly visible.
 - Any unsafe or defective equipment shall be **immediately tagged “OUT OF SERVICE”** and isolated.
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9. CALIBRATION & TESTING

For testing or measurement equipment (compressive strength machines, torque wrenches, gauges, etc.):

- Maintain calibration certificates with traceability to **ISO 17025-accredited laboratories**.
 - Record all calibration due dates in the **Calibration Register**.
 - Equipment out of calibration shall not be used for production or testing activities.
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10. PERFORMANCE ANALYSIS

The **Plant & Equipment Manager** shall:

- Generate **monthly utilization reports** showing idle time, active time, and breakdown percentages.
 - Analyze fuel efficiency and operating costs.
 - Identify underutilized or overused equipment for reassignment or replacement.
 - Submit performance metrics to the **Project Manager and Executive Director** for review.
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11. RECORDS & FORMS

Form / Register Name	Code	Retention Period	Custodian
Master Equipment Register	MCS-OP-F04A	10 years	Plant Manager



Form / Register Name	Code	Retention Period	Custodian
Equipment Daily Utilization Log	MCS-OP-F04B	10 years	Site Engineer
Maintenance Record Log	MCS-OP-F04C	10 years	Mechanic / QA/QC
Calibration Certificates	MCS-QM-F06	10 years	QA/QC
Inspection Reports	MCS-HSE-F10	10 years	HSE Manager

12. APPROVALS

Reviewer	Department	Signature / Date	Comments
Plant & Equipment Manager	Fleet Management		
Project Manager	Operations		
QA/QC Manager	Quality		
HSE Manager	Safety		
Executive Director	Corporate		
Client / Consultant	External		

13. RECORD RETENTION

All equipment utilization and maintenance records shall be retained for **10 years after project completion**, both in **hard copy** and **digital form** within the **QMS Document Control System (SharePoint / ERP)**.

All revisions must be logged, version-controlled, and auditable.