

JSC Safety and Health Requirements	JPR No.	1700.1L
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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 JSC manager at any level.
- b. Maintain Center-level equipment or systems.

3.4.2 Maintenance requirements

3.4.2.1 Organizations operating JSC facilities or equipment shall:

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

3.4.3 Responsibilities for preventive maintenance

- a. The *Center Operations Directorate* is responsible for maintaining major facility systems.
- b. *JSC 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.