

JSC Safety and Health Requirements	JPR No.	1700.1
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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, per manufacturer specifications and applicable permits or authorizations, 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 properly, as permitted or authorized, 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.