



KENYA PLANT HEALTH INSPECTORATE SERVICE

STANDARD OPERATING PROCEDURE

Department: Information and Communication Technology

Revision No:00

Issue No:01

SOP for Preventive Maintenance

SOP/KEPHIS/ICT/01

Issued by:

ICT and Innovations officer

Date: 30/09/2022

Approved by:

Head of Department

Date: 30/9/2022



TABLE OF CONTENTS

Page

Contents

1.0	Purpose	3
2.0	Scope	3
3.0	References	3
4.0	Definitions/Abbreviations/ Acronyms	3
5.0	Responsibility	3
6.0	Schematic Representation	3
7.0	Procedure	4
8.0	Records	4
9.0	Appendices	4
10.0	Revision Details	7



1.0 Purpose

The purpose of this document is to ensure all ICT equipment are serviced as scheduled to keep them running in order prevent unexpected breakdown or failures.

2.0 Scope

This procedure applies to all information assets used within KEPHIS, all employees as well as external parties who interact with KEPHIS information assets.

3.0 References

3.1 ISO/IEC 27001:2013 Standard

3.2 ISO 9001:2015 Standard

3.3 ICT policy

4.0 Definitions/Abbreviations/ Acronyms

ICT: Information Communication and Technology

KEPHIS: Kenya Plant Health Inspectorate Service

5.0 Responsibility

The responsibility for implementation of this procedure lies with the Deputy Director ICT and Innovations

6.0 Schematic Representation



Source of Inputs	Inputs	Activities	Outputs	Receivers of Outputs	Risks	Checks/ Controls	Resources
-staff -users	-preventive maintenance schedule	-Preparation of annual ICT preventive maintenance schedule. -Performing preventive maintenance. -Compilation of quarterly report.	-Duly signed job cards -Preventive maintenance reports.	-KEPHIS staff.	-Failure to perform maintenance due to lack of budget	-Inclusion of maintenance activities in the annual workplan.	-Human Resource -Finances

7.0 Procedure

7.1 Preventive Maintenance

- 7.1.1 The ICT officer prepares an annual ICT preventive maintenance schedule and forwards to supervisor for approval
- 7.1.2 The officer notifies the users of the impending activity.
- 7.1.3 The officer performs the preventive maintenance.
- 7.1.4 A job card is retained for the equipment maintained.
- 7.1.5 The officer compiles a quarterly report on activity with findings and recommendations and forwards to the Deputy Director ICT for action.

8.0 Records

- 8.1 Dully filled job cards Attach job card
- 8.2 Preventive Maintenance Report

9.0 Appendices



FORM/ICT/JC 01

Rev 0 Issue 1

KENYA PLANT HEALTH INSPECTORATE SERVICE (KEPHIS)

ICT JOB CARD

STATION.....

REPORTED DATE:.....

REPORTED BY:.....

PROBLEM:

SOLUTION:

COMMENTS/RECOMMENDATION:

.....
.....
.....

HANDLED BY:.....DATE.....SIGN.....

RM/OIC.....DATE.....SIGN.....

SATISFIED

NOT SATISFIED



FORM/ICT/ESJC 02

Rev 1 Issue 1

**KENYA PLANT HEALTH INSPECTORATE SERVICE
(KEPHIS)**

ICT EQUIPMENT SERVICE FORM

KEPHIS office.....

The following ICT Items were serviced:

No.	Item Description	Serial No.	Tag	User
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

Serviced by:.....DATE.....SIGN.....

Confirmed ByDATE.....SIGN.....

Remarks.....



10.0 Revision Details

REVISION DETAILS					
REVISION SUMMARY	REASON	DATE	REVISED BY	ISSUE NUMBER	REVISION NUMBER

