

# DOC NO/BEMWPL/MC/09

### **Inspection and Maintenance of Hand Tools and Machinery**

We, Bombay Engineering & Moulding Works Pvt Ltd, undertake to regularly inspect and maintain all hand tools and machinery used in our operations to ensure they remain in good working condition, prevent accidents, and minimize downtime. We commit to:

- 1. Regularly inspecting hand tools and machinery for damage, wear, and tear.
- 2. Maintaining accurate records of inspections and maintenance.
- 3. Scheduling routine maintenance and repairs.
- 4. Ensuring all hand tools and machinery are properly stored and secured.
- 5. Providing training on proper tool usage, inspection, and maintenance.
- 6. Ensuring all hand tools and machinery are calibrated and certified as required.
- 7. Identifying and addressing potential hazards and risks.
- 8. Continuously monitoring and reviewing maintenance practices.
- 9. Ensuring compliance with relevant regulations and industry standards.
- 10. Documenting all maintenance and inspection activities.

## Responsibilities:

- Management: Ensure resources and support for maintenance.
- Supervisors: Oversee maintenance and employee training.
- Employees: Use and maintain hand tools and machinery correctly, report any issues.

#### **Consequences of Non-Compliance:**

- Accidents or injuries
- Equipment failure or downtime
- Regulatory non-compliance

#### **Review and Revision:**

- Review this undertaking regularly
- Update and revise as necessary
- Document revision history

By signing below, we acknowledge our commitment to regularly inspecting and maintaining hand tools and machinery.

**Managing Director**