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|  PREVENTIVE MAINTENANCE PROGRAM | NO. 621 |
| Winning Wheels, Inc. and its affiliates maintain a documented preventive maintenance program that includes:* Semiannual self-inspections conducted at locations owned, rented or leased by the organization.
* Calibration of equipment in accordance with manufacturers’ recommendations.
* Maintenance of equipment in accordance with manufacturers’ recommendations.
* Inspection of vehicles owned by the organization that are used to transport the persons served or materials used by the organization.
* Written records of preventive maintenance activities will be maintained, with follow-up written recommendations conveyed to operational leadership, as indicated.
* Personnel conducting self-inspections shall have appropriate safety knowledge and be provided with a checklist or some other means of identifying which locations, equipment and supplies have been inspected.
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| Approved: | Effective Date: | Revision Date:3/17 | Change No.: | Page: 1 of 1 |