SOP_PLC Preventative Maintenance Checklist

- Backup PLC Program

Backup and save a copy of PLC program during routine maintenance to ensure an up-to-date backup.

- Check LED Indicators

Check the power and battery LED indicators.

- Replace the Battery

If the Battery OK light is flickering or on, it is time to change the battery.

- Check Operating Environment

Check temperature, humidity and other environmental factors to make sure that your PLC is operating within the proper conditions.

- Check Operating Voltage

Check the input voltage that is powering your PLC to make sure that the voltage is within the appropriate range and free from power spikes or brown out' conditions.

- Check Program Functionality

Check the functionality to make sure the system or equipment that is being controlled and is operating as intended.

- Look for Indications of Overheated Components

Check the CPU and modules for distorted, warped, or discolored cases and burnt odors.
Complete a inspection report and document these observations

- Clear Dust and Check Venting

Clean dirt and dust to accumulate on the PLC's components. The central processing unit and I/O system are not designed to be dust proof.
Check to be sure none of the PLC and module cooling vents are clogged or blocked by dust or debris. Make sure that there is sufficient heat dissipation space around the PLC.

- Inspect Battery Status

Check battery and replace if necessary.

- Check Connections

Check all communication cables, plugs, sockets, terminal strips, wiring and modules are connected properly.
If the PLC system is located in an area that experiences constant vibrations that could possibly loosen terminal connections, perform this check more often, and consider installing a vibration detector.

- Identify Updates Needed

Check for any product notices, patches, and upgrades and update as necessary.

- Remove Unnecessary Items

Keep any items such as drawings, installation manuals or other materials away from the PLC system.

- Audit Parts in Use

Conduct an audit to check each component of your PLC system and determine if parts are good or need replacement.

- Take Inventory of Replacement Parts

Maintain a stock of replacement parts on hand to minimize downtime resulting from component failure?