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Edition 1

SABS STANDARDS DIVISION

Recommended practice

Guidelines for the preparation of maintenance contracts

This document does not have the status of a South African National Standard.

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Table of changes

Change No.	Date	Scope

Acknowledgement

The SABS Standards Division wishes to acknowledge the valuable assistance derived from the publication of EN 13269.

Foreword

This recommended practice is a technical agreement developed in accordance with SANS 1-1, and approved by SABS TC 50, *Maintenance contracts*.

This document was published in March 2009.

This document was based on EN 13269:2006.

Introduction

The value of maintenance to the owners of items (as defined in SANS 53306) cannot be overemphasized. Proper maintenance protects the value of the capital invested and ensures that the required availability is attained.

In addition, as technical and economic developments increase, the demand for contracted maintenance services also increases.

Maintenance contracts should be approached in a structured and careful manner.

This document is simply a working tool intended for parties who wish to draw up a maintenance contract. It offers headings which are not exhaustive and which parties could or could not include, exclude, modify and adapt to their own contractual relationship.

Not all the clauses discussed in the *Guidelines for the preparation for maintenance contracts* will be applicable to every contract.

Each individual contract should be drafted, and negotiated where appropriate, to take into account the requirements arising from the work required on the items to be maintained, the parties involved and any applicable laws and regulations.

This recommended practice contains the following clauses to assist the user:

- Clause 4 gives a structured overview of possible maintenance services offered or required. Its purpose is to give advice on activities which may be required in preparing a contract and prior to signing of agreements and also those activities which may be required during the period of any contract; and
- Clause 5 provides a standard checklist for use when drafting maintenance contracts together with important elements for content.

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Guidelines for the preparation of maintenance contracts

1 Scope

1.1 The purpose of this recommended practice is to

- a) promote relationships between the employer and the maintenance service provider for maintenance services,
- b) improve the quality of maintenance contracts so that disputes and adjustments are minimized,
- c) draw attention to the scope of maintenance services and to identify options for their provision,
- d) give assistance in, and advice on, the drafting and negotiation of maintenance contracts and in specifying arrangements in the case of dispute,
- e) identify types of maintenance contracts and to make recommendations for the attribution of rights and obligations between the parties of the contract including risks, and
- f) simplify comparison between maintenance contracts.

1.2 This recommended practice provides guidance on the preparation of contracts for maintenance work.

It can be applied to

- a) employer maintenance service provider relationships,
- b) the whole range of maintenance services including planning, management and control in addition to maintenance operations, and
- c) every type of item with the exception of computer software unless the software has to be maintained as an integral part of, and together with, technical equipment.

1.3 It does not

- a) provide standard forms for maintenance contracts, and
- b) determine rights and obligations between the employer and the service provider.

1.4 This recommended practice also could facilitate in specifying the required output of maintenance activities.