**MAINTENANCE POLICY:**

It is the policy of Western Millcraft Inc. to properly maintain all tools, equipment, (to manufacturer's specifications) and facilities in order to reduce the risk of injuries to employees, contractors, sub-contractors, visitors, or damage to property.

All employees at Western Millcraft Inc. shall ensure that they regularly check all tools and equipment that they are working with, and shall take out of service any tools or equipment that pose a hazard due to defect or need of repair. Defective tools and equipment must be reported to their immediate supervisor who will attach a red tag and send out for repairs or replacement. . All Crew Chiefs while working in the field, will ensure that damaged tools are red tagged and returned to the Fabrication Shop for repair as soon as reasonably practicable.

Preventative Maintenance will include inspections prior to job start-up as well as ongoing visual daily inspections by Western Millcraft Inc. employees. Management shall ensure that Preventative Maintenance of all tools, equipment, and facilities will be carried out by qualified persons, whether at Western Millcraft Inc. or serviced elsewhere, according, to establish schedules, and that all maintenance records are maintained and kept.

The Preventive Maintenance and/or repair of all vehicles will include record keeping on each individual vehicle and will be performed by the person to whom the vehicle is assigned. Where major work is required, this work will be accomplished by off-site commercial agencies. Individual history records for each vehicle will reflect in detail schedules for maintenance checks, problem diagnosis, component repairs and replacements, dates of work accomplished, costs, and names of agencies and mechanics completing the work. The cost of all Preventive Maintenance, repairs, and cleaning will be borne by the person to whom the vehicle is assigned. Reimbursement will be granted upon submission of expenses and all records will be kept on file for future reference. Prior approval by the company is required before any work is accomplished which exceeds preventive maintenance scope.

Signed: Date: 1 OCTOBER, 2011

GREG CLARK
WESTERN MILLCRAFT INC.

The Information in this policy does not take precedence over the OH&S Act, Regulation, Codes, or applicable Government Legislation