

*“We regret that our printing house is unable to process images in digital format. As a result, the delivery of your brochure order will be delayed by two weeks.”*

The quality of your products could suffer if your machines don't have the features and capacity to meet the performance you need. And if you don't maintain your machines or don't keep a supply of spare parts, your production could suffer. On the other hand, if you have too many spare parts and service machines unnecessarily, you're wasting money.

The equipment and systems you use to process and communicate information must meet modern demands – older, slower or faulty equipment could have a negative impact on your efficiency.

Disruption to your gas, electricity and water supplies, and energy sources such as compressed air, heat or steam, could stop your machinery and equipment.

## Tips

- If you want your production to be efficient, buy up-to-date machines and equipment.
- You can minimise production downtime by servicing machines regularly and carrying out preventive maintenance.
- If you have specialist equipment, make sure you have service agreements with the supplier or an authorised service company.
- Make sure you have reliable back-up equipment and systems for critical operations.

## Useful link

Health and Safety Executive – Work equipment and machinery  
[www.hse.gov.uk/equipment/index.htm](http://www.hse.gov.uk/equipment/index.htm)