

THE BASICS FOR KITTING PARTS IN MAINTENANCE PLANNING/SCHEDULING

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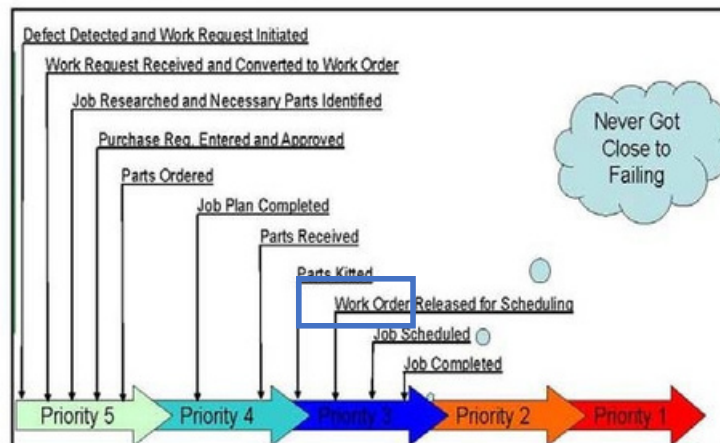


The Basics for Kitting Parts in Maintenance Planning/Scheduling

By Ricky Smith CMRP

The main purpose of Kitting in Maintenance:

Kitting/Staging is defined as the having all parts, prints, and repair / PM / rebuild instructions are together in a kit. These items are staged in a secure area to eliminate “wait” time for parts, prints, and instructions for schedule work orders. Special tools may be placed in the kit to improve maintenance productivity.



What is Kitting and why it is so important?

Kitting is defined as components/parts which are pulled from stock secured for Scheduled Maintenance Work. The Kits are set up, picked, and completed in a secured area to prevent parts from being taken to supply other kits.

Once the kit is completed, it is staged in secure kitting area or delivered to the job site. This eliminates the waiting time and searching time for parts, information, etc. and decreases downtime of equipment.

General Rules which must be followed:

Work orders for Kits are not to be scheduled until all parts, material, drawings, procedures, on site and kitted.

No issue of partial Kits to the storeroom for picking (unless management approves per incoming stock due dates or other circumstances).

Kits kept in a secured area, Each Kit has separate containers and are marked with a work order attached to the kit (For example 1 of 3, 2 of 3, 3 of 3 along with the work order that is visible) Kits are developed per individual work order, with a start date and a due date.

Kits are to include all pertinent information, including tools, job instructions, and prints/drawings. Work orders with the parts showing description, quantity, and location, and other related installation instructions as necessary. Special tools may be included in the kit.

Kits are mobilized, for easier transportation to the job site or work site if at a remote site

Planners and the storeroom keep in communication during the entire process, notification to maintenance when parts or material is in the secure kitted area at the job site.

Visible methods are done at each stage of the operation.

Bulk items are identified by location, so that small parts can be attached to the larger parts when completed and delivered.

Material handlers are to ensure that Kits are handled properly and adhere to the rules.

Guiding Principles for Maintenance Part Kitting

- 1. Provide a secure area to set up a kitting operation**
- 2. Planner/Scheduler issues work orders for kits**
- 3. Storeroom fills kits for each work order requiring parts for a planned job.**

Work order placed on the empty container where kit is filled

Storeroom begins picking kits, checking it off

Stores completes kit and delivers to kitted area

Work Order cannot be scheduled until a kit is complete.

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For more information send your questions to:

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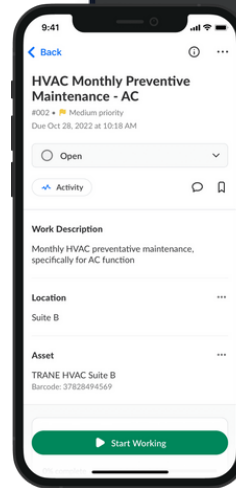
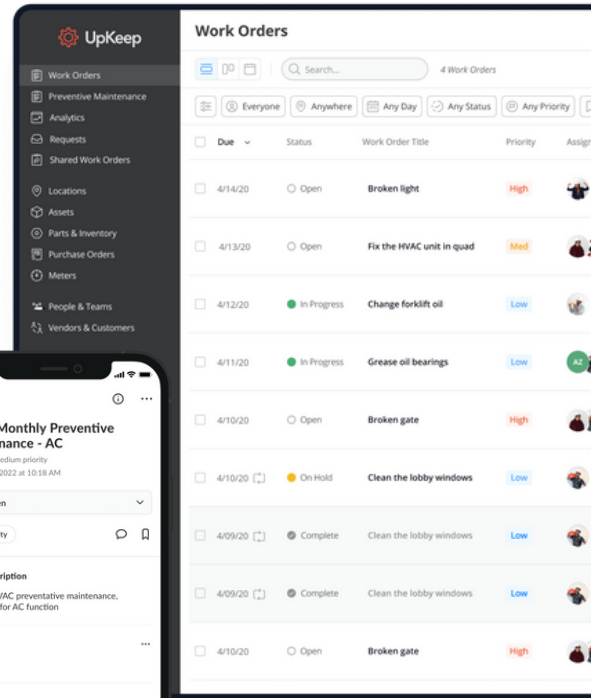
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