

Accurate Work Order Close Out

“TOOL BOX TRAINING”



Reference: ISO 14224

Accurate Work Order Close Out is important for the continuous improvement of any organization.

The objective of accurate data collection is to assist management in making the right decisions at the right time.

General Rules:

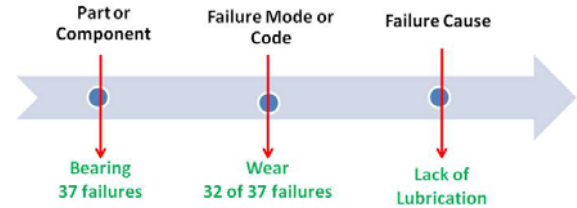
1. Work Orders should have at the minimum the correct code (breakdown (1), urgent (2), etc.), the correct equipment number, at the right level, the maintenance person's accurate total work hours charged to this work order, the start time and complete time on the job, comments from the maintenance person as to what work was performed or any recommendation to changes to maintenance strategy or plan, any parts used whether from the storeroom or not. The maintenance signature.

- Without the above information one cannot determine;
 - Actual maintenance cost for specific assets
 - Mean Time Between Failure
 - Mean Time To Repair
 - Mean Time Between Repairs
 - Rework
 - If a PM Procedure is effective
 - If a specific type repair is effective
 - If a maintenance strategy meets the intent of maintenance

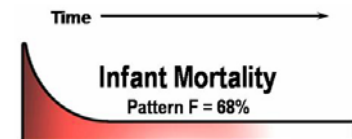
2. Repair or Corrective Work orders must everything as stated above plus, component code, failure code, and cause code.

- Without the above information one cannot determine;
 - Dominant Failure Thread – which component has the most specific

failure modes with a specific cause across multiple assets



- Dominant Failure Pattern – which failure pattern is the most dominant and what are the major causes of failures for this pattern. This allows one to develop strategies to eliminate unacceptable failures which impact the organization.



3. What should a work have on it for Preventive Maintenance or Predictive Maintenance?
- The method to prevent or predict known failure modes (failure mode – how something fails)
 - On a PM Procedure it should have specific steps and specifications on what is to be done to known best practices.
ex: Lubricate Bearing –
Step 1: Clean the grease fitting
Step 2: Clean the end of the grease gun
Step 3: Insert 4 grams of lithium grease (two shots)
 - Comments on the procedure as to the effectiveness of it or recommended changes required.