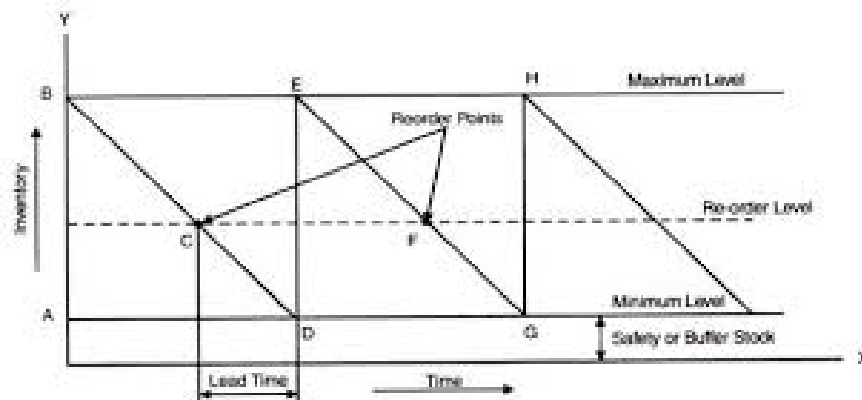


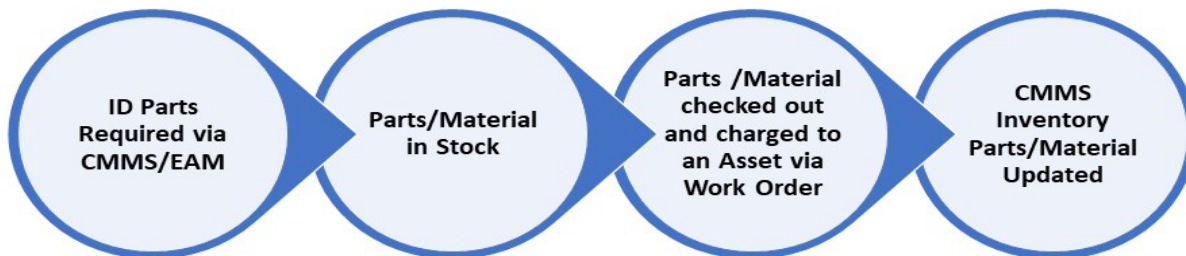
# Tool-Box Talk

## “Parts Checkout from Maintenance Storeroom”

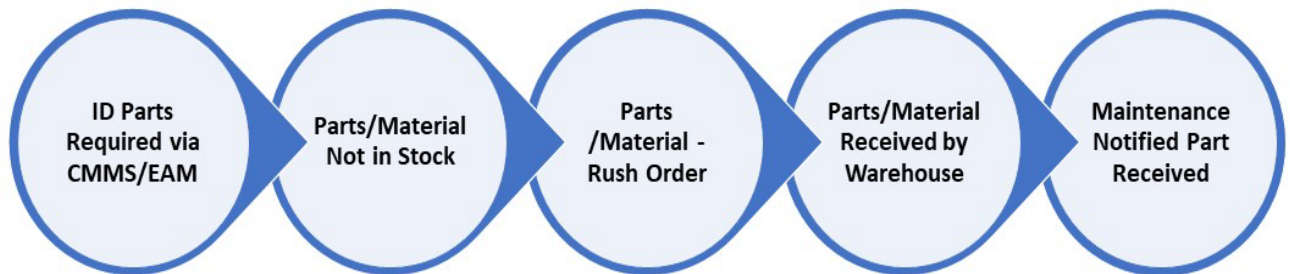


- 1. Overview:** The objective of the Parts Checkout process to ensure the right part is in stock when required by Maintenance / Operations to provide Production with Reliable Assets.
- 2. Parts / Material Checkout Guiding Principles:**
  - All parts/material used for an asset will be charge to the asset via a Work Order
  - No blanket work orders – blanket work orders lead to lack of failure information due to failure threads of like parts/material
  - Overnight ordering of parts is an exception and not the general rule and should be rare
  - The Materials Management Process will be managed with Leading and Lagging KPIs
- 3. Parts and Material Checkout Process:** This process is to ensure parts are consistently checked out to specifications/SOP plus mitigating stockouts.

### Maintenance Parts Checkout Process – Parts in Stock



## Maintenance Parts Checkout Process – Parts/Material Not in Stock



### 4. Parts Checkout Terminology/Definitions:

- **Parts:** Items which make up an asset or component
- **Material:** Items required to enhance maintenance execution, ie. Cloth rags, brooms, etc.
- **Parts/Material Checkout Parts:** A process which requires a Work Order assigned to an asset number to ensure parts/material are managed effectively.
- **Stockout:** When the CMMS says the part is in stock however it is not in stock
- **Spare Parts Management:** The process of spare parts handling which is systematized and structured to enable efficient inventory management that leads to improved availability and reduces the amount of capital expenditure.

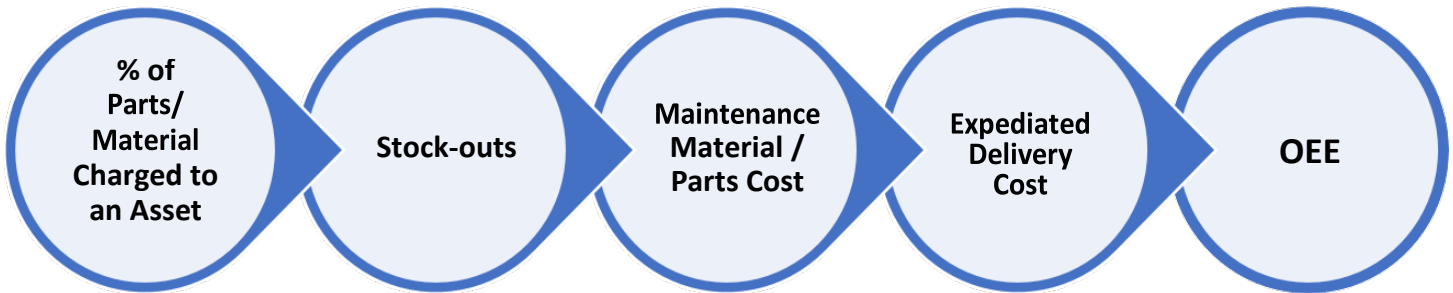
#### Typical Causes for Spare Parts not in stock as required

- Parts taken from storeroom without charging to a work order
- Storeroom not secure 24/7
- Reactive Maintenance

- **Safety Stock:** Maintenance Parts/Material which is required to be in stock in order to protect production from losses.
- **CMMS/EAM :** CMMS stands for Computerized Maintenance Management System (EAM – Enterprise Asset Management) and is a software package that maintains a computer database of information about an organization's maintenance operations to managing equipment health which include parts, material, assets, procedures and maintenance activities. “Accurate Date is Critical to Success)

- **Min/Max/Reorder Point:**
  - **Min** is the minimal amount of parts the company requires to have in stock
  - **Max** is the maximum quantity required in stock
  - **Reorder Order Point** is the quantity at which stock is reordered taking into consideration “time to order”, “time to receive”, “time to restock”, etc. so stock never gets to Safety Stock level.

## 5. Leading and Lagging KPIs for Managing Spare Parts/Material



## 6. Roles and Responsibilities in Spare Parts/Materials Management

<b>Maintenance Parts and Material Roles and Responsibilities</b>					
<b>Tasks</b> <b>Positions</b> → <b>Decisions</b> ↓	Maintenance Manager	Maintenance Supervisor	Maintenance Planner	Maintenance Tech	Stores Manager
Parts/ Material Charged to an Asset	I	A	R	R	C
Stockouts	A	R	I	R	R
Maintenance Material / Parts Cost	A	R	R	C	R
Maintenance Rework	I	A		R	C
Parts Expediated Delivery	A	R		C	C
Emergency/Urgent Work	A	R		R	C

<b>R</b> esponsibility	“the Doer”	(Could be more than 1 person)
<b>A</b> ccountable	“the Buck stops here”	(One person only)
<b>C</b> onsulted	“in the Loop”	(Two-way communication)
<b>I</b> nformed	“kept in the picture”	(One-way communication)