



Maintenance Parts and Material Roles and Responsibilities

Tasks Positions  Decisions 	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

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