

# Proactive Maintenance Planning and Scheduling

## Guiding Principles

- Maintenance Planners focus on Future Work only, today's issues are handled by Maintenance Supervisor or Lead Person
- All work "Scheduled" which require parts / material are kitted in a secure area
- All Planned and Scheduled work is tracked through status codes, see "Status Codes" below:
  - RTS – Ready to Schedule (parts kitted and staged/secure)
  - AP – Awaiting Parts
  - AWP – Awaiting Production
- All Work Scheduled one week in advance, typically scheduling meeting is held on Thursday for the following week with Production, Maintenance, and others as required (ie. Contractors, Safety)
- Leading and Lagging KPIs are used to manage the Planning, Scheduling, and Work Execution Process.

