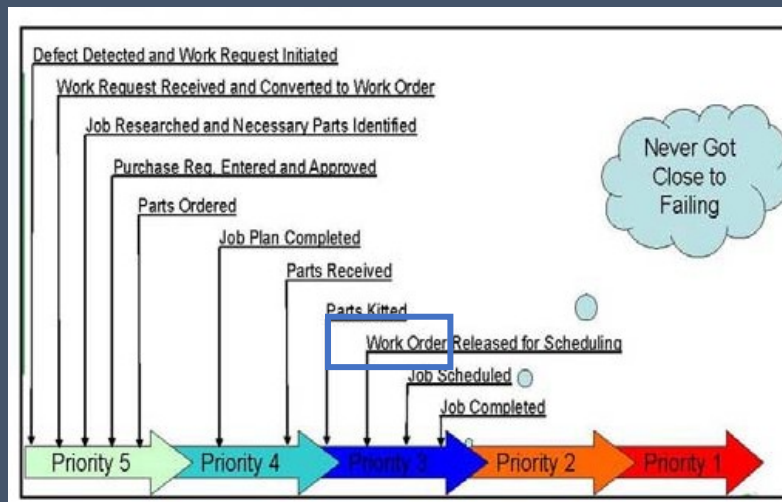


# Planning and Scheduling Kitting Parts

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:

1. Work orders for Kits are not to be scheduled until all parts, material, drawings, procedures, on site and kitted.
2. No issue of partial Kits to the storeroom for picking (unless management approves per incoming stock due dates or other circumstances).
3. 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.
4. 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.
5. Kits are mobilized, for easier transportation to the job site or work site if at a remote site
6. 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.
7. Visible methods are done at each stage of the operation.
8. Bulk items are identified by location, so that small parts can be attached to the larger parts when completed and delivered.
9. 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.

4. Work order placed on the empty container where kit is filled
5. Storeroom begins picking kits, checking it off
6. Stores completes kit and delivers to kitted area
7. Work Order cannot be scheduled until a kit is complete.

For more information send your questions to:  
[rsmith@worldclassmaintenance.org](mailto:rsmith@worldclassmaintenance.org)

## Maintenance Planning and Scheduling Workshop

Virtual Via Zoom --- July 26-28, 2022 --- 9:00am ET to 5:00pm ET

For more information send your request to: [rsmith@worldclassmaintenance.org](mailto:rsmith@worldclassmaintenance.org)

Asset Criticality	Defect Severity	Time on Backlog	Work Order Type
500 - Highest Criticality	5 - Priority 1 (Most Severe)	4 - Greater than 120 Days	10 - Emergency
	4 - Priority 2	3 - Greater than 90 Days	9 - Quality Compliance
1 - Lowest Criticality	3 - Priority 3	2 - Greater than 60 Days	8 - Results of P&M Inspection
	4 - Priority 4	1 - Less than 60 Days	7 - Preventive Maintenance Inspections
	1 - Priority 5 (Least Severe)		6 - Working Conditions/Safety
			5 - Planned Work Outage
			4 - Normal Maintenance
			3 - Projects and Experiments
			2 - Cost Reductions
			1 - Spares Equipment

### Who should attend this course:

- Maintenance Planners
- Maintenance Planner/Schedulers
- Maintenance Supervisors
- Maintenance Schedulers
- Maintenance Managers
- Senior Maintenance Technicians
- Maintenance Planning/Scheduling Managers/Leaders

### The objectives of this course for each attendee:

- Learn the Proactive Maintenance Process from "Work Identification to Work Order Close Out"
- Obtain the ability to Execute Proactive Maintenance Planning and Scheduling
- Define how "Known Best Maintenance and Reliability Practices" impacts the Planning and Scheduling processes
- Describe the objective, mission and attributes of Proactive Planning and Scheduling
- Plan and Schedule through numerous "hands on" exercises
- Learn how to Measure an organization's current Wrench-time
- Define Methods to Optimize Maintenance Wrench-Time
- Create a Proactive Maintenance Planning and Scheduling Workflow Model which impact Maintenance Wrench-time
- Create Leading and Lagging Planning and Scheduling Metrics
- Define how to transition from current state to a more Proactive Planning and Scheduling Process
- Define how to measure and manage Maintenance Backlog
- Learn to implement and manage a Proactive Kitting Process
- Gain first steps in how to Manage Change
- Create a Master Plan, with timeline for Proactive Maintenance Planning and Scheduling Implementation / Optimization

