TOOL-BOX TALK: PREVENTIVE MAINTENANCE 104

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UpKeep

WORLD CLASS MAINTENANCE

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THE MAINTENANCE COMMUNITY COALITION
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Tool-Box Talk

Preventive Maintenance 104

Defining and Assigning Roles and Responsibilitiesis critical to success of any process along with how one's action add value to the process. Preventive Maintenance is no exception requiring everyone on a team works together toward a desire result.

Roles — Roles are the positions team members assume or the parts that they play in a specific process. (i.e.. Preventive Maintenance)

Responsibilities - Responsibilities are the specific tasks or duties that members are expected to complete as a function of their roles.

Why should you define Roles and Responsibilities?

To ensure everyone is aligned to ensure success of Preventive Maintenance.
To train and educate people in specific positions focused on their one goal, "Optimal Asset Reliability at Optimal Cost"
Provides clarity, alignment, and expectations to those executing PM resulting in keeping a plant running to expectations
Enables effective communications between maintenance and production facilitating focus on PM Effectiveness
To ensure Operator and Care and Preventive Maintenance is aligned
toward a common goal
To reduce Production Losses due to unexpected breakdowns
Bottom line, the RACI Chart reduces uncertainty and minimizes stress and downtime

Steps to Define Roles and Responsbilities

1. Identify stakeholders, ie. Technicians, Maintenance, Production Supervisors, etc.

Preventive Maintenance
"Roles and Responsibilities"

Task Position ➡	Maint Mgr.	Rel Engr.	Maint Sup.	Maint Techs	Maint Planner	Prod Mgr.	Plant Mgr.
Create / Manage Asset Criticality	C	R	C	I	I	C	A
ID all Components	A	R	C	R	C	R	I
ID how each Component will Fail	A	R	C	R	R	C	
Write Repeatable PM Procedures	A	R	C	R	C	C	
Measure / Monitor PM Effectiveness	A	R	C	C	R	C	I
Modify PMs	A	R	R	R	C	C	I
Manage Maintenance Dashboard (Leading / Lagging KPIs)	A	R	R	I	C	I	I

Responsibilit	"the Doer"	(could be more than one)
Accountable	"the Buck stops here"	(One person only)
Consulted	"two-way communication"	(in the Loop)
Informed	"one-way communication"	(kept in the picture)

2. ID each Task in the PM Process and collaboratively agree on who is responsible, account, consulted and informed for each task.
3. Post the RACI Chart in place where stakeholders host meetings
4. If a problem arises with Preventive Maintenance an RCA should be performed with the right people to identify the cause or causes. (apply RACI)

Proactive Preventive Maintenance
Fishbone – Ishikawa Diagram

"The Journey of a Thousand Miles Begins with the first step"

Lao Tzu – 800 BC

#1 Software for Maintenance & Reliability Teams

UpKeep is a service-first company that builds software designed to make maintenance easier for technicians and managers everywhere. Reduce downtime up to 18% by switching over to a preventative maintenance solution!
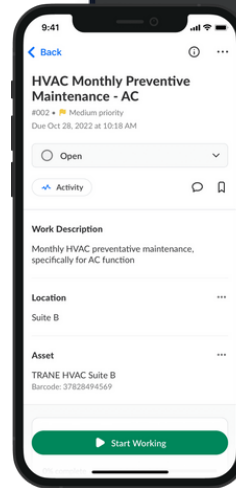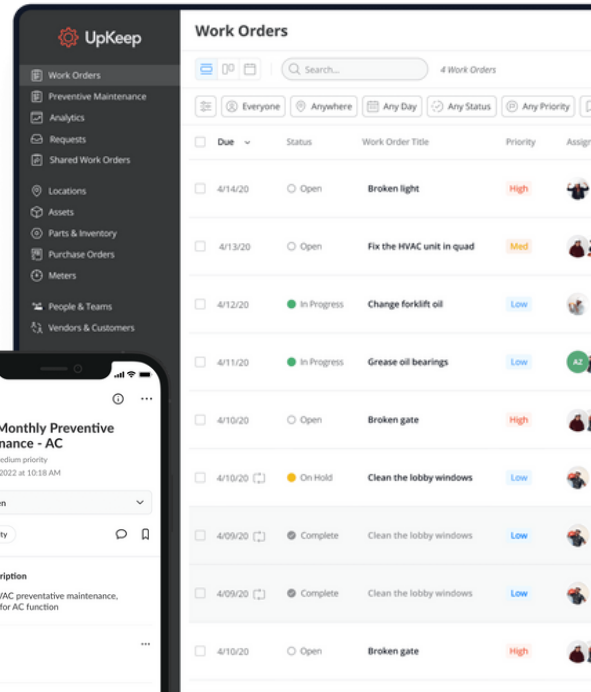
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Our Products

UpKeep

Mobile-first maintenance management and collaboration across all location, assets, and teams

With nearly 340 different machines in our work environment, it's an impossible task to manually assign and track PM's. **With UpKeep we can schedule regular maintenance without overlapping tasks with other critical jobs.**"

★★★★★   Paul D, Health and Safety Coordinator

An end-to-end solution for remote condition-based monitoring

Connected and secure IoT sensors for real-time remote condition asset monitoring

edge by UpKeep

DATAHUB
UpKeep

Integrated & Centralized Data Ecosystem for World Class Asset Operations

The only purpose built Asset Data Platform. Asset Focused ELT Solution for advanced analytics and integrated, real-time asset data.

The Maintenance Community Coalition was founded on the belief that working together will benefit everyone within our community

Committed to helping each other thrive in our individual professional journeys by sharing resources and expertise, granting scholarships, hosting events, and unlocking knowledge – always at no cost.

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