

Maintenance Job Plans and Procedures

Planned maintenance is certainly more efficient and effective than reactive maintenance. Well-written job plans and maintenance procedures provide a tool to communicate and apply consistent standards within a utility maintenance organization. Furthermore, well written procedures and job plans get used, save time and help avoid mistakes, reduce training costs, assist in planning and scheduling efforts and support quality goals.

In this course, attendees will cover:

- C How job plans and procedures fit into the work flow process.
- C The four key elements for producing effective job plans and procedures.
- C What makes a good procedure or job plan.
- C How to determine the depth of information required in a job plan or procedure
- C How to write a procedure and job plans - section by section.
- C How to implement job plans in MAXIMO.

This course is designed for Maintenance Superintendents, Maintenance Supervisors, Planners, Schedulers, craft personnel or any other facility personnel involved in the writing of maintenance procedures and job plans.

AGENDA

<i>Time</i>	<i>Topic</i>
8:30 AM	Welcome and Introduction
9:00 AM	Course Overview and Objectives <ul style="list-style-type: none"> h Need for Procedural Guidance h Need for Documentation Standards h Development of Job Plans & Procedures
9:30 AM	What are Job Plans and Procedures? Where Do They Fit In? <ul style="list-style-type: none"> h Maintenance Management Program Overview h Work Flow h Document Hierarchy h Job Packages/Job Plans/Procedures
10:00 AM	Job Plans – Format & Structure, Rules & Guidelines
11:00 AM	Developing Job Plans in MAXIMO
12:00 noon	Lunch
12:45 PM	Procedure Development <ul style="list-style-type: none"> h Rules & Guidelines h Format & Structure h Writing a Procedure h Procedure Mechanics h Writing Style h Sentence Structure & Wording h Testing the Procedure
2:30 PM	Using MAXIMO as a Tool for Job Planning and Linking Procedures for Job Plans
3:30 PM	Recap & Summary

This course is conducted by **Quality Systems Inc. (QSI)**. QSI is an industry leader in providing cost effective, highly responsive management and maintenance consulting, information systems and computer support, and general plant technical support. The technical support staff at QSI has an average of fifteen years of utility experience in a wide range of applications. QSI maintains specialists in planning, scheduling, database programming, general computer support, I&C systems, electrical systems, mechanical systems and general plant maintenance. QSI has written thousands of procedures (operations and maintenance) and job plans.

QSI's extensive experience in utility QA, operations and management has been enlisted to reduce costs, increase productivity,

and improve quality at a variety of client facilities.