# CPMS Newsletter
## "As the Wrench Turns"
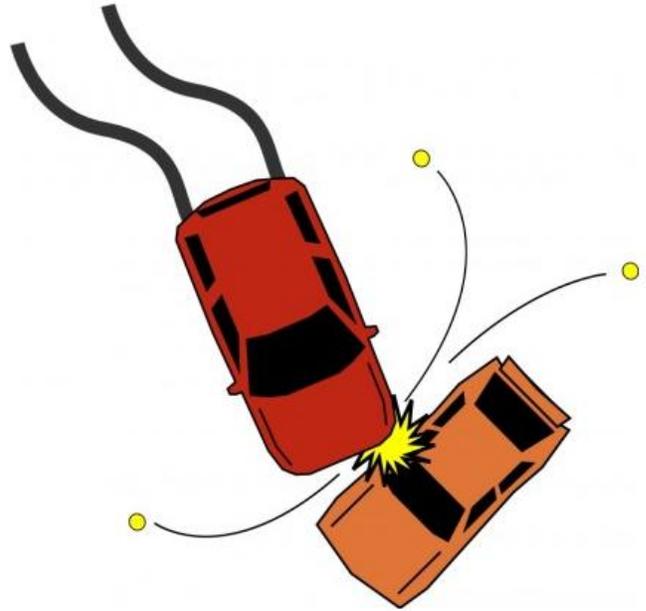
## Equipment Failure entry made really easy!

One of the challenges that all plants face is properly capturing equipment breakdown events. In many cases everyone is so busy getting a machine back in service that the breakdown information is not written into a manual log until the end of the shift, possibly forgotten, or only partially entered. And then it may be days or even weeks later that the breakdown is entered into CPMS. Current information is always more valuable than old data. Do you want to read the newspaper from a week ago?

Imagine being involved in a serious car accident and telling the other driver (or police) that you'll stop by in a few days to fill out the accident report. And yet, every day, critical information is lost when mechanics forget or only partially record what actually happened.

Using the new "Print this Entry" button on the Equipment Failure screen will allow you to capture the breakdown information immediately and even provide sign off areas for maintenance and production personnel.

### INSIDE THIS ISSUE

When a piece of equipment fails, maintenance repairs the equipment and places it back in service as quickly as possible. In most cases there is paper work and signatures required, particularly if human or food safety issues are present. The mechanic and/or supervisor may need to fill out a log or a separate report documenting what caused the failure and what repairs were made.

In some cases, where English is a second language, the information provided may need to be translated. This is not always accomplished and the result is that the Equipment Failure entries may be in two languages. And, when the breakdown information is finally entered into CPMS, the quality and accuracy of the data may be suspect.

The best way to avoid these problems is to capture all of this critical information when it happens and enter it immediately into CPMS.

| Equipment | Task Number/ID Number | Report Date Times | Code | Product Line | Equipment Down Time | Product Loss | Manufacturing Down Time | Labor Loss | Make-up Time |
|---|---|---|---|---|---|---|---|---|---|
| B133 | D0000457 dt | 03/09/13 14:30:00/0:00 | M | B | 15 Min | $33.46 | 10 Min | $33.00 | 0 |
| DOUGH DIVIDER | | | | | DIVIDER ARM IS DAMAGED | | | | |
| REPLACED DIVIDER ARM | | | | | | | | | |

Comments or other repairs needed: _____

_____
_____
_____
_____

BEFORE THE EQUIPMENT IS PLACED INTO SERVICE, COMPLETE THE FOLLOWING:

Y  N  1. Was the maintenance performed on a product contact surface or in a product zone where there was a possiblity of contaminating a product surface?

Y  N  2. Did the maintenance work performed involve any restrictions which may generate a dangerous or adulterating materials, such as cutting, welding, grinding, glueing, filing, use of non- food grade materials, i.e. cutting lubricant, welding lag, etc.

Y  N  3. Were all tools and parts brought into the area accounted for at the end of the job? Additionally, if the material required the replacement of a broken part in a product zone, were all the pieces of the damaged part accounted for?

Y  N  4. Was the area properly cleaned and sanitized, following the maintenance activity?

A "No" answer to question 3 or 4 must be referred to a supervisor for investigation before the equipment is place back in service.
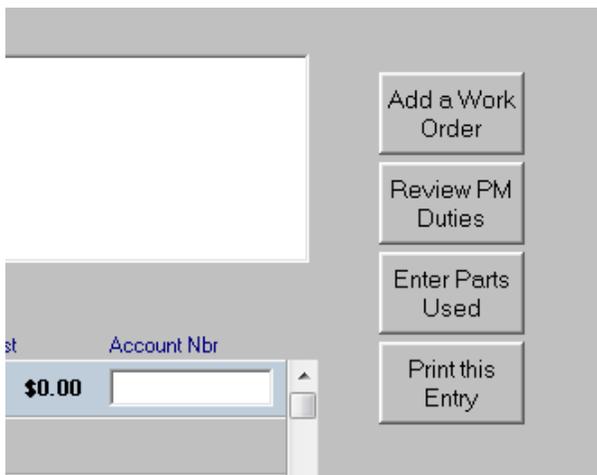
WE HAVE INSPECTED THE EQUIPMENT AND IT IS READY TO BE RELEASED TO PRODUCTION

Mechanic: _____   DATE:_____

Sanitized by: _____   DATE:_____

Released by: _____   DATE:_____

Maintenance Superivsor: _____   DATE:_____

Add a Work Order

Review PM Duties

Enter Parts Used

Print this Entry

Account Nbr

$0.00

Now, on any Equipment Failure screen, just click the  new "Print this Entry" button and create a one page report with room to include a picture or drawing, notes to the mechanic as to what needs to be done before placing the equipment back in service, and a sign off section at the bottom.

Both the Equipment Failure Notes and Equipment Failure Signature Lines are customizable from your System Configuration screen. You decide what you need the mechanic to review and who needs to sign off when there is a failure.

## How it's done

Please try out the new Equipment Failure screen and report option at your plant to see all the benefits of using this great new feature.

1. Although not necessary, we recommend that mechaincs, leadmen, and supervisors be added as guest mechanics in the CPMS Users and Passwords memu.
2. When there is an equipment failure, as soon as the equipment is placed back in service, the mechanic should go to a PC and enter the failure using the CPMS Guest menu.
3. Next, print out the one page report and review it with his supervisor. Then take it Production and Sanitation for signature if required.

Compare the above with how your plant currently captures equipment failure events. There is no substitute for recording what happened while it is fresh in peoples' minds, and by the individuals who were there when the problem occurred.

The next day someone else is trying to enter what they think the person wrote in a log. They may have to translate or restate what they feel the person meant. And trying to determe who was responsible for how much of the lost time is always an issue and much easier to resolve minutes, and not days, after the event.

## And the Winner is...

No one! This is embarrassing. The last newsletter quiz was:

When pressing the F3 key, or double clicking your mouse on a screen column, a popup menu sometimes appears. Usually there is a hint which tells you what the popup menu will display. Sometimes the poup shows all the unique values for that column. For example, on the Master Schedule screen, if you double click on the Start Time, you will see all of the unique start times which have been entered. For $100, how would you get a popup menu of every PM Duty which contains the word "BEARING".

As most of you know, the Master Schedule screen form is the "busiest". This form pulls in data from six different tables and displays rows of data from the Master Schedule, Mechanics Handbook, and optionally Manufacturers PMs. There are five buttons on the lower righthand sides which provide valuable functions. If you are the Maintenance Planner you should master the Master Schedule.

The "Double click PM Duty for Keyword Search" button is not raised. It is just a note to remind you that you can double click the PM Duty, enter a keyword, and CPMS will display all the PM Duties which contain the keyword you entered. This is a great way to standardize your PM intructions. Give it a try.

## CPMS Quiz

After getting a piece of equipment up and running again (which still needs some additional work) what should you enter into CPMS?
A.  Just enter the Equipment Failure.
B.  Enter the Work Order for additonal repairs and then enter the Equipment Failure.
C.  If your inventory is up to speed, identify parts used when entering the Equipment Failure, then add a Work Order from the Equipment Failure screen, and identify parts needed for the Work Order.
D.  Just enter the Equipment Failure and use the Add a Work Order button on the Equipment Failure screen to enter the Work Order. Let the Parts Clerk worry about parts.
E.  All of above.
F.  None of the above.

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