

# CPMS Newsletter

## “As the Wrench Turns”

Volume 21, Issue 1

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### Are your mechanics ready to “take ownership” of the work they do each day?

Ideally, each plant should have a Planner to manage all work assignments, and a Parts Clerk to manage Inventory and Purchasing. Depending on the size of the Maintenance department, these functions may be performed by one person or shared with the Maintenance Manager. In this newsletter, we will discuss the numerous advantages of turning over most of the data entry work to the mechanics.

Consider how much more effective your Planner will become when he/she can manage and assign PMs and Work Orders instead of entering and processing each one. In the traditional PM operation the Planner needs to:

- Process all of the PM work cards from the prior week. This usually involves chasing down missing work cards.
- Getting a hold of mechanics to decipher what they wrote (or didn't write).
- Processing each PM indicating which were missed or incomplete.

- Add Residual PMs for incomplete tasks which must be completed next week.
- Enter Work Orders from the PM sheets where the mechanic indicated a Repair was Completed or Needs to be Done.



And, using either the Work Request module or Work Orders, the Planner must add and assign individual Work Orders to each mechanic. These should be completed and turned back in ASAP in order to be closed and to avoid a back log of Open Work Orders.

Lastly, the Planner is responsible for entering Equipment Failures. Properly reporting and tracking downtime allows Maintenance to focus on those machines which are causing the most problems.

Consider how much more effective the planning function would be at your plant, if each mechanic was responsible for closing out their PMs as they are completed, entering Work Requests and assigning them to themselves as Work Orders, and enter Equipment Failures after making repairs.

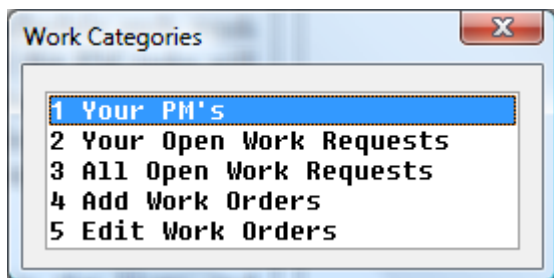
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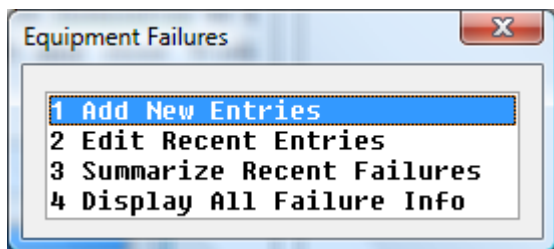
## Step by step instructions to empower your mechanics

When you generate the PM schedule each week, the only difference is that all the PM tasks will have a status of “X” for Not Done. (The default is “C” for Completed.) Just uncheck the PM’s Assumed Completed box on the System Configuration screen, Scheduling Options.

All of your mechanics need to be in the Users and Passwords screen with their employee numbers. During the week, using the CPMS Guest Menu, they can go to Work Categories and process their PM’s, assign Work Requests to themselves as a Work Orders, and add, edit and close Work Orders.



The can also use the Equipment Failure option to add machine breakdown when it occurs.



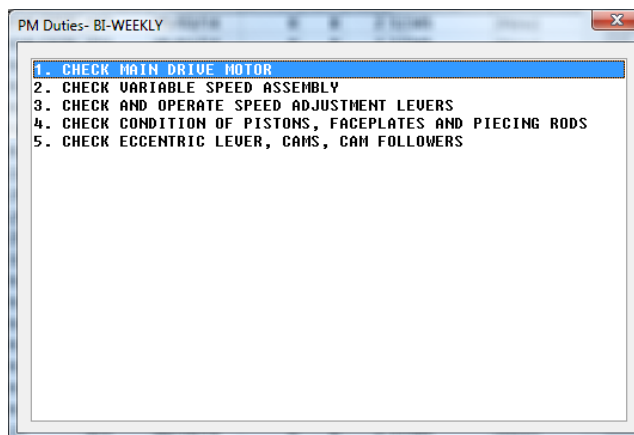
You determine how much of this capability you want to assign to the mechanics, how you want to “phase it in”, and whether you want to go paperless or just mostly paperless.

Remember, the best time to capture data for CPMS is when it happens and by the person who was “at the scene”. And, the number of entries on the Work Order and Equipment Failure screen for the mechanic is far fewer than the screen form the Planner uses. This is because CPMS can use

many more defaults for the Mechanic guest user.

During the week, the Planner can pop up the PM processing screen to see how each mechanic is coming along. At the end of the week, all of the completed PM’s have been marked with “C” and the mechanics have entered Open and Closed Work Orders corresponding to “Needs Repair” or “Work Done”.

On the PM Tasks screen, the Mechanic can list the PM Duties...



or print them out using the new Print Duties button if he needs a hard copy (below).

January 16, 2015 5:11 PM **Detail Preventive Maintenance Work Card** From: To: Page 1 of 1  
 Int'l Info Services

After the PM, initial the following items when completed:  
 1. All machine guards are in place \_\_\_\_\_  
 2. All tools and rags are accounted for \_\_\_\_\_  
 3. All used parts and hardware are accounted for \_\_\_\_\_  
 4. This is the fifth line \_\_\_\_\_

EQUIPMENT	SCHEDULED	EMPLOYEE	SKILLS	PR	DATE FINISHED	START TIME	PM Minutes	Status	Repair Done	Repair Minutes	Needs Repair	Est Minutes	Item Number
B133	05/07/14	ERICSON, LEIF	M	2	8:00								
DOUGH DIVIDER							BI-WEEKLY						
							Due Date: 10/28/09						
1 CHECK MAIN DRIVE MOTOR													
2 CHECK VARIABLE SPEED ASSEMBLY													
3 CHECK AND OPERATE SPEED ADJUSTMENT LEVERS													
4 CHECK CONDITION OF PISTONS, FACEPLATES AND PIECING RODS													
5 CHECK ECCENTRIC LEVER, CAMS, CAM FOLLOWERS													
Total:													

Item No.	Equipment Number	Task Des.	Description of Work Performed, Necessary Repairs, or Notes

MECHANIC SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_  
 Make sure to remove all tools used for the service. YES \_\_\_ NO \_\_\_  
 Make sure to remove all spare parts new & old from the line. YES \_\_\_ NO \_\_\_  
 Review equipment conditions and test it to prevent contaminations. YES \_\_\_ NO \_\_\_  
 SUPERVISOR SIGNATURE: \_\_\_\_\_

He/she can also print a Work Order or Equipment Failure when viewing those screens. Please consider maximizing your use of CPMS.

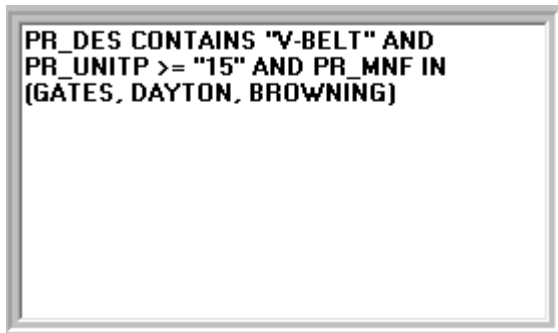
## And the Winner is...

No winner for the last newsletter. And we didn't think it was that hard. Well, maybe a little.

The question was: How would you print out all of the v-belts worth more than \$15 made by three different manufacturers. For example, Gates, Dayton and Browning?

Go to Print, Standard Reports and choose Parts (Standard or Expanded). Using the Power Search screen, choose Description and enter "V-BELT" (or the abbreviation you use at your plant for "V-Belts") in the Value and then click the Set button.

Since this requires multiple selections you will also need to include the unit price and the manufacturer. We will assume that the Manufacturer Ident for this example is GATES, DAYTON, and BROWNING. The selection box will look like:



This report was for a real CPMS customer. It points out the importance of being consistent when setting up your part descriptions.

## CPMS Quiz

**For \$100.** You have equipment B100 and B101 in the Master Schedule which both have their own PM duties. One day you realize that they are virtually identical because any time you change the PM duties for B100 you are entering the same changes for B101. List the steps you would take so that they share the same PM duties and any change made to either are automatically used by the other machine.

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