

CPMS Newsletter

“As the Wrench Turns”

Volume 23, Issue 1

January 2017

Part 3 – Mechanics should take ownership of their Work Cards

As you may recall in Part 2 of the last CPMS newsletter, we showed how your mechanics can request parts which can automatically be used to create Purchase Orders. We hope some of you are taking advantage of that exciting feature! In this issue you will see how the PM Planner can get away from Processing Work Cards and entering and closing out Work Orders.

We frequently hear how the Planner spends too much time chasing down missing work cards and trying to get people to properly fill out what they accomplished last week. Back in the 20th century it was still OK for mechanics not to be computer literate, but now that almost everyone has a smart phone and home PC, those days should be over.

A lot of work has gone into CPMS to make it really easy for the mechanics to close out their own PM's, enter and close Work Orders, and even add an Equipment Failure and print out a one page report... all with just a few mouse clicks. We will show you how to handle your PM's better in the following topics.

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Process your own work

Who knows best what the mechanics accomplish each day... the Planner or each mechanic? It is always better to capture data sooner rather than later. At many plants, where PM work cards are turned in at the end of the week, there may be a lot of missing information.

- Repairs were done but not recorded.
- Problems were fixed but they weren't entered on the work card.
- Or, new Work Orders weren't added for needed repairs.
- Some of the PM checks were missed but it is not clear what was actually accomplished.

The role of the Planner is to assign the right tasks and the right amount of work to each mechanic. These are the tasks that **need** to be done and they also match what **can** be done.

A better way to manage tasks and have more accountability

The three major PM categories of work performed are PMs, Work Orders, and Equipment Failure repairs. PM's are scheduled and repetitive; Work Orders are scheduled and prioritized; Equipment Failures are, of course, unplanned and take priority over other scheduled tasks.

If mechanics have access to CPMS as guest users, they can account for what they do each day much easier. They just use their guest functions as opposed to filling out work cards and logs. By having them use CPMS, your files will be more accurate, up to date, and complete.

We recommend that all PM's be scheduled for the first day of the work card week. Any day of the week the mechanic can bring up his work assignments and close them out as they are completed. He can also enter repairs done or needed.

All you need to begin this process is to make sure all of your mechanics are in the CPMS Users and Passwords screen with a status of "M", and you need to uncheck the box in the System Configuration screen, Scheduling Options, PM's Assumed Completed. Now the default status for all PM's is "Not Done" and the mechanics will change the status as PM tasks are completed.

Anytime during the week the Planner can see how each mechanic is doing with his PM work card assignments. He/she no longer has to wait until the end of the week to find out which mechanics may have fallen behind. There is also the opportunity to ask the mechanics questions regarding problems they encountered and then the Planner (or mechanic) can update CPMS.

Yes, we have urged everyone to try out the Mechanic Guest menu options on more than one occasion. Please let us know if you would like us to walk you through CPMS and show you a better way to manage your work assignments for your mechanics.

In this example, the mechanic uses the guest menu to see his PM's for this week. He can look at Drawings/PDF files associated with each PM.

The screenshot shows a window titled "PM Tasks" with a table of tasks. The tasks are categorized under "COOLER" and "WEEKLY". Each row includes columns for Status, Minutes, Equipment, Employee, Task Date, O/T Min, Task, Priority, Account Nbr, and Comment. A "Drawings" button is highlighted in green on the right side of the interface.

Status	Minutes	Equipment	Employee	Task Date	O/T Min	Task	Priority	Account Nbr	Comment
C	15	B102	160	11/12/16	0	B	2	12345	(Memo)
C	15	B103	160	11/12/16	0	B	2	12345	(Memo)
C	15	B104	160	11/12/16	0	B	2	12345	(Memo)
C	15	B105	160	11/12/16	0	B	2	12345	(Memo)
C	15	B106	160	11/12/16	0	B	2	12345	(Memo)
C	15	B107	160	11/12/16	0	B	2	12345	(Memo)
C	15	B108	160	11/12/16	0	B	2	12345	(Memo)
C	15	B109	160	11/12/16	0	B	2	12345	(Memo)
C	15	B110	160	11/12/16	0	B	2	12345	(Memo)
C	15	B111	160	11/12/16	0	B	2	12345	(Memo)
C	15	B114	160	11/12/16	0	B	2	12345	(Memo)
C	15	B120	160	11/12/16	0	B	2	12345	(Memo)
C	15	B121	160	11/12/16	0	B	2	12345	(Memo)
C	30	B123	160	11/12/16	0	B	2		(Memo)
C	15	B125	160	11/12/16	0	B	2	12345	(Memo)
C	15	B126	160	11/12/16	0	B	2	12345	(Memo)
C	15	R-P0D-C08R	160	11/12/16	0	B	2	12345	(Memo)
C	15	R-P0D-C07R	160	11/12/16	0	B	2	12345	(Memo)
C	15	R-P0D-C08R	160	11/12/16	0	B	2	12345	(Memo)
C	15	R-P0D-C09R	160	11/12/16	0	B	2	12345	(Memo)
C	15	R-P0D-C10R	160	11/12/16	0	B	2	12345	(Memo)
C	15	R-P0D-C11R	160	11/12/16	0	B	2	12345	(Memo)
C	15	R131	160	11/12/16	0	B	2	12345	(Memo)
C	15	R135	160	11/12/16	0	B	2	12345	(Memo)
C	30	R132	160	11/14/16	0	B	2	12345	(Memo)

If he clicks the PM Duties button, a popup window displays the PM tasks for that equipment and frequency.

The screenshot shows a popup window titled "PM Duties- BI-WEEKLY" with a list of tasks:

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

And, by clicking the Print Duties button, he can optionally get the PM work card for that PM task.

January 16, 2015 5:11 PM From: _____ To: _____ Page 1 of 1
Detail Preventive Maintenance Work Card 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
B123	05/07/14	ERICSON, LEIF	M	2	8:00								
DOUGH DIVIDER													
BI-WEEKLY													
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 Equipment Task
 No. Number 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: _____

A dedicated printer for labels?

We added a new part label for a thermal printer at Klosterman Bakery, Cincinnati. For those plants that share a printer with other users, the daily routine of running back and forth to change label sheets with printer paper can be annoying. Invariably someone accidentally prints a report on label sheets or prints labels on printer paper.

Working with the plant engineer, Josh Jones, we designed a small label for a Zebra printer which is located near the parts room. Now, anytime one or more labels are needed, a continuous roll of labels is always ready. This is another good example of where many of the best enhancements to CPMS come from our customers.



And the Winner is...

This is a first. We thought that the last newsletter quiz was so easy (even though we didn't get a correct answer) that we are using the same question again. We assume that everyone was so busy Christmas shopping that no one had a chance to send in the answer.

CPMS Quiz (again!)

For \$100

If you printed the standard report for Parts (Standard) and had a condition with multiple selection columns, how would you save that condition to use the next time you need to run that same report?

Last but not least, Happy New Year to everyone!

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