

CPMS Newsletter

“As the Wrench Turns”

Special Edition

January 2018

How to Survive an Audit

A Maintenance audit can involve a lot more than just reviewing your CPMS records, but proper documentation of what was done and when it was done will go a long way to passing an audit with flying colors.



Over the years we are frequently asked to help customers prepare for an audit. There are a few assumptions we need to cover to make sure we are on the same page. For example, “Can you show us how to go into CPMS and change the status of PM’s and Work Orders to complete even though they weren’t done?” We could, but do you really want to do that?

Note that there is a big difference between changing your history to make it look better as opposed to adding or closing out work which was completed but just not documented on time.

Here are some examples of where your work history may be incorrect or misleading. Review what you are currently doing and compare that with the examples below.

- There are holes in your work history which are reflected when you run various reports. For example, one or more week’s worth of PM work cards were never generated.
- PM’s were generated and printed but work cards were never turned in to be processed.
- PM’s were processed and shown as completed even though many were not done.
- Some PM’s shown as not completed were actually done, or vice versa.
- After last week’s PM’s have been processed, additional PM work cards are turned in from one or more mechanics but not processed.

January 26, 2018
4:00 PM

Detail Preventive Maintenance Work

From 01/17/18 To: 01/23/18

100% PM FOR OUR CUSTOMER! MAKE SURE ALL TOOLS, PARTS AND SUPPLIES ! TO BE ACCOUNTED FOR BEFORE MACHINE IS TURNED OVER TO PRODUCTION! K THE SHOP CLEAN FOR INSPECTION AT ALL TIMES!

EQUIPMENT	SCHEDULED	EMPLOYEE	SKILLS	PR	DATE FINISHED
4-3-512 C1 CONVEYOR	01/17/18	CREW,	1	2	16:00
					MONTHLY
					Due Date: 12/20/17
1 CHECK ALL WEAR STRIPS					
2 CHECK BEARINGS, SPROCKETS, AND SET SCREWS					
3 CHECK ALL TRANSFERS FOR PROPER HEIGHT AND MOUNTING					
4 CHECK ALL GUARDS					
5 CLEAN MOTOR FAN					
6 CHECK GEARBOX FOR OIL LEAKS AND LEVEL					
7 CHECK ALL ELECTRICAL CORDS, CONDUIT AND SEALTITE FOR DAMAGE					
8 CHECK CONDITION OF WINDWAY CHAIN AND LUBRICATE					
9 OIL DRIVE CHAINS					
4-3-514 C2 CONVEYOR	01/17/18	CREW,	1	2	16:00
					MONTHLY
					Due Date: 01/17/18
1 CHECK ALL WEAR STRIPS					
2 CHECK BEARINGS, SPROCKETS, AND SET SCREWS					
3 CHECK ALL TRANSFERS FOR PROPER HEIGHT AND MOUNTING					
4 CHECK ALL GUARDS					

In the work card example shown above the two monthly PM tasks are scheduled to be done on 1/17/18. The first one has a Due Date of 12/20/17 which means it wasn’t completed last month and

the second one has a Due Date of 1/17/18 which means it is on schedule.

We have received calls from customers who would like to get a better audit score and want to have all Due Dates show they are on schedule. Keep in mind that a good auditor, after reviewing some of your reports, can see where data was changed to “paint a better picture”.



We urge everyone to have accurate and up to date CPMS data which is extremely valuable when trying to identify equipment failure trends and root cause analysis. If your PM instructions are correct and are shown as completed properly, then how would you explain numerous equipment problems?

A few easy things an Auditor can check in CPMS

Inventory

You are asked to call up a few common parts in CPMS using the part description. For example- a sprocket, belt or bearing. Next, use the part location to print out all the parts on the shelf along with the selected part(s).

Take the report to your store room and check if the parts on the shelf match the report including the on hand quantity. Parts should be properly tagged and the rows, shelves, and bins identified correctly. While it is highly unlikely it will be 100% right, ideally it should be close.

PMs and Work Orders

When you (or the auditor) view the Plant Summary screen you can see immediately if you are on schedule. For example, how old is the oldest Ready Work Order, and are your PM's processed from last week and schedule for this week?

At the bottom of the Plant Summary screen are the last four periods of your PM Efficiency. If the completion percentages are getting better (or worse) you need to be able to explain why.

Equipment Failure reporting

Your most valuable asset for improving your equipment reliability is to make sure and accurately enter equipment failures each day. It is always sad to go to a plant and even though their equipment failure data is correct they have a 2-3 week backlog of failures to enter. The Equipment Failure function in both the Mechanics Guest Menu, and in the Run Program- Guest Functions option, make it very easy to keep your reporting current.

The Plant Summary shows the failures for the last four periods based on the date of the most recent failure. Remember, you can't solve today's problems with last month's data.

As you know, we provide a complete review of your equipment, parts room, and CPMS when we visit your plant. We also provide an in-depth analysis of your CPMS data base which can be performed remotely. Keep up the good work!

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