Cheat Sheet #10 How to View the Standard Jobs and Maintenance History of Equipment

Find the Equipment:

The easiest way to view the entire maintenance history of any piece of equipment or the standard jobs associated with it, is to go through the equipment explorer.

Open NS5, login and open the Maintenance and Purchasing module. Open the Equipment Explorer by clicking on the icon:



The Equipment Explorer will open the systems list for your ship. Click on the plus sign to the left to see a further breakdown of the equipment. Drill down in that system until you find the equipment you are looking for. In this case, we will look at the center main engine. This is located under Propulsion and Steering System. Highlight the equipment you want, then click the left file folder icon.



Shannon Smith Vessel Systems Manager The folder for the Maine Center Engine will open. The main folder page has fields to enter all the details about that equipment. (Engineers-- please verify that the details or correct or add them if they are missing.)

View the Standard Jobs:

There are several tabs at the bottom of the opening window. Click on the Standard Jobs tab to see all the standard jobs that are associated with that equipment.

Equipment - ENGIN le Reguisitioning	- CENTER - [104-00003-00000; <u>S</u> tandard Jobs <u>R</u> eports <u>H</u> elp	237]					
GEOEXPLORER * PR	OPULSION & STEERING * ENGINE -	CENTER					
Name :	ENGINE - CENTER			Designation	: Unit	-	
Complete Name :	ENGINE - CENTER		-41				
Manufacturer :	CATER	PILLAR, CITY UNKNOWN		Equipment Code	: ME-C		
Spares Storage :		Status : Inst	alled 🔻 Date Insta	illed :	Year Made : 2	2007	
		Srl. No. : 60M	01611	Model :	CAT 3412	_	
		Size :		Туре : 🤇	CATERPILLAR		
Admin Info Remarks Me	Cross Deferences ssages Standard Jobs	Part No. Reference Maintenance History	Sources Documents	Counter Setup Maintained Pa	File Attachments	on	
Job Size	Job N	ame	Interval		Price		
0	ENGINE - CENTER TOP UP OILER	IS	1 MONTHS		0.0		
0	ENGINE - CENTER COOLANT TES	т	1 MONTHS		0.0		
10	ENGINE - CENTER CHANGE FO AI	ND LO FILTERS	3 WEEKS		0.0		

Standard jobs are occasionally modified or deactivated when our procedures change. As a result of these changes, sometimes there may appear to be duplicate jobs. Since jobs can never be deleted, you can double click on the job to check to see if it is **Active** or **Dormant** in the **Status field**. Active jobs should regularly appear on the maintenance calendar. Dormant jobs will not.

Standard Job - [178-00003-00000055]		
Eile Job Description Reports Help		
🗿 🏪 🛥 沙 💡		
Machinery GEOEXPLORER * P	ROPULSION & STEERING * ENGINE - CENTER	•
Job Title : ENGINE - CENTER TO	P UP OILERS	
Job Constraint		Schedule Based On
Calendar-Based C Counter-Based	Do not scheduled during lay-up	Completion Date C Due Date
Calendar Interval : 1 C Weeks	Months Job Size : 20	Inherent Predecessors
Counter Interval : 0 Hours	Status : Active	Last Done : 07/09/2010 🔤
Grace : 1 Weeks	Job Counter :	0 Last Due : 04/18/2007 📃

Shannon Smith Vessel Systems Manager

View all the Work Orders generated from that Standard Job:

Click on the Work Order tab to view all the work orders ever generated by that standard job. You can sort them by date by clicking on the S/C Date column title. Double click on any work order to open it and view the details.

Standard Job -	[178-00003-000000	55]								×
<u>F</u> ile <u>W</u> ork Ord	ers <u>R</u> eports <u>H</u> elp)								
🕒 🔓 🗋) 🔌 🛜									
Machinery		PLORER *	PROPHI SION & ST	FERING * ENGINE - C	ENTER					•
,	Job Title : ENGINE -	CENTER TO	OP UP OILERS						_	
- Job Constr	aint					-Schedule B	ased On			
Job Constraint Schedule Based On © Calendar-Based © Completion Date © Completion Date © Due Date										
Calenda	r Interval : 1	O Weel	ks 🖲 Months	Job Size :	20		🗌 Inhere	nt Predece	essor	s
Counte	r Interval : 0	Hours		Status :	Active 💌	Las	st Done :	07/09/201	10	
	Grace : 1	Weeks		Job Counter :	0	Li	ast Due :	04/18/200	17	
Job De	scription	Resour	ces .	Imin Info	Materials Regu	ired	Cou	nter Histor	v	
Misc,Equip	ment Tables	Relate	d Jobs 🛛 Wor	k Orders Sou	rces Message	s 🔋 File A	ttachments	Sub-	ltems	3
Туре	Number	Status	S/C Date ▼	Cost(USD)	Contractor		Event		F	▶
W0/Crew	0104267	CMPL	07/09/2010	0.00					ď.	4
WO/Crew	0104150	CMPL	06/09/2010	0.00					ť	
WO/Crew	0103989	CMPL	05/03/2010	0.00					đ	
WO/Crew	0103871	CMPL	04/03/2010	0.00					ď -	
WO/Crew	0103758	CMPL	03/03/2010	0.00					ď	
WO/Crew	0103610	CMPL	01/31/2010	0.00					ď	
WO/Crew	0103502	CMPL	12/31/2009	0.00					ť	
WO/Crew	0103366	CMPL	11/30/2009	0.00					đ	
WO/Crew	0103248	CMPL	10/30/2009	0.00					ď	
WO/Crew	0103149	CMPL	09/30/2009	0.00					đ	
WO/Crew	0103012	CMPL	08/30/2009	0.00						-
<u> </u>	1		1			i				

View the Maintenance History:

Close the Standard Job window and go back to the Equipment window. The next tab to look at is the **Maintenance History** tab. It will include all work orders from all standard jobs as well as unplanned maintenance. **Unscheduled maintenance will be added** to the maintenance history only if the work order was linked to the equipment.

If a work order was created – say for a dry dock repair or contractor work– and was not linked to the equipment, the only way to find it is to view all the work orders done during that time period. That is why it is important to create work orders for every job- whether completed by the ship crew or contractor – and to link it to the equipment repaired. If

Shannon Smith Vessel Systems Manager we don't have a work order, we have no record that anything was done. If it isn't linked- then it's really hard to find later.

Look at the Maintenance History below for the Main Center Engine. A perfect example of unplanned maintenance that is correctly linked to the equipment is the work order for "Engine- Center- Replace Shaft Push Rod and Seals". That's a pretty important job being done on critical equipment, and we want to be sure we capture that information in the maintenance history.

<u>ا ه</u>	quipment - ENGIN	E - CENTER - [10	4-00003-0000	0237]					J	_ ×
<u>F</u> ile	Reguisitioning	<u>M</u> aintenance Hi	story <u>R</u> eports	s <u>H</u> elp						
l) 🤌 😰									
- 4	GEOEXPLORER * PI	ROPULSION & ST	EERING * ENGINE	- CENTER						•
	Name :	ENGINE - CENTER	۱.				Designation : U	Init	•	-
	Complete Name :	ENGINE - CENTER	ł							
	Manufacturer :		CATE	RPILLAR, CITY U	JNKNOWN		Equipment Code : M	ME-C		
	Spares Storage :		,		Status : Install	ed 🔻 Date In	stalled :	🔟 Year Made :	200	07
					Srl. No. : 60M01	611	Model : CAT	3412		-11
		1								
					fine .					- 1
					Size :		Type : CAT	ERPILLAR		
					Size :		Туре : САТ	ERPILLAR		
	Admin Info	Cross Ref	erences	Part No. I	Size :	Sources	Type : CAT	ERPILLAR	ents	
	Admin Info	Cross Ref essages S	erences Standard Jobs	Part No. F Mainten	Size : Reference ance History	Sources Documents	Counter Setup Maintained Parts	ERPILLAR File Attachme Local Descri	ents iption	
	Admin Info	Cross Ref essages 5 Scheduled	erences Standard Jobs Completed	Part No. F Mainten Status	Size :	Sources Documents	Counter Setup Maintained Parts Job Title	ERPILLAR File Attachme Local Descri	ents iption F	
W	Admin Info Remarks Mi Document No. 0 0104267	Cross Ref essages 5 Scheduled 07/09/2010	erences Standard Jobs Completed 07/09/2010	Part No. E Mainten Status CMPL	Size : Reference ance History ENGINE - CENTER	Sources Documents TOP UP OILERS	Counter Setup Maintained Parts Job Title	ERPILLAR File Attachme Local Descri	iption F	
w vv	Admin Info Remarks Mi Document No. 0 0104267 0 0104258	Cross Ref essages 5 Scheduled 07/09/2010 07/05/2010	erences Standard Jobs Completed 07/09/2010 07/06/2010	CMPL	Size : Reference ance History ENGINE - CENTER ENGINE - CENTER	Sources Documents TOP UP OILERS CHANGE FO AND L	Counter Setup Maintained Parts Job Title	ERPILLAR File Attachme Local Descri	ents iption F	
× ×	Admin Info Remarks M Document No. 0 0104267 0 0104258 0 0100716	Cross Ref 253ages 5 5cheduled 07/05/2010 06/14/2010 00014/2010	erences Standard Jobs Completed 07/09/2010 07/06/2010	CMPL SchD	Size : Reference ance History ENGINE - CENTER ENGINE - CENTER ENGINE - CENTER-	Sources Documents TOP UP OILERS CHANGE FO AND L REPLACE SHAFT	Type : CAT Counter Setup Maintained Parts Job Title O FILTERS USH ROD AND SEALS	ERPILLAR File Attachme Local Descri	iption F	
\$ \$ \$	Admin Info Remarks M Document No. 0 0104267 0 0104258 0 0000716 0 0104183	Cross Ref 258-ages 5 Scheduled 07/09/2010 07/05/2010 06/14/2010 06/13/2010 06/13/2010	erences tandard Jobs Completed 07/09/2010 07/06/2010 06/14/2010	Part No. E Mainten Status CMPL CMPL SCHD CMPL	Size : Reference ance History ENGINE - CENTER ENGINE - CENTER- ENGINE - CENTER- ENGINE - CENTER-	Sources Documents TOP UP OILERS CHANGE FO AND L REPLACE SHAFT F CHANGE FO AND L	Counter Setup Maintained Parts Job Title .0 FILTERS USH ROD AND SEALS .0 FILTERS	ERPILLAR File Attachme Local Descri	F	
3 3 3 3 3	Admin Info Remarks M Document No. 00 0104267 00 0104258 00 0000716 00 0104183 00 0104150	Cross Ref 255ages 5 Scheduled 07/09/2010 07/05/2010 06/14/2010 06/13/2010 06/13/2010 06/03/2010 06/03/2010	erences Standard Jobs Completed 07/09/2010 07/06/2010 06/14/2010 06/09/2010	Part No. F Mainten Status CMPL CMPL SCHD CMPL CMPL	Size : Center Engine - Center	Sources Documents TOP UP OILERS CHANGE FO AND L REPLACE SHAFT F CHANGE FO AND L TOP UP OILERS	Counter Setup Maintained Parts Job Title .0 FILTERS USH ROD AND SEALS .0 FILTERS	ERPILLAR File Attachme Local Descri	F F C	

If you need to keep track of maintenance on equipment that is not listed in the equipment explorer, email <u>shannonsmith@tdi-bi.com</u> with your request to add equipment/ standard jobs.