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.

| | - CENTER - [104-00003-00000 <u>S</u> tandard Jobs <u>R</u> eports <u>H</u> elp | | | | | |
|------------------------------|---|---|--------------------|--------------------------------|------------------|------|
| GEOEXPLORER * PR | OPULSION & STEERING * ENGINE - | CENTER | | | | |
| Name : | ENGINE - CENTER | | | Designation | : Unit | * |
| Complete Name : | ENGINE - CENTER | | | | | |
| Manufacturer : | CATER | PILLAR, CITY UNKNOWN | | Equipment Code | : ME-C | |
| Spares Storage : | | Status : Insta | alled 🔻 Date Insta | lled : | Year Made : 🛛 🕄 | 2007 |
| | | Srl. No. : 60M | 01611 | Model : | AT 3412 | _ |
| | | Size : | | Type : | ATERPILLAR | _ |
| Admin Info Remarks Me | Cross Deferences ssages Standard Jobs | Part No. Reference Maintenance History | Sources Documents | Counter Setup Maintained Pa | File Attachments | _ |
| Job Size | Job N | ame | Interval | | Price | |
| 20 | ENGINE - CENTER TOP UP OILER | 1 MONTHS | | 0. | 0 💆 | |
| 0 | ENGINE - CENTER COOLANT TES | т | 1 MONTHS | | | 0 |
| 40 | 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 | | |
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| Machinery GEOEXPLORER * P | ROPULSION & STEERING * ENGINE - CENTER | • |
| Job Title : ENGINE - CENTER TO | P UP OILERS | |
| Job Constraint | | Schedule Based On |
| Calendar-Based Counter-Based | Do not scheduled during lay-up | Completion Date C Due Date |
| Calendar Interval : 1 O Week: | 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.

| 3 <u>-</u> | iers <u>R</u> eports <u>H</u> el] 🎾 ? | <u>r</u> | | | | | |
|----------------------|--|------------------|-----------------------|------------------------|--------------------|------------------------------------|----------------------------|
| Machinery | ✓ GEOEX | PLORER * | PROPULSION & ST | EERING * ENGINE - C | ENTER | | |
| | Job Title : ENGINE - | CENTER T | OP UP OILERS | | | | |
| Job Const Calence | raint lar-Based C Count | er-Based | C Do no | t scheduled during | | dule Based On Completion Date C | Due Date |
| | ar Interval : 1 er Interval : 0 | C Weel Hours | ks 🖲 Months | Job Size : Status : | 20 Active | | Predecessors 17/09/2010 |
| | Grace : 1 | Weeks | | Job Counter : | 0 | Last Due : 0 | 4/18/2007 |
| Job De Misc.Equip | escription oment Tables | Resour Relate | 003 | k Orders Sour | Materials Required | Counte | r History Sub-Items |
| Туре | Number | Status | S/C Date ▼ | Cost(USD) | Contractor | Event | F |
| W0/Crew | 0104267 | CMPL | 07/09/2010 | 0.00 | | | 6 |
| NO/Crew | 0104150 | CMPL | 06/09/2010 | 0.00 | | | r 🗗 |
| NO/Crew | 0103989 | CMPL | 05/03/2010 | 0.00 | | | r 🗗 |
| NO/Crew | 0103871 | CMPL | 04/03/2010 | 0.00 | | | d - |
| NO/Crew | 0103758 | CMPL | 03/03/2010 | 0.00 | | | ď |
| NO/Crew | 0103610 | CMPL | 01/31/2010 | 0.00 | | | ď |
| NO/Crew | 0103502 | CMPL | 12/31/2009 | 0.00 | | | ď |
| NO/Crew | 0103366 | CMPL | 11/30/2009 | 0.00 | | | ď |
| VO/Crew | 0103248 | CMPL | 10/30/2009 | 0.00 | | | ď |
| NO/Crew | 0103149 | CMPL | 09/30/2009 | 0.00 | | | ď |
| NO/Crew | 0103012 | CMPL | 08/30/2009 | 0.00 | | | |

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.

| 📧 Equipment - ENGIN | E - CENTER - [10 | 4-00003-0000 | 0237] | | | | | | | _ × |
|--|--|------------------------------------|---|--|---|---|--------------------|---------------------------------------|------------------|------|
| <u>File</u> Reguisitioning | <u>M</u> aintenance Hi | story <u>R</u> eport | s <u>H</u> elp | | | | | | | |
| 1 2 | | | | | | | | | | |
| GEOEXPLORER * P | ROPULSION & ST | EERING * ENGINE | - CENTER | | | | | | | • |
| Name : | ENGINE - CENTER | ۱. | | | | Design | ation : Unit | | | - |
| Complete Name : | ENGINE - CENTER | ł | | | | | | | | |
| Manufacturer : | | CATE | RPILLAR, CITY U | JNKNOWN | | Equipment | Code : ME-C | : | | |
| Spares Storage : | | | | Status : Install | ed 💌 Date I | nstalled : | | Year Made : | 200 | 07 |
| | | | | Srl. No. : 60M01 | 511 | Mod | iel : CAT 341 | 2 | | -11 |
| | | | | | | | | | | |
| | | | | Size : | | | De : CATERPI | ILLAR | | - 11 |
| | | | | Size : | | Ту | pe : CATERPI | ILLAR | | |
| Admin Info | Cross Ref | erences | Part No. 6 | , | Sources | | · , | | ente | |
| Admin Info Remarks M | Cross Ref essages S | erences Standard Jobs | | Size : Reference Nance History | Sources Documents | Counter Se | ., stup | ILLAR File Attachme Local Descr | | |
| | | | | Reference | | Counter Se | ., stup | File Attachme | | |
| Remarks M | essages s | Standard Jobs | Mainten | Reference | Documents | Counter Se Maintain Job Title | ., stup | File Attachme | iption | |
| Remarks M Document No. | scheduled | Standard Jobs Completed | Mainten Status | Reference ance History | Documents | Counter Se Maintain Job Title | ., stup | File Attachme | iption F | |
| Remarks M Document No. WO 0104267 | Scheduled 07/09/2010 | Completed | Mainten Status CMPL | Reference ance History ENGINE - CENTER | Documents | Counter Se Maintain Job Title | etup ed Parts | File Attachme | iption F | |
| Remarks M Document No. WO 0104267 WO 0104258 WO | essages 5 Scheduled 07/09/2010 07/05/2010 | Completed | Mainten Status CMPL CMPL | Reference ance History ENGINE - CENTER ENGINE - CENTER | Documents | Counter Se Maintain Job Title LO FILTERS PUSH ROD AND S | etup ed Parts | File Attachme | iption F | |
| Remarks M Document No. WO 0104267 VVO 0104258 WO 0000716 | essages 5 Scheduled 07/09/2010 07/05/2010 06/14/2010 | Ompleted 07/09/2010 07/06/2010 | Mainten Status CMPL CMPL SCHD | Reference ance History ENGINE - CENTER ENGINE - CENTER ENGINE- CENTER- | Documents TOP UP OILERS CHANGE FO AND REPLACE SHAFT CHANGE FO AND | Counter Se Maintain Job Title LO FILTERS PUSH ROD AND S | etup ed Parts | File Attachme | iption F E | |

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.