

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

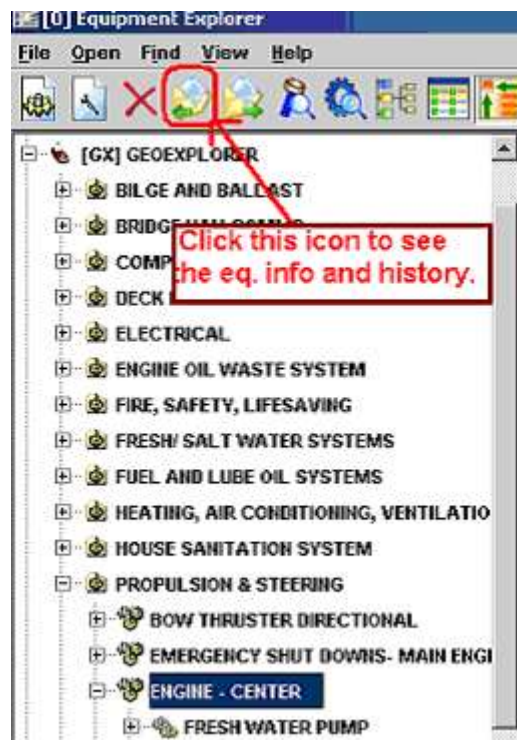
Find the Equipment:

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:



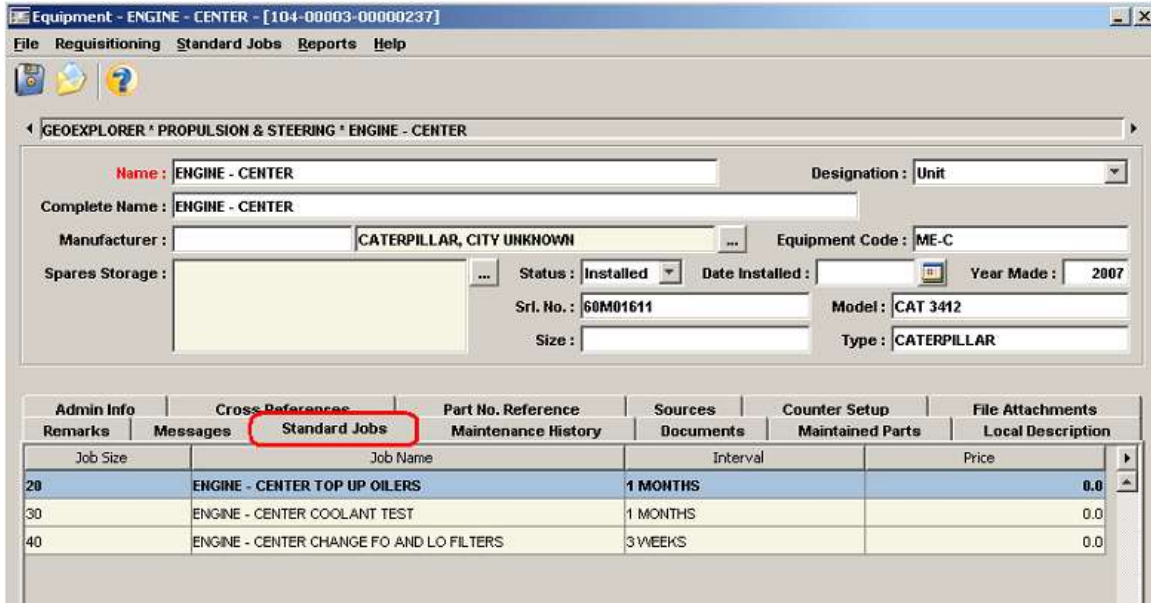
The Equipment Explorer will open the systems list for your ship. Click on the plus sign to the left of the equipment you are looking for. In this case, we will look at the center main engine. This is located under Propulsion and Steering System. Highlight the equipment you want, then click the left file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



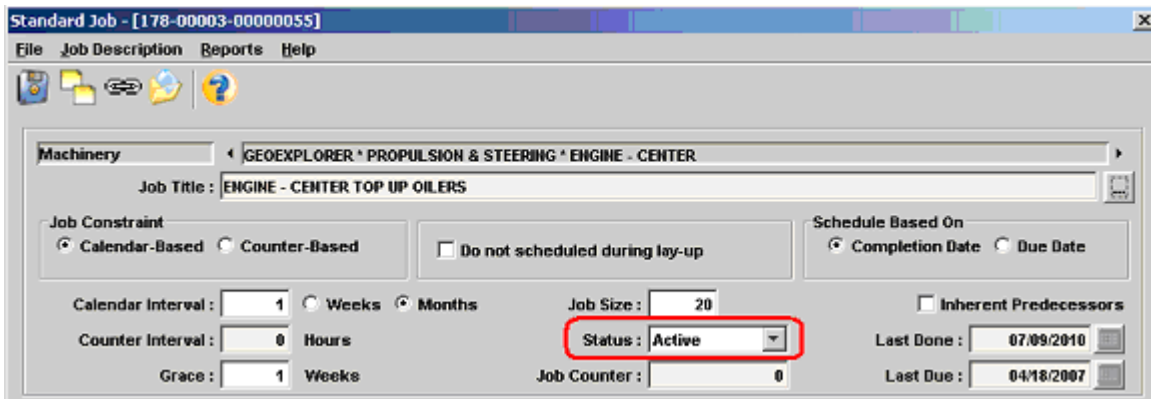
The folder for the Maine Center Engine will open. The main folder page has fields to enter all the details about that equipment. (Engineers-- please verify that the details or correct or add them if they are missing.)

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.



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.



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 - [178-00003-0000055]

File Work Orders Reports Help

Machinery: GEOEXPLORER * PROPULSION & STEERING * ENGINE - CENTER

Job Title: ENGINE - CENTER TOP UP OILERS

Job Constraint: Calendar-Based Counter-Based Do not scheduled during lay-up

Schedule Based On: Completion Date Due Date

Calendar Interval: 1 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

Job Description		Resources	Admin Info	Materials Required	Counter History		
Misc.Equipment	Tables	Related Jobs	Work Orders	Sources	Messages	File Attachments	Sub-Items
Type	Number	Status	S/C Date	Cost(USD)	Contractor	Event	F
WO/Crew	0104267	CMPL	07/09/2010	0.00			
WO/Crew	0104150	CMPL	06/09/2010	0.00			
WO/Crew	0103989	CMPL	05/03/2010	0.00			
WO/Crew	0103871	CMPL	04/03/2010	0.00			
WO/Crew	0103758	CMPL	03/03/2010	0.00			
WO/Crew	0103610	CMPL	01/31/2010	0.00			
WO/Crew	0103502	CMPL	12/31/2009	0.00			
WO/Crew	0103366	CMPL	11/30/2009	0.00			
WO/Crew	0103248	CMPL	10/30/2009	0.00			
WO/Crew	0103149	CMPL	09/30/2009	0.00			
WO/Crew	0103012	CMPL	08/30/2009	0.00			

Click or press <spacebar> to select it.

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

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.

The screenshot shows the 'Equipment Explorer' software interface. The main window title is 'Equipment - ENGINE - CENTER - [104-00003-00000237]'. The 'Maintenance History' tab is active. The equipment details include: Name: ENGINE - CENTER, Designation: Unit, Complete Name: ENGINE - CENTER, Manufacturer: CATERPILLAR, CITY UNKNOWN, Equipment Code: ME-C, Status: Installed, Date Installed: [blank], Year Made: 2007, SRI No.: 60M01611, Model: CAT 3412, Type: CATERPILLAR.

Document No.	Scheduled	Completed	Status	Job Title	F
WO 0104267	07/09/2010	07/09/2010	CMPL	ENGINE - CENTER TOP UP OILERS	[icon]
WO 0104258	07/05/2010	07/06/2010	CMPL	ENGINE - CENTER CHANGE FO AND LO FILTERS	[icon]
WO 0000716	06/14/2010		SCHD	ENGINE- CENTER- REPLACE SHAFT PUSH ROD AND SEALS	
WO 0104183	06/13/2010	06/14/2010	CMPL	ENGINE - CENTER CHANGE FO AND LO FILTERS	[icon]
WO 0104150	06/03/2010	06/09/2010	CMPL	ENGINE - CENTER TOP UP OILERS	[icon]
WO 0104062	05/23/2010	05/23/2010	CMPL	ENGINE - CENTER CHANGE FO AND LO FILTERS	[icon]

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