Cheat Sheet #13 Standard Jobs

The Planned and Unplanned Maintenance Process:

Standard Job is created
(PM- Preventative Maintenance)

Unplanned maintenance
event occurs (Non-PM)

Standard Job appears in
Maintenance Time Plan

Chief Eng decides
if work can be
done on vessel

Standard Jobs
are converted
into one of the
following:

Yes

No

WO- Regular
Work Order

NAJ- No Action Job:
Something that must
be done in shipyard
or dry dock.

SR- Service request:
Requires third party
technician to repair.

Details of repair are
entered into Findings
field. Work Order is
completed only when
repair is completed.

Port Engineer reviews
NAJs and SRs--approves
process and schedules date
in NS5 record OR reassigns
to vessel as work order

Port Engineer reviews completed work orders.
If more details are needed, he contacts vessels
to enter them into the NS5 record. When WOs
are documented correctly, they are closed.

How to Create a New Standard Job:

All new standard jobs must be approved and entered by the Port Engineer. Standard jobs can only be created at the fleet level. Select **Tools → New Standard Job** from the **Maintenance and Purchasing** window menu bar from the Fleet view to create a new standard job. Only authorized users can create standard jobs. The **Standard Job – New** window opens.
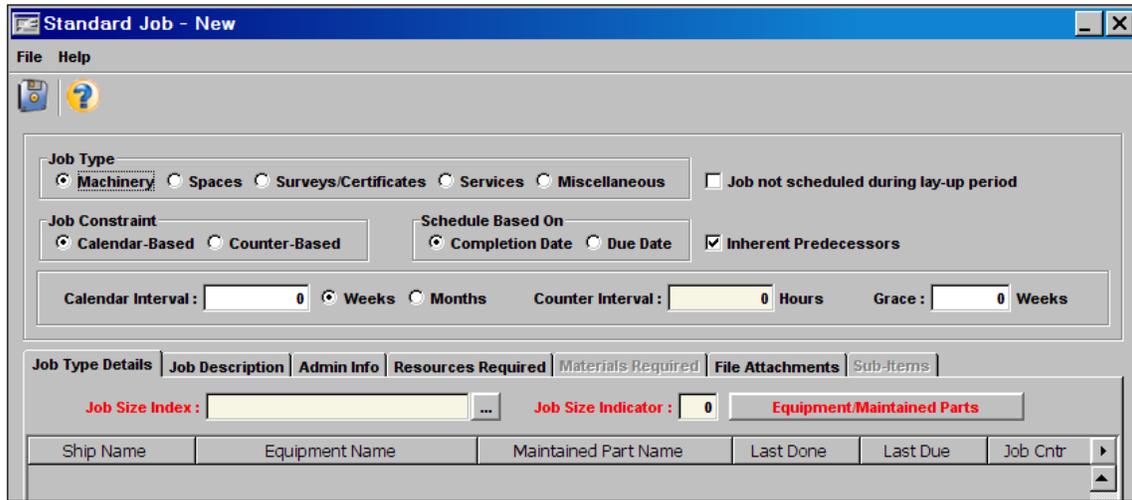
The fields on the **Standard Job – New** window are:

Fields	Description
Job Type section:	Click a radio button in the **Job Type** section to select the type of job for the standard job. The options are: **Machinery** – These jobs are based on the ship's maintained machinery equipment contained on the ship's hierarchy. The machinery equipment PM standard job combines the equipment name with an index term indicating the job size. The job schedule is based on either a calendar or running hour interval. **Spaces** – Spaces on the ship that are listed in the classification society and other regulatory body requirements need to be maintained. These spaces include cargo holds, service tanks, and cabins. A standard job is created to perform this maintenance. The standard job name is a combination of the space name and an index term indicating the job size. The job schedule can only be based on a calendar interval. **(For now, we don't use this option.)** **Surveys/Certificates** – Regulatory requirements defined

Fields	Description
	by organizations such as government agencies, coast guard, and classification societies are another job type for standard jobs. **(These are to be scheduled by Compliance Officer only)** **Services** – These are services provided to the ship in order to facilitate other work. For example, dry-dock services such as compressed air, shore power, tugs, dry-dock days and others. **Miscellaneous** – This is work of a general nature such as painting, sandblasting, or anode replacement that is not associated with a specifically identifiable item on the ship like a piece of equipment or space. The job schedule can only be based on calendar interval.
Job not scheduled during lay-up period check box	The **Job not scheduled during lay-up period**. Checking this box will keep new jobs from being created when the ship is in layup status.
Job Constraint section	Select whether the standard job is calendar or counter based. **(always choose calendar)**
Schedule Based On section	Click a radio button in the **Schedule Based On** section to select whether the schedule is based on the completion date or the due date. **(always check completion date for maintenance jobs)**

Fields	Description
Inherent Predecessor check box	Click the **Inherent Predecessor** check box to indicate that this job is an inherent predecessor. The Inherent Predecessor is used to prioritize jobs within the same machinery or space. It tells NS5 how to schedule these jobs. All jobs under the same equipment are scheduled according to their Job Size Indicator. When the Inherent Predecessor is indicated on a job it means that a job with the larger size indicator covers the requirement of jobs with lesser indicator values. For example, when the **Main Engine- Service** is completed, the smaller jobs that are part of it- like greasing, changing air filters, etc. are also credited. **NOTE:** All jobs under the same equipment or space MUST have the **Inherent Predecessor** check box checked for this procedure to work correctly. This check box is only available for **Equipment** or **Space** job types.
Calendar Interval	Click in the **Calendar Interval** field to type the frequency in weeks or months that this job is to be performed. Click the radio button to indicate whether this value is in weeks or months.
Counter Interval	Click in the **Counter Interval** field to type the frequency in running hours that this job is to be performed. The maximum value is 999,999. **(Do not use this field yet- relies upon human entered hours and has not been successful in the past. Choose a calendar date based on your best estimate of when the hours based job will be due.)**
Grace	Click in the **Grace** field to type the number of weeks in excess of the interval period that is allowed for a grace period. The default value is zero. **(keep at zero)**

Job Type Details Tab

The **Job Type Details** tab specifies information about the job such as job category, size, and specific equipment, space, surveys/certificates, and ships. Fields on the **Job Type Details** tab change depending on the type of job selected, but the general information remains the same. All fields on the **Job Type Details** tab are REQUIRED.

Job Type Details

| Job Size Index : | ... | Job Size Indicator : | 0 | Equipment/Maintained Parts |

| Ship Name | Equipment Name | Maintained Part Name | Last Done | Last Due | Job Cntr |

NOTE: The **Job Size Index** and **Job Size Indicator** fields MUST be completed before the **Equipment / Maintained Parts** button will work.

The fields on the **Job Type Details** tab for the Machinery job type are:

Field	Description
Job Size Index	Click the **Browse** button at the end of the **Job Size Index** field to select the job size index. The **Job Size Index List** window opens.
	Currently, these are general job descriptions such as "grease, check level, change filter, clean," etc. Pick the one that closest fits your task.
	THIS IS A REQUIRED FIELD.
	The **Job Size Indicator** field opens for editing.

Field	Description
Job Size Indicator	Click in the **Job Size Indicator** field to type a value. The **Job Size Indicator** defines the relationship of the job compared to other jobs under the same equipment or space. This rating is from 0 – 99. Starting on the Proteus, JSI's will be determined by the system under which they are listed.
	Bilge and Ballast- 1
	Bridge Nav Coms-2
	Compressed Air system-3
	Deck Equipment-4
	Electrical-5
	Engine oil waste system-6
	Fire, Safety, Lifesaving-7
	Fresh/ Salt water systems-8
	Fuel Oil and Lube-9
	Heating, Air conditioning, ventilation-10
	House Sanitation system-11
	Propulsion and Steering-12
	Scientific Equipment-13
	Ship Structure-14
	THIS IS A REQUIRED FIELD.
	On the other vessels there is no number system for the Job Size Indicator. Numbers were created at random.

Field	Description
Equipment/Maintained Parts button	Click the **Equipment/Maintained Parts** button to add equipment or maintained parts to the job. The **Equipment Explorer** window opens with all ships identified in the fleet. Click the + sign in front of each ship to expand the hierarchy tree. Continue clicking the + sign in front of each item to view the equipment and parts for each ship. See the *Error! Reference source not found.* section of this manual for details about the **Equipment Explorer**. Click the check boxes preceding the equipment or maintained part to select. (You can select multiple parts for group jobs- like the job "swap air compressors"- you would check both air compressors. Also, you must select the equipment from each ship for jobs that apply to multiple ships) Click it again to unselect any equipment or part. Click the **Select** button on the **Equipment Explorer** window to add the items to the **Job Type Details** window. THIS IS A REQUIRED FIELD.

How to START the Standard Jobs

Once a Standard Job is created, it must be activated in order to show up on the ships' maintenance plans (calendars).   To START the SJ, you must enter the Last Done and Last Due dates. *(NOTE: You MUST click in the Last Done and Last Due fields to see the Calendar button.)*

Last Done	Click the **Calendar** button at the end of the **Last Done** column to select the date this job was last done on this ship.
Last Due	Click the **Calendar** button at the end of the **Last Due** column to select the date this job is due to be done on this ship.
Job Counter	Click in the **Job Counter** column to type the number of hours on the equipment/maintained part job counter the last time the job was done.

Entering the Standard Job Description

Next you will need to enter a job description. Many descriptions are already in the library. Use the Link button on the Job Description toolbar to copy the description. (NS5 will not allow you to type a job description direction into the new SJ.)

1. Click the **Link** button from the **Job Description** tab toolbar.

> The **Job Description** window opens. See the *Error! Reference source not found.* portion of this section for details about this window.

2. Click to highlight the job description index term and text detail to be added to the **Job Description** tab.

3. Click the **Select** button from the **Job Description** window toolbar to close this window and add the index term and text data to the **Job Description** tab.

> This same procedure can be followed to open or change the index term and text data.

Admin Info Tab

The Admin Info tab contains general information regarding the standard job. This includes the department responsible for the job and priority level. At this time, TDI only uses the **Department** field and **Priority** field. A is most urgent (critical equipment only) and D is lowest priority.

File Attachments Tab

The **File Attachments** tab is used to add attachments to the **Standard Job** window. Attachments can be any type of file including documentation, drawings, scans of manual pages or spreadsheets. New in NS5 version 5.4 is that the **File Attachments** label on the tab turns blue and an icon is present when entries are made on the tab.

***This is currently used for the **Quarterly Maintenance Report**. The report form is attached to the standard job so the boat can print it directly from the work order. When the standard job is completed, the QMI Action Items list should be scanned and attached to the work order (Do not attach the entire hand completed QMI list- file is too large to replicate). This allows both the office and the Port Engineer to view items in need of repair that may not be in the equipment hierarchy and plan for the next port call. In addition, a new work order should be created for each item on the QMI that requires repair. See QMI instructions for naming protocol.

How to View Standard Jobs

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.

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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.
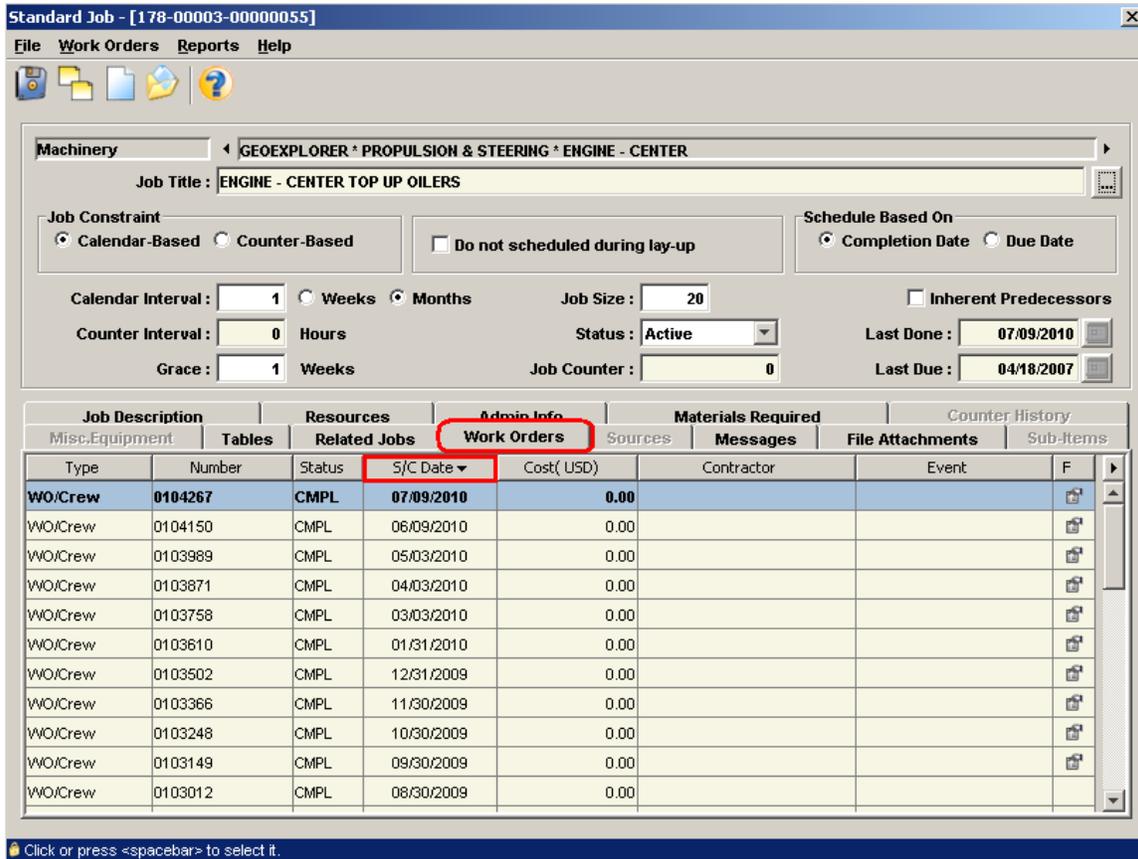
View the Maintenance History:

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.

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.

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