

## Cheat Sheet #5 How to Create a Work Order for Unplanned Maintenance

By now you should all be familiar with creating, completing and closing work orders from the standard jobs in the Maintenance Time plan. **However, there are many events on the ship that are unplanned that also need to be documented in NS5.**

If the hull springs a leak, or the generator needs rebuilding, or the bow thruster fails to work properly or the water maker needs repair or parts replaced – these are things that need to be documented in NS5 as a **new work order**.

**Unplanned maintenance requires a Job Safety Analysis before repairs may be made.** If a permit is required, the JSA is included as part of the permit. If no permit is required, a stand alone JSA must be conducted by those who will be doing the work and their supervisor.

### Step 1: A problem is identified

The need for unplanned maintenance might be discovered during routine maintenance, or it may be identified by safety observation cards, inspections or audits. It may be a quick repair that can be done while underway or a more complex task that requires dry dock or contractor services.

The Chief Engineer is responsible for entering the work order in NS5 and notifying the Master and Port Engineer as needed.

### Step 2: Create a work order in NS5 for unplanned maintenance

Log into NS5 and open the Maintenance and Purchasing Module. From the title bar, you can click on **Documents**→**Work Orders**→**New Work Order** , or you can click the New Work Order button on the Maintenance and Purchasing window toolbar.



New Work Order / SR option from the Maintenance and Purchasing window menu bar



New Work Order / SR button from the Maintenance and Purchasing window toolbar

A new work order will open. In the **Title** bar, write a short description of what happened and use the format: **Equipment - what needs to be done**. (Ex: **STBD A-frame – replace all hydraulic hoses**) This format makes it easier to find the work order later.

The **Scheduled** bar will automatically select today's date as the date the problem was identified. If the event occurred on a previous day, select the correct date by clicking the calendar button next to the Scheduled bar.

In the **Equipment** field, look through the Equipment explorer and select the equipment that needs repair. This will attach the work order to the maintenance history of that equipment.

In the **Description** field, describe in detail what happened and what immediate action was taken. (EXAMPLE: *LEAKS DETECTED FROM HYDRO WINCH. SOPEP PADS PLACED TO ABSORB FLUID AND PREVENT IT FROM GOING OVERBOARD. IT IS SUSPECTED TO BE FROM INBOARD SEAL.--MEDLEY*) **Remember to sign your name at the end of your entry – just like a regular work order.**

Click the **Save** button on the **Work Order** window toolbar to save the new work order.

### **Step 3: Conduct a Job Safety Analysis (JSA)**

When you are ready to do the repair, the supervisor must first conduct a Job Safety Analysis (JSA) with all the workers who will participate in the repair – including contractors. The JSA must be signed by participants and filed on the bridge.

**\*\*State in the work order that a JSA was conducted and filed on the bridge.**

**Step 4: Determine if special work permits are required**

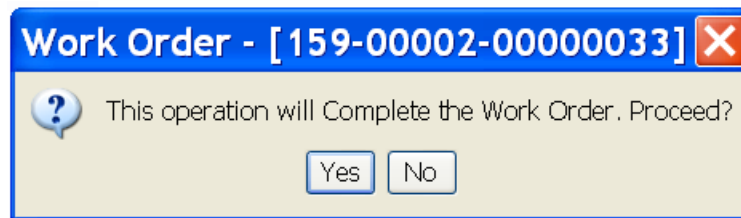
The JSA should reveal the need for permits, if any. If permits are required, proceed to **Step 5** to complete them. If not, skip to **Step 9**.

**Step 5: Complete the permits**

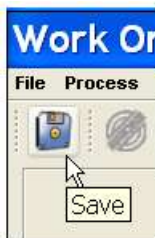
Complete all sections of a paper permit and get the persons doing the work and the Authorized Person to sign it. The Chief Engineer is the Authorized Person to sign Hot Work and Energy Isolation permits. The Master or Mate may serve as the Authorized Person for Working at Heights permits. Both the Chief Engineer AND the Master are required to sign Confined Spaces permits.

**Step 6: Post a copy of the permit at the work site and file original on bridge.****Step 7: Notify all affected persons and departments****Step 8: Complete the task and have all persons sign the permit to closure. File permit on bridge****Step 9: Complete the work order**

Once the problem is resolved/ repaired and no further action is needed, complete the work order. Click the **Completed** field on the Work Order window to enter the completion date. After you select the date, a message box will appear verifying that the work order is complete. Click **Yes** to continue.

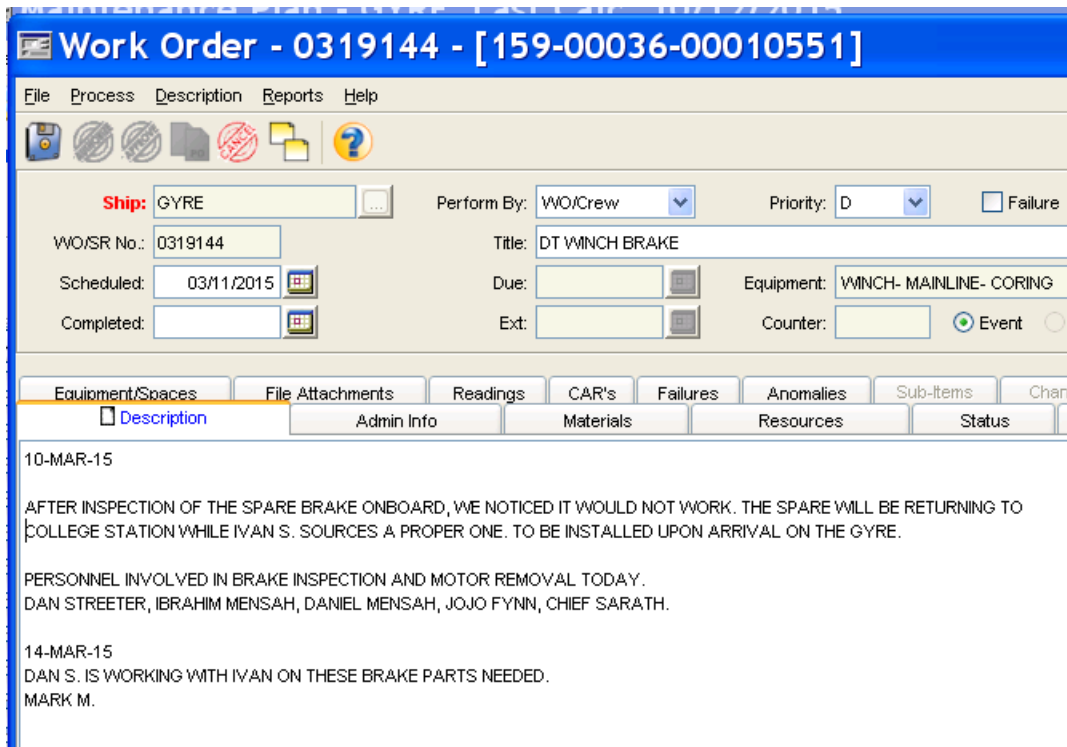


You may be asked if you want to save the changes. If so, click yes. Otherwise, click the save icon and the window should close.



If you must wait on supplies, port call or anything else, **leave the work order open until the problem is completely resolved** and continue to add notes as the situation progresses.

Remember to add your name and the date to your notes until the work order is completed. See example below.



**Work Order - 0319144 - [159-00036-00010551]**

File Process Description Reports Help

Ship: GYRE Perform By: WO/Crew Priority: D  Failure

WO/SR No.: 0319144 Title: DT WINCH BRAKE

Scheduled: 03/11/2015 Due: Equipment: WINCH- MAINLINE- CORING

Completed: Ext: Counter:  Event

Equipment/Spaces File Attachments Readings CAR's Failures Anomalies Sub-Items Chan

Description Admin Info Materials Resources Status

10-MAR-15

AFTER INSPECTION OF THE SPARE BRAKE ONBOARD, WE NOTICED IT WOULD NOT WORK. THE SPARE WILL BE RETURNING TO COLLEGE STATION WHILE IVAN S. SOURCES A PROPER ONE. TO BE INSTALLED UPON ARRIVAL ON THE GYRE.

PERSONNEL INVOLVED IN BRAKE INSPECTION AND MOTOR REMOVAL TODAY.  
DAN STREETER, IBRAHIM MENSAH, DANIEL MENSAH, JOJO FYNN, CHIEF SARATH.

14-MAR-15  
DAN S. IS WORKING WITH IVAN ON THESE BRAKE PARTS NEEDED.  
MARK M.