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| **Asset Register** |  |
| **Field** | **Comments** |
| Functional Location | Also referred to as tag number, i.e. P-1234, TCV-5678, etc. Tag numbering usually follows procedure as specified by client. |
| Functional Location Description | Description of the functional location, often states type of equipment and the package/system it resides on, i.e. Pressure Transmitter-Oil Export Pump A |
| Equipment Number | Used to track equipment, for maintenance and reliability purposes, where it can be interchanged between functional locations, i.e. P-1234-A/B/C |
| Superior Functional Location | Also referred to as parent tag, used for defining functional location hierarchy, i.e. PM-1234 would have P-1234 as its superior functional location. |
| System Number | The system number that the functional location resides on |
| Equipment Type | Defines the equipment type of the functional location, i.e. Centrifugal Pump, Pressure Transmitter, Emergency Shutdown Valve |
| Criticality | Defines criticality of functional location, i.e. Safety Critical, Production Critical, Non-Critical |
| SCE Group(s) | If Criticality = Safety Critical, the SCE group(s) that the functional location falls within |
| Status | Current operating status, i.e. Operating, Mothballed, Decommissioned, etc |
| Physical Location | Describes the physical location of the functional location on the plant |
| Work Centre | The work centre/trade/discipline responsible for the functional location, i.e. Mechanical, Electrical, Toolshop, Vendor, etc |
| Installation Date | Date the functional location was installed and put into active service |
| Supplier | Name of equipment supplier |
| Manufacturer | OEM of the equipment |
| Model Number | OEM model number |
| Serial Number | OEM serial number |
| Weight/Size/Dimensions | Physical characteristics of the equipment |
| Material Number(s) | Any client material numbers for the equipment, i.e. BOMs |
| Purchase Price | Cost of equipment replacement |
| Document Reference(s) | Documents linked to the equipment, i.e. P&ID, PO, Data Sheet, etc |

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| **PM** |  |
| **Field** | **Comments** |
| PM Number | Unique PMR identifier |
| PM Description (short) | Short description of the PMR, i.e. Pressure Transmitter Calibration |
| PM Description (long) | Long description of the PMR. Provides a more detailed description of the maintenance to be completed. |
| Functional Location | The functional location on which the PMR is to be performed. Where multiple functional locations are to be maintained an object list may be used. |
| System Number | System number of the functional location(s) being maintained |
| Object List | Used if multiple functional locations are being maintained on the PMR |
| Main Work Centre | The main work centre/trade/discipline responsible for the PMR, i.e. Mechanical, Electrical, Toolshop, Vendor, etc |
| Maintenance Activity Type | The type of maintenance to be performed, i.e. Calibration, Functional Testing, Condition Monitoring, Inspection, etc |
| Priority | Defines the criticality of the PMR, i.e. Safety Critical-Perf. Std, Safety Critical-other, Production Critical, etc |
| Frequency | Defines the interval at which the PMR is performed, i.e. Monthly, Quarterly, Yearly, etc |
| System Condition | Defines the operating status of the equipment/system required to complete the PMR, i.e. No Shutdown, Equipment Shutdown, System Shutdown, Facility Shutdown, etc |
| Next Due Date | Next scheduled date of PMR |
| Operation(s) Number | PMRs often comprise of multiple operations/tasks. This is a unique identifier for the operation, i.e. 10, 20, 30, etc |
| Operation(s) Description (short) | Short description of the operation, i.e. 10 - Isolate Pump for Overhaul, 20 - Overhaul Pump, 30 - De-Isolate Pump |
| Operation(s) Description (long) | Long description of the operation. Provides a more detailed description of the task to be completed. |
| Operation(s) Work Centre | The work centre/trade/discipline to complete the operation, i.e. Mechanical, Electrical, Toolshop, Vendor, etc |
| Operation(s) No. of Persons | Number of persons required to complete the operation |
| Operation(s) Duration | Time required to complete the operation |
| Operation(s) Material | Any materials required to complete the operation |

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| **Work Order** |  |
| **Field** | **Comments** |
| Order Number | Unique work order identifier |
| Order Description (short) | Short description of the work order. For a PM order the short description would typically be the same as the PM short description. For a corrective order this would typically be a description of the fault found or the work to be completed. |
| Order Description (long) | Long description of the work order. Provides a more detailed description of the work to be completed. |
| Order Type | Used to identify the type of work order, i.e. PM, Corrective, General, etc |
| PM Number (if applicable) | If work order is PM type, this will identify the PM it was generated from |
| Functional Location(s) | The functional location(s) on which the work is to be performed |
| System Number | System number of the functional location(s) having work performed |
| Main Work Centre | The main work centre/trade/discipline responsible for the work order, i.e. Mechanical, Electrical, Toolshop, Vendor, etc |
| Priority | Defines the criticality of the work order. For PM orders this would be auto-generated from the PM. For corrective orders this would typically be determined by a risk assessment matrix. |
| Maintenance Activity Type | The type of work to be performed, i.e. Calibration, Functional Testing, Condition Monitoring, Inspection, etc |
| System Condition | Defines the operating status of the equipment/system required to complete the work, i.e. No Shutdown, Equipment Shutdown, System Shutdown, Facility Shutdown, etc |
| Breakdown Y/N | Can be used to identify equipment breakdowns where the equipment stops performing its function |
| Breakdown Start | Used to measure the length of time the equipment has been out of service due to the breakdown |
| Breakdown Finish | Used to measure the length of time the equipment has been out of service due to the breakdown |
| Status | Current status of the order, i.e. Open, Completed, Closed, Cancelled, etc |
| Created On | Date the order was created in the CMMS |
| Actual Start | Actual start date of the order |
| Actual Finish | Actual finish date of the order |
| Damage Code(s) | Used to identify any damage found on the equipment |
| Cause Code(s) | Used to identify the cause of the damage |
| Activity Code(s) | Used to identify any activities performed |
| Long Text | Would typically be used to describe the fault found and any work that has been completed. For PMs this would normally be an activity report. |
| Operation(s) Number | Work orders often comprise of multiple operations/tasks. This is a unique identifier for the operation, i.e. 10, 20, 30, etc |
| Operation(s) Description (short) | Short description of the operation, i.e. 10 - Isolate Pump for Overhaul, 20 - Overhaul Pump, 30 - De-Isolate Pump |
| Operation(s) Description (long) | Long description of the operation. Provides a more detailed description of the task to be completed |
| Operation(s) Work Centre | The work centre/trade/discipline to complete the operation, i.e. Mechanical, Electrical, Toolshop, Vendor, etc |
| Operation(s) No. of Persons | Number of persons required to complete the operation |
| Operation(s) Duration | Time required to complete the operation |
| Operation(s) Material | Any materials required to complete the operation |