JSP 886
DEFENCE LOGISTICS SUPPORT CHAIN MANUAL

VOLUME 7
SUPPORTABILITY ENGINEERING

PART 8.03D
CONDUCT AND RECORD MAINTENANCE

VERSION RECORD		
Version Number	**Version Date**	**Details**
1.0	20 Jun 11	Initial publication
1.1	18 Aug 11	Minor revisions; content unchanged.
1.2	xx xxx xx	Add Chapter 2.Equipment Failure Reporting
1.3	07Nov 12	Chapter 2 added. Minor formatting changes
2.0	20 Nov 12	Chapter 2 deleted. Required data now in Paragraphs 9 & 10

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## CHAPTER 1: INTRODUCTION TO CONDUCT AND RECORD MAINTENANCE

INTRODUCTION

1.   Maintenance is all actions taken to retain equipment in or to restore it to a specified condition, including inspection, testing, servicing, classification as to serviceability, repair, rebuilding and reclamation[1]. In order to ensure that appropriate maintenance is undertaken there is a need to:

   a.   **Undertake Maintenance Design.** Identify what maintenance is required.

   b.   **Manage Maintenance.** Decide when and where actual maintenance will be done.

   c.   **Conduct and Record Maintenance.** Undertake the maintenance and retain appropriate records.

   d.   **Exploit Maintenance Records.** Learn from experience to improve current maintenance and to improve maintenance of future products.

   For most products, it is advantageous to use a maintenance management system to record maintenance activities, this is shown schematically below.

Figure 1: Maintenance Process
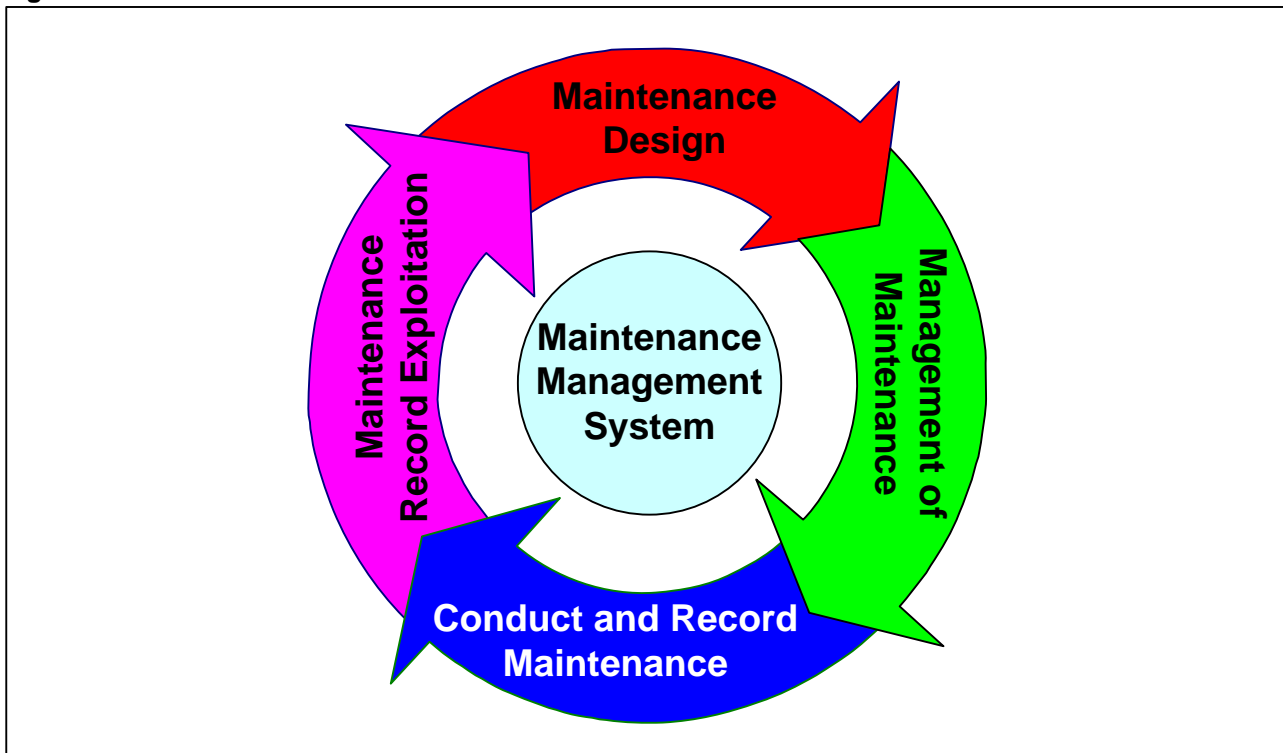
CONTEXT

2.   This part provides key points of policy and guidance on how maintenance shall be conducted and records kept.

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[1] Allied Administrative Publication-6 (AAP-6): NATO Glossary of Terms and Definitions.

3.   In order that items are available when required and to correct problems, maintenance is required. This maintenance needs to be undertaken iaw appropriate maintenance instructions by appropriately skilled and trained personnel. In addition to undertaking maintenance, appropriate records are to be kept, these have two primary purposes:

   a.   Recording what has been done, especially important on safety critical items.

   b.   Allows the MOD to learn about the items, resulting in improved availability and/or better optimised maintenance.

POLICY

4.   Maintenance is to be conducted as required by the maintenance manager, following the items maintenance instructions. Records are to be kept as detailed for the item.

PRECEDENCE AND AUTHORITY

5.   Ownership of Logistics policy in support of the Logistics Process falls to the Assistant Chief of Defence Staff Logistics Operations (ACDS Log Ops) as Chief of Defence Materiel (CDM) Process Architect[2]. This role is exercised through the Defence Logistics Policy Working Group (DLPWG) and the Defence Logistics Steering Group (DLSG) reporting up to the Defence Logistics Board (DLB). It is against this governance framework that sponsorship[3] for R&M policy is delegated to Hd JSC SCM. PTs are required to assess and show compliance with key policies and governance as signposted by the SSE.

KEY PRINCIPLES

6.   Maintenance and repair units are to undertake planned inspections, maintenance, and reactive maintenance and repair, in accordance with the priorities set by the maintenance manager, to optimise availability whilst minimising the occurrence of unplanned failures that can impact on safe operations.

7.   Maintenance/repair must be conducted in accordance with specified instructions and routines approved and issued by the technical authority or by the delegated approved local authority.

8.   A system of work controls has to be implemented to ensure item and personnel safety using work tasking and/or additional (e.g. tag out) procedures.

9.   Records of inspections, repairs and maintenance have to be made using a formal system to:

   a.   Demonstrate that the required periodicity of maintenance activities has been undertaken.

   b.   Provide a record of material state to predict future maintenance requirement or to assist in fault rectification.

   c.   Record significant events or deviations which could signify changes to rates or mechanisms of wear or deterioration, which may require a review of maintenance

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[2] JSP899: Logistics Process – Roles and Responsibilities.

[3] Sponsor - The person responsible for the content, currency and publication of a JSP (as per letter of delegation). Responsibility established through Letters of Delegation (LoD), issued through the DLPWG chair and exercised through Terms of Reference

periodicity or a change in maintenance or test procedures, or may need a review of its potential impact on safety. These records shall be elevated to the technical authority as necessary.

    d.   Provide a record of rectification/downtime performance data for the purposes of analysis and review, and support solution performance monitoring.

The supporting Logistic information System(s) LogIS shall enable records to be made available as necessary to the maintenance management organisation and technical authority.

10.   Unusual events or material states which may have an impact on the maintenance plan or operational safety margin shall be reported. The identification and capture of equipment failure data assists the user and item design authority in making decisions relating to safe use, design change or continued use of an item. (JSP 886 Volume 5 Part 2: Land Equipment Support dated 13 Oct 11).

11.   A clear and simple method for reporting faults can help prevent incidents and provides a means for monitoring the effectiveness of safety measures and equipment. All equipment users shall be able to report faults, failures and serious incidents to the PT supporting the equipment. In order to reduce cost and simplify Logistic IS systems, preference is for the use of standard systems rather than bespoke systems. Standard systems for Equipment Failure Reporting (EFR) are listed at Chapter 2 of JSP 886 Volume 7 Part 8.04: Reliability & Maintainability

ASSOCIATED STANDARDS AND GUIDANCE

    a.   JSP 886: Defence Logistics Support Chain Manual:

        (1)   Volume 7 Part 1: ILS Policy.

        (2)   Volume 7 Part 5: Management of Support Information.

        (3)   Volume 7 Part 8.03A: Maintenance Planning.

        (4)   Volume 7 Part 8.03B: Maintenance Design.

        (5)   Volume 7 Part 8.03C: Management of Maintenance.

        (6)   Volume 7 Part 8.03E: Maintenance Record Exploitation.

        (7)   Volume 7 Part 8.04: Reliability & Maintainability.

    b.   BR 1313 Maintenance Management in Surface Ships.

    c.   AESP 0200-A-090-013: DEME(Army) Engineering Standards.

    d.   JAP 100A-01: Military Aviation Engineering Policy, Regulation and Documentation.

    e.   Defence Standard 00-600: Integrated Logistic Support. Requirements for MOD Projects.

POINTS OF CONTACT

12.   The policy for Conduct and Record Maintenance is sponsored by DES JSC SCM-EngTLS:

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