DATE: June 13, 2012

TO: Ed Simpson

FROM: Jeff Radner

SUBJECT: Creation of an Operator Preventive Maintenance Program

As established, this report is to present my reasoning behind the creation of an Operator Preventive Maintenance Program here at M-Global. This program stems from the lack of operator involvement in the equipment maintenance causing the reliability of said equipment to decline which in turn may and or will result in dangerous consequences that will cost M-Global financially as well as our esteemed reputation and relationships with our clients. Solution, my end goal of this program is to have it train our operators to perform consistent maintenance checks on all company equipment so that daily tasks can be performed safely and on schedule. Reason why we are choosing to train specifically our operators is because they are the ones who use the equipment most often, they will be able to spot potential problems before accidents arise. Our company will achieve this by holding mandatory four-hour equipment maintenance training and require operators to perform certain checks on company cars with inspection checklist in hand. This report includes the following sections: The Problem, Examples of Problems, The Solution, Solution Implementation Practices, and Conclusion.