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| **EFFECTIVE DATE: 04/05/2009** |

**Example Workflow for Implementing a Maintenance Management System**

This document outlines a sample workflow for implementing a Computerized Maintenance Management System (CMMS) in a food manufacturing facility (NIC Code: 10101).

Phase 1: Assessment and Planning

**1. Needs Assessment: Identify the current maintenance practices, challenges, and opportunities for improvement.**

**2. CMMS Selection: Research and select a CMMS software that meets the organization's needs and budget. Consider features such as work order management, inventory tracking, preventive maintenance scheduling, and reporting capabilities.**

**3. Project Team Formation: Establish a cross-functional project team comprising maintenance personnel, IT staff, and management.**

**4. Data Migration Planning: Develop a plan for migrating existing maintenance data to the new CMMS.**

**5. Training Plan: Develop a training plan for all personnel who will use the CMMS.**

Phase 2: Implementation

**1. System Setup and Configuration: Configure the CMMS software according to the organization's specific needs. This includes defining equipment, creating work order templates, and setting up user accounts.**

**2. Data Migration: Migrate existing maintenance data to the CMMS. Ensure data accuracy and consistency.**

**3. User Training: Conduct training sessions for all users of the CMMS.**

**4. Pilot Program: Implement a pilot program to test the CMMS in a limited area before full deployment.**

**5. System Go-Live: Deploy the CMMS across the entire organization.**

Phase 3: Ongoing Optimization

**1. User Feedback: Gather user feedback to identify areas for improvement.**

**2. System Updates and Maintenance: Keep the CMMS software up-to-date with regular updates and patches.**

**3. Performance Monitoring: Monitor system performance and make adjustments as needed.**

**4. Continuous Improvement: Continuously refine the CMMS processes and workflows to optimize maintenance efficiency.**

Example Workflow (Simplified):

**1. Equipment Failure/Preventative Maintenance Due: A maintenance issue is identified (e.g., via equipment sensor, visual inspection, or scheduled PM).**

**2. Work Order Creation: A work order is created within the CMMS, specifying the equipment, problem description, required parts, and assigned technician.**

**3. Technician Assignment: The CMMS assigns the work order to a qualified technician.**

**4. Parts Procurement: If necessary, the CMMS facilitates parts ordering and tracking.**

**5. Maintenance Execution: The technician performs the necessary maintenance tasks.**

**6. Work Order Closure: Upon completion, the technician updates the work order status, recording the time spent, parts used, and any other relevant information.**

**7. Data Analysis: The CMMS automatically generates reports providing insights into MTTR, MTBF, maintenance costs, and other key metrics.**

Compliance Notes:

* Data Integrity: Ensure data entered into the CMMS is accurate and reliable.
* Audit Trails: Maintain audit trails of all CMMS activities to ensure accountability and traceability.
* Data Backup and Recovery: Implement a robust data backup and recovery plan to protect against data loss.

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