

3.18 Maintenance Programs and Records

Maintenance programs and records shall be managed on a CMMS in co-operation with the DMAT in the implementation and the migration of the management of his activities and providing/updating/maintaining all asset records. The CMMS will have facilities, but not limited to, for:

- a) Work order management.
- b) Preventive maintenance management.
- c) Asset data (physical, operational, performance, maintenance and repair).
- d) Business analysis and reporting

Where required, the Contractor shall co-operate in the collection and input of all required data so that CMMS is capable of functioning fully and useful KPI and management reports can be produced. The CMMS shall have an open communications protocol so that information to date can be migrated to CMMS approved software as it develops and shall include, or be capable of all of the following:

- i. Equipment Information Record (EIR) for every mechanical equipment item. Each EIR shall document the following information:
 - Type of equipment
 - Equipment tag number
 - Manufacturer's name
 - Manufacturer's phone number
 - Local manufacturer's representative's name and representative's phone number
 - Spare parts list with manufacturer identification number
 - Inventory of equipment spare parts
 - Name plate data
- ii. Scheduling work both planned (regular O&M) tasks and unplanned (repair/emergency) tasks.
- iii. Tracking scheduled maintenance and automatically issuing reports of overdue or missed maintenance tasks.
- iv. Record detailed records of work performed on the assets.
- v. Accept and save notes and observations made by maintenance personnel during maintenance.
- vi. Reporting on performance. The CMMS shall include operation and maintenance records for all assets. Typical records shall include:
 - Hours of operation
 - Energy consumption
 - Dates of standard maintenance tasks
 - Dates and details of repairs

3.19 Emergency Maintenance

Emergency means that the problem satisfies one of the following:

- a) Personnel safety is at risk,
- b) Equipment damage is imminent,
- c) Whole system integrity is at risk of failure,
- d) Flooding can occur without repair actions,
- e) Assistance to the DMAT during events not entirely related to the contract, but which contractor's expertise is required.