The problems that happens the most are the following:

1. The guys often forget things that are necessary for the job to take place, be it equipment or consumables.
2. The second most occurring problem is that the equipment they take is not functioning properly
3. The third most often problem is logistics where the customer isn’t ready, there are stoppages, etc.

All of these cause a job to stop or take longer than needed, therefore affecting the bottom line and out schedule is affected. I’d like to tackle problems 1 and 2 for the time being.

The small problem is the lack of a daily sense of direction for the employees other than what their experience has been. Sometimes they remember, sometimes they don't. The idea is to create a set of checklists that help avoid these problems.

These checklists will be organized in two principal sets, one for the field crew and one for the warehouse personnel. These will be subdivided into Daily for the field crew and Daily & Periodic for the warehouse personnel.

FIELD CREW

Daily

The daily checklist for the field crew needs to be quick and easy to tackle. This checklist is subdivided into two subcategories.

1. One is equipment related. An example is things like checking the engine oil on the vacuum and compressor engines, checking that the moisture has been drained out of the water separator, making sure all equipment is in good shape and that there are no coolant leaks, etc. This checklist should also have the ability to allow the field crew to let the warehouse personnel know if there is an issue with any equipment or anything that needs to be looked at.
2. The second is job related. This should list the day-to-day activities from setup to breakdown of each job. It should list all critical steps of each job so that the field crew does not forget. There should be one-time section to this checklist which is when a job is starting where the initial consumables for that particular job are revised. (for example, shims for flange face rebuilding)

Care must be taken that this list does not go into extensive detail because the jobs can be rather chaotic and dynamic.

The equipment-related checklist must be drawn from the manuals of all the equipment they use. It should be quick and easy to complete. See “Check Lists\Equipment - Field Crew\Daily”

The jobs related checklist must be developed. The jobs we typically conduct are the following:

1. Abrasive blasting and painting of hulls
2. Abrasive blasting and painting of sea chests
3. Abrasive blasting and painting of stern tubes
4. Abrasive blasting and painting of tanks
5. Abrasive blasting and painting of exhausts
6. Pressure washing and cleaning of tanks
7. Pressure washing and cleaning of engine room bays

WAREHOUSE PERSONNEL

Daily

The warehouse personnel daily checklist can be subdivided into two subcategories consumables & tracking related:

1. Consumables: The consumable checklist is a shared responsibility between the warehouse personnel and the field crew. The purpose of this checklist is to ensure that all the consumables needed for a job are obtained by the field crew from the warehouse personnel.
2. Tracking: The warehouse personnel has to update on a daily basis what equipment has been given to the field crews and what equipment has been received from the field crews.

Periodic

Lastly, the warehouse periodic checklist has three subcategories.

1. Equipment: This checklist should be based on the manuals for each equipment and it should include things like:
   1. Oil changes for compressors every 500 and 1000 hours
   2. Oil changes for diesel engines of trucks, and vacuums
   3. Check of tires, tire pressure, bolt torque
   4. Change of hydraulic oil, baghouse filters and primary filter on hurricanes
2. Stock: The amount of all consumables that are in stock in the warehouse must be checked and updated every Monday and Thursday.
3. Tools: Each team is supposed to have a standard set of tools. The warehouse personnel has to go over the tool list on each team every 15 days to replenish any tools that may have been lost, note the condition of each tool and determine is replacement is necessary. (I’m attaching a list of all the tools each team should have)

WORKFLOW

Field Crew Daily Checklist

The team supervisor is responsible for going through the checklist and ensuring each of the items get ticked off. Whether it’s by himself or other team members, it’s up to the supervisor. It’s strongly recommended that the supervisor makes different team members responsible for going through the list everyday to create a sense of accountability.

Warehouse Daily Checklist

Consumables: This checklist must be addressed in the late afternoons (30 minutes after the crews arrive at the warehouse) by the warehouse lead and team loadout captain. They will be confirmed the next morning by the warehouse lead and the loadout captain.

Loadout Captain: Each team is going to cycle weekly between members to become loadout captains. The loadout captain and warehouse lead will be responsible for the following:

1. Ensuring all the consumables are correct and obtained
2. Organization & cleanliness of truck box and truck cabin are optimal
3. Load diesel onto the trucks and auxiliary tanks inside trucks

Warehouse Periodic Checklist

This is solely the responsibility of the warehouse lead.