

[Home](#) » [management](#) » **There might be a place for manual CMMS**

 [Print page](#)  [Email page](#)  [Related Information](#)

There might be a place for manual CMMS

Managing maintenance need not be costly or difficult. If you have plant with five or fewer technicians, it's possible to forego a formal CMMS and keep track of everything with good ol' fashioned paper and pencil, says David Berger, P. Eng., in his latest column.

PlantServices.com

By David Berger

Managing maintenance need not be costly or difficult. Just ask the approximately 30% of plant sites in North America that have no formal CMMS. These plants have established manual procedures that help maintenance professionals decrease equipment downtime and improve asset availability and performance. This approach is particularly applicable to facilities with five or fewer maintenance technicians, but it depends on the size of the facility, shift coverage, whether it has a centralized or decentralized organizational structure, number and complexity of assets, and other factors.

All that's needed for a manual system is paying attention to careful recordkeeping. Success with any maintenance control project depends on using the right methods to plan, distribute and monitor work. Simple means exist for controlling your maintenance operation, including setting up a manual work order control system, preventive maintenance program, inventory control system and equipment history file.

advertisement

Avantis helps you manage assets better, faster and easier

Avantis is a comprehensive, world class enterprise asset management (EAM) solution designed to transform operational information into strategic asset intelligence enabling you to make more informed business decisions on managing your assets while balancing asset availability and utilization. Implement asset improvements with a [FREE on-site assessment & white paper](#).

Work order control

Work order control is the focus of a maintenance management system. The work order and time card are two essential documents that provide input and information for a simple manual system. For each job, the person responsible for maintenance planning receives or completes a work order form. Based on the pile of backlogged work orders, the designated planner, supervisor or lead technician can assign work daily for each mechanic. A copy of every issued work order is placed into an active work order file. Each technician completes the necessary work as described on the work order, then prepares the feedback information, including a time card. The completed work orders and time sheets go back to the planner after a job is finished. The work order, standing work order, daily time card and scheduling board each has its own important function.

The work order authorizes the maintenance staff to perform work, provides a brief description of the work required, identifies the priority of the work and its required completion date, and provides a work history record when completed. The planner relies on personal experience and any available historical data to help estimate the labor hours required to complete a job. The estimate can then be used to evaluate planned-versus-actual hours to complete the work.



