



MAINTENANCE OPERATIONS STANDARD PRACTICE

Work Order Standard
Operating Practice

INSTRUCTION NUMBER:
75-0006

IV. Work Order Job Statuses & Definitions

There are 15 work order job statuses currently used in eMaint. consisting of:



Work Order Job Status Definitions

Status	Typical Interpretation	Is it Open?	Typical Scenario
Sublet Repair	Sent to an external sublet vendor for on/off site repair. Note: Sublet repair details must be documented in the comments section of the eMaint work order.	YES	We have to sublet some specialized repairs.
AUCTION REQUEST-	This status is for assets that have been determined by the branch to have reached or exceeded the equipment's service life potential and they are requesting an asset service life cost vs. benefit analysis be performed to determine if auction is the next appropriate course of action or not.	YES	The service life has been reached on this asset
Cancelled-	Work order was initiated but later deemed unnecessary prior to any work being performed &/or used for duplicates.	NO	Ignore this, I was testing what a work order would look like.
Completed -	A complete status signifies that 100% of all actual, physical work has been performed.	NO	The job and any documentation about the job is done.
CRF Request -	This status is for assets a branch has determined to meet the criteria to go to the Central Repair Facility and the process to send it to the CRF has already been initiated.	YES	We do not have the resources or that is outside of our typical scope.
FQC Inspection	For Assets going through the Final Quality Control Process (Make Ready). The equipment should only pass inspection if ALL standards are met	YES	All it needs is a Make Ready
On Hold	Work is paused (besides waiting for parts or waiting on more information), perhaps due to coordinating resources. The comments section of the work order must always communicate the specific reasoning when this status is chosen.	YES	We are not ready yet, but do expect to perform the job.
New Request	This status is for newly created unassigned work orders awaiting to be assigned to a technician for an initial asset assessment, asset concerns, &/or PM service.	YES	First stages. We are not 100% sure who will do the job or if we will perform it.
Parts on Order-	This status is for work orders have parts on order and are actively waiting for the arrival of parts. NOTE: Descriptive parts order details must be documented in the comments field of the work order.	YES	We will be on the job when supplies arrive.
Status Unknown	This status is the default for open work orders that has been open longer then 31 days.	YES	The reason this work order is still open is not clear or there are circumstances that need clarification.
Waiting On Corrective-	This status is for assets that already have undergone an assessment, inspection &/or diagnostic, has parts on hand, and is assigned to a technician to begin the corrective repair.	YES	It is in the hopper, awaiting to be moved to WIP status
IQC Inspection	The Initial Quality Control Inspection status is the next status for all (NEW REQUEST) status work orders. This status is for open work orders that have been assigned to a technician evaluate the full scope of what the asset needs. The asset specific make ready check list work order type is required to be performed during this status and if the asset has any preexisting concerns they are also inspected and diagnosed at this time.	YES	All new request status work orders progress into IQC
Waiting on PM -	This status is for open PM work orders that have been assigned to a technician and is awaiting completion.	YES	It is in the hopper, awaiting to be Completed
Waiting on Washbay	This status is for open work orders that have been assigned to a technician and is awaiting completion of a wash in the wash bay, decal installation, &/or cosmetic detail.	YES	It is in the hopper, awaiting to be moved to WIP status
Work In Progress-	This status is for open work orders that have been assigned to a technician and the work is currently in progress. Typically at this stage, the asset has received an initial inspection following the make ready check list and assigned to a Technician for corrective repair.	YES	We are on the job and presently taking action to complete this work order.



CMMS WORK ORDER JOB STATUS FLOWCHART

