



# MAINTENANCE OPERATIONS STANDARD PRACTICE

Work Order Standard  
Operating Practice

INSTRUCTION NUMBER:  
75-0008

## VII. WORK ORDER CREATION PROCESS (MAKE READY TYPE)

**MAKE READY** Type work orders require the selection of a applicable make ready **TASK #** . After a Task # selection is made it will automatically populate the Work Procedures table and Brief Description field.

1. Select MAKE READY

WO TYPE: MAKE READY

TASK #:

2. Click on Task Folder

3. Select Task #

Task No.	Brief Task Desc.	WO Type
1008	DIESEL GENERATOR ONLY - MAKE READY PROCEDURES	MAKE READY
1009	DIESEL PUMP MAKE READY PROCEDURES	MAKE READY
1010	LIGHT TOWER MAKE READY PROCEDURES	MAKE READY
1011	TANK MAKE READY PROCEDURES	MAKE READY
1016	LOAD TEST GENERATORS	MAKE READY
1017	LOAD TEST DIESEL PUMP (WATER)	MAKE READY
1019	HEATER MAKE READY PROCEDURES	MAKE READY
1021	COOLING TRAILER MAKE READY PROCEDURES	MAKE READY
1022	FRESH WATER STATION TRAILER MAKE READY PROCEDURES	MAKE READY
1023	TRASH TRAILER MAKE READY PROCEDURES	MAKE READY
1024	TRANSPORT TRAILER MAKE READY PROCEDURES	MAKE READY
1025	FUEL TRAILER MAKE READY PROCEDURES	MAKE READY
1026	NG GENERATOR ONLY - MAKE READY PROCEDURES	MAKE READY
1020	SUPER VAC LOAD TEST	MAKE READY
1028	SHAKER WASHER MAKE READY PROCEDURES	MAKE READY
1029	TRAILER HOUSE MAKE READY PROCEDURES	MAKE READY
1030	PIT PUMP MAKE READY	MAKE READY



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## WORK ORDER CREATION PROCESS (MAKE READY TYPE) – Cont.

The work procedures are specific and the required steps are listed in order. Each of these boxes should be checked off to insure all proper steps for the make ready are completed. All of these steps are taken from the asset's Standard Operating Procedures manual.

Work Procedures								
Edit	Options							
	Seq.	Task Description	Detail Task Description	Comments	Done?	OK? (Insp)	Needs Repair (Insp)	Document Storage
GoTo	1.00	TRAILER	Check for valid registration and that it is in an approved document holder		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
GoTo	2.00	TRAILER	Check for valid state/ federal annual inspection (If applicable)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
GoTo	3.00	TRAILER	Check the trailer tongue jack for proper operation		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
GoTo	4.00	TRAILER	Inspect trailer tongue coupler		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
GoTo	5.00	TRAILER	Check safety chains and hooks		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
GoTo	6.00	TRAILER	Check breakaway cable and hook		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
GoTo	7.00	TRAILER	Check Trailer light connector and verify it is in good condition		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
GoTo	8.00	TRAILER	Check hydraulic brake fluid level		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
GoTo	9.00	TRAILER	Check brake lines for leaks		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
GoTo	10.00	TRAILER	Check trailer brakes for proper operation/adjustment		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
GoTo	11.00	TRAILER	Check Trailer Lights for proper operation		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
GoTo	12.00	TRAILER	Check all wheel bearings, grease/oil level, and ensure the dust caps are in place		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
GoTo	13.00	TRAILER	Check tire tread depth (Must be over 4/32nd)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
GoTo	14.00	TRAILER	Check tire pressure (set to manufactures recommended pressure)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
GoTo	15.00	TRAILER	All Lug nuts torqued to 100 ft. lbs		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
GoTo	16.00	TRAILER	Check mud flap condition (If applicable)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
GoTo	17.00	TRAILER	Check for fire extinguisher mounting/ inspection/ operation (If applicable)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
GoTo	18.00	ENGINE	Check oil fluid level in the engine and make up tank		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
GoTo	19.00	ENGINE	Check coolant level in radiator and overflow tank		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
GoTo	20.00	ENGINE	Check cooling assembly for leaks		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
GoTo	21.00	ENGINE	Check engine for any fluid leaks		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
GoTo	22.00	ENGINE	Check Exhaust for leaks/restrictions/mounting		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
GoTo	23.00	ENGINE	Inspect all belts condition and verify proper tension		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
GoTo	24.00	ENGINE	Inspect cooling assembly and clean as necessary		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
GoTo	25.00	ENGINE	Inspect CCV filter and canister for water or restrictions		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
GoTo	26.00	ENGINE	Check Battery water level		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
GoTo	27.00	ENGINE	Load test Battery		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
GoTo	28.00	ENGINE	Inspect air filter and replace as necessary		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
GoTo	29.00	ENGINE	Inspect Maxitrol fuel filter, replace as necessary		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
GoTo	30.00	ENGINE	Complete all due Preventative Maintenance		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
GoTo	31.00	ELECTRICAL COMPONENTS	Inspect the threads on aluminum lugs attached to knife switch		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
GoTo	32.00	ELECTRICAL COMPONENTS	Verify torque of fasteners on phase connections in Alternator		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
GoTo	33.00	ELECTRICAL COMPONENTS	Verify torque on top and bottom breaker phase connections		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
GoTo	34.00	ELECTRICAL COMPONENTS	Check the fasteners holding inner fastening plate inside breaker panel		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
GoTo	35.00	CABINET & FUEL SUPPLY	Ensure fuel selection switch is in AUTO		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
GoTo	36.00	CABINET & FUEL SUPPLY	Ensure the fasteners securing the cabinet skid to trailer are present and tight		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
GoTo	37.00	CABINET & FUEL SUPPLY	Inspection of all vapor and LP fuel piping, ensure no leaks		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
GoTo	38.00	CABINET & FUEL SUPPLY	Inspect LP Vaporizers for leaks		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
GoTo	39.00	CABINET & FUEL SUPPLY	Ensure the separator and/or volume tank are drained		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
GoTo	40.00	CABINET & FUEL SUPPLY	Ensure all fuel pressure gauges are operational and accurate		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
GoTo	41.00	CABINET & FUEL SUPPLY	Ensure the lb. and oz. regulator are both operating correctly		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

