



MAINTENANCE OPERATIONS STANDARD PRACTICE

Work Order Standard
Operating Practice

INSTRUCTION NUMBER:
75-0009

VIII. WORK ORDER CREATION PROCESS (PM Work Order TYPE)

Once you are on the asset's page, then you will need to go to the **PM SCHEDULE** which is located in the Related Tables below the main body of the asset information section. This is very important to start ALL PM type work orders from this schedule. Choose the correct PM description by clicking on the blue [GoTo](#) link located in the very left hand column next to the specific PM task that needs to be done.

PM Schedule												
Add	Options	Copy PM Schedule	Learn More									
Task No.	Asset ID	Model No	Brief Description	Last PM Work Order Date	Last PM Produced At Date	Last Meter Reading	Last Meter Reading Entry	Produce Hourly Based PM Every?	Hours Until Next PM	Last PM Work Order No.	Add Date	Office Location
GoTo	1005	GN2345	TG250 500 hr - PM A - NG Gens - NG150,200,250,350,400	10/05/2017	12,514	10/13/2017	12,706	500	308	138137	11/05/2014	Charlotte TX
GoTo	1012	GN2345	2000 HR Generator Load Bank PM	12/08/2016	-5,350	10/13/2017	12,706	2,000	-16,056	79268	11/05/2014	Charlotte TX
GoTo	1013	GN2345	4500 Hr Generator Air Cooler & Radiator Clean PM	05/16/2016	-7,442	10/13/2017	12,706	4,500	-15,648	57208	11/05/2014	Charlotte TX
GoTo	1015	GN2345	DOT Annual Trailer Inspection (STATE REQUIRED)	04/14/2016	0		0	0	0	53182	11/05/2014	Charlotte TX
GoTo	1007	GN2345	TG250 1500 hr - PM B - NG Gens - NG 150,200,250,350,400	08/09/2017	11,823	10/13/2017	12,706	1,500	617	121470	02/08/2016	Charlotte TX

Once you choose the correct [GoTo](#) link, it will open up a blue **PM form** for that asset.

Once you see this blue form, look it over and make any necessary changes by clicking on EDIT.





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WORK ORDER CREATION PROCESS (PM Work Order TYPE) – Cont.

Assign To, or Assign To Type may be the only thing that you will need to change. Make your changes and then Save Changes.

Click on **ACTIONS** located at the top to Manually Generate a PM Work Order. (Remember, if you are using an IPAD, be sure to tap on **OPTIONS** first before choosing **ACTIONS**.)

PM	
Add Edit Delete Actions Options	
Pmid: 47B0SX01L	
Asset ID:GN2345	
Last PM Work Order Date:10/05/20	
Last PM Work Order No.:138137	
On Calendar?:True	
Calendar Based	Meter Based
Produce Calendar Based PM Every?:0	Produce Hourly Based PM Every?:500
Calendar Based Freq.:NA	Occurs Desc.:HOURS
Calendar Freq Type:Static	Meter Type:RUNNING
Next PM Date:	Daily Average:24
Asset Desc:NATURAL GAS GENERATOR	
Model No:TG250	
Category:MAKE READY & PM TASKS	
Sub-Category:MAKE READY & PM TASKS	
Labor Operation:PM A - NG Generator 500HR NG150 - NG400	
Operation:PM1005	
Labor Operation Guide Hours:1	
Last Meter Reading Date:10/13/20	
12,706	
Last Meter Reading Entry:	
Last PM Produced At:12,514	
Hours Until Next PM:308	
Meter Frequency Type:Shadow	
SUPPRESS PM BOX INFO located BELOW FOR FIRST TIME PM's PLEASE UNCHECK SUPPRESS PM BELOW	
Suppress PM: <input type="checkbox"/>	
Office Location:Charlotte TX	
Work Location:Shop	
Assign To Type:Employee-06	
Assign To:Ron Estala	
PM (Meter): <input type="checkbox"/>	
Task No.:1005	
Brief Description:500 hr - PM A - NG Gens - NG150,200,250,350,400	
Detailed Description:Change Oil and Replace Oil Filter	
BEFORE BEGINNING MAKE SURE TO FOLLOW LTR'S LOCKOUT AND TAGOUT PROCEDURES ACCORDING TO LTR'S S.O.P. GUIDELINES	
Follow TASK LISTS listed below	
Weblink:	



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WORK ORDER CREATION PROCESS (PM Work Order TYPE) -Cont.

Once you **MANUALLY GENERATE** the PM work order, it will look like any other work order except it will list the WO TYPE as a PM Type work order along with all of the labor guide items already populated as well as the brief description and work order procedures check off boxes. It will also have a WO # assigned to it.

PM

Asset ID: 47B0SX01L
Asset ID: GN2345

Manually Generate

Last PM Work Order Date: 10/05/2017
Last PM Work Order No.: 138137
On Calendar?: True

Calendar Based	Meter Based
Produce Calendar Based PM Every?: 0	Produce Hourly Based PM Every?: 500
Calendar Based Freq.: N/A	Occurs Desc.: HOURS
Calendar Freq Type: Static	Meter Type: RUNNING
Next PM Date:	Daily Average: 24
	Last Meter Reading Date: 10/13/2017
	12,706
	Last Meter Reading Entry:
	Last PM Produced At: 12,514
	Hours Until Next PM: 308
	Meter Frequency Type: Shadow

Asset Desc: NATURAL GAS GENERATOR
Model No: TG250
Category: MAKE READY & PM TASKS
Sub-Category: MAKE READY & PM TASKS
Labor Operation: PM A - NG Generator 500HR NG150 - NG400
Operation: PM1005
Labor Operation Guide Hours: 1

SUPPRESS PM BOX INFO located BELOW FOR FIRST TIME PM's PLEASE UNCHECK SUPPRESS PM BELOW

Suppress PM:

Office Location: Charlotte TX
Work Location: Shop
Assign To Type: Employee-06
Assign To: Ron Estala

PM (Meter):

Task No.: 1005
Brief Description: 500 hr - PM A - NG Gens - NG150,200,250,350,400
Detailed Description: Change Oil and Replace Oil Filter

BEFORE BEGINNING MAKE SURE TO FOLLOW LTR's LOCKOUT AND TAGOUT PROCEDURES ACCORDING TO LTR's S.O.P. GUIDELINES

Follow TASK LISTS listed below

Weblink:





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WORK ORDER CREATION PROCESS (PM Work Order TYPE) -Cont.

Work Orders	
Work Order	
WO No.: 140689	Open / History: <input type="checkbox"/>
WO Created By: LINDAW96	Job Status: Open
WO Date: 10/13/2017	Last PM Meter Entry: 12706.00 - Last Meter Entry: 12,706
WO Time: 16:40:56	Current Meter Reading: Current Meter Reading: 12706
Completed Date:	
Asset	
Asset ID: GN2345	WO TYPE: PM
NATURAL GAS GENERATOR	TASK #: 1005
Asset Description:	Asset Desc: NATURAL GAS GENERATOR
Model No: TG250	Model No: TG250
Serial No.: TP27087	Category: MAKE READY & PM TASKS
Trailer VIN: 4ZEGC162XF1068177	Sub-Category: MAKE READY & PM TASKS
Engine Make: PSI	Labor Operation: PM A - NG Generator 600HR NG150 -
Engine Model: 14.6L	Operation: NG400
Engine Serial #: EEZOG400768	PM1005
Clutch Make:	Labor Operation Guide Hours: 1
Clutch Model:	Assignment
Clutch Serial #:	Assign To Type: Employee-06
Clutch Actuator:	Assign To: Ron Estala email
POC:	Office Location: Charlotte TX
Work Order Details	
Labor Guide Hours(Manual Entry): 0.00	Additional Information
Brief Description: 500 hr - PM A - NG Gens - NG150,200,250,350,400	CURRENT ON/OFF RENT STATUS: 1
Work Description: Change Oil and Replace Oil Filter	Customer:
BEFORE BEGINNING MAKE SURE TO FOLLOW LTR's LOCKOUT AND TAGOUT PROCEDURES ACCORDING TO LTR's S.O.P. GUIDELINES	Well Name:
Follow TASK LISTS listed below	DIRECTIONS:
Comments:	Document:
	Weblink:
	Picture/Image:
	HIGH PRIORITY ? : <input type="checkbox"/>

