

MAINTENANCE OPERATIONS STANDARD PRACTICE

Work Order Standard Operating Practice

INSTRUCTION NUMBER: 75-0010

eMaint - Closing Out Work Orders for Full Users Only

FOR ALL TYPES OF WORK ORDERS

- 1. Once you have logged in to eMaint, go to your OPEN WORK ORDERS list located in your Private Dashboard.
- 2. Go to the Open Work Order list and choose which work order you will be closing out. Go to the column labeled WO No. with the work order number identified by a blue underlined number. Just click on this number and it will open up the work order so you can complete or close it out.

High Priority ?	Wo Created By	Wo Date	Wo No.	Wo Type	Assign To	Asset Id	Model No.	Asset Description	Brief Description	Work Description	Comments	Job Status				Customer	Well Name
	ROYCEC17	08/14/2017	125225	CORRECTIVE	Royce Coon	GN2573		NATURAL GAS GENERATOR	Diagnose excessive oil consumption	Diagnose excessive oil consumption		Waiting on Corrective	0	149			PGSTH LD6
.F.	HEATHER99	09/11/2017	<u>130370</u>	CORRECTIVE	Royce Coon	<u>GN2383</u>		NATURAL GAS GENERATOR	Coolant Hoses &/or Tube-Replace	R&R Upper Coolant Tube		Open	0	121			PGSTH LD6
.F.	ROYCEC17	11/06/2017	<u>148739</u>	CORRECTIVE	Royce Coon	<u>GN2513</u>		NATURAL GAS GENERATOR	Exhaust Manifold & or Gaskets	Exhaust manifold Remove and replace gaskets.	11/6/17:Removed exhaust manifolds cleaned up and replaced all gaskets and o rings.	Open	0	65		ETC TEXAS PIPELINE, LTD.	PGSTH LD6
.F.	ALEXISB17	12/22/2017	<u>165550</u>	CORRECTIVE	Royce Coon	GN1860		NATURAL GAS GENERATOR	Vaporizer - R&R or R&I	Vaporizer - R&R or R&I		Open	0	19	0		
.F.	ALEXISB17	01/01/2018	166454	CORRECTIVE	Royce Coon	GN2388		NATURAL GAS GENERATOR	Diagnose Fault Code	Diagnose Fault Code		Open	0	9		SURGE OPERATING LLC	UNICORN 37-04 #1AH
.F.	ALEXISB17	01/01/2018	<u>166457</u>	CORRECTIVE	Royce Coon	<u>GN2719</u>		NATURAL GAS GENERATOR	Diagnose Fault Code	Diagnose Fault Code		Open	0	9	0	SM ENERGY	ICEMAN WELL
.F.	ALEXISB17	01/01/2018	166459	CORRECTIVE	Royce Coon	GN2654		NATURAL GAS GENERATOR	Diagnose Fault Code	Diagnose Fault Code		Open	0	9	0	SM ENERGY	ICEMAN WELL
.F.	ALEXISB17	01/01/2018	<u>166461</u>	CORRECTIVE	Royce Coon	GN2323	TG400	NATURAL GAS	Generic Fuel, Exhaust, & Emissions Labor Line	Find leak, safety relief valve leaking		Open	0	9	0	SM ENERGY	ICEMAN WELL





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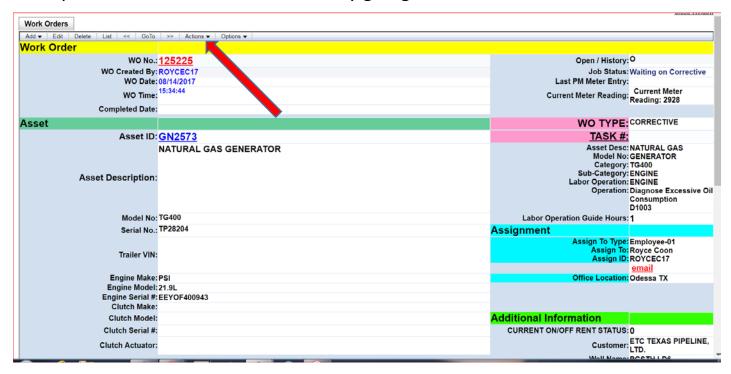
Work Order Standard Operating Practice

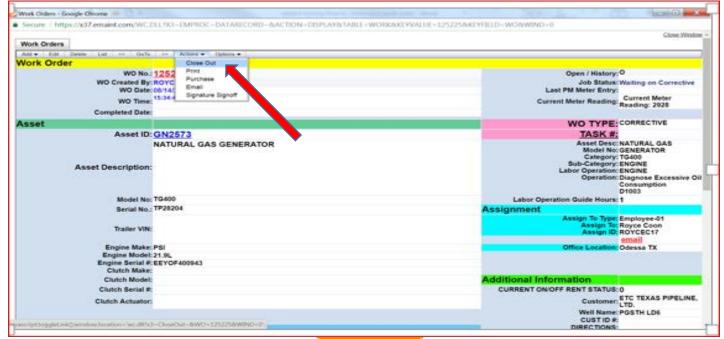
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3. Once you open the work order, you need to look it over for accuracy, then proceed to the Closeout screen by going to ACTIONS then CLOSEOUT







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- 4. Once you click on CLOSEOUT, the closeout screen will appear. This is where you will write in any comments that you did not include on the original work order.
- 5. Once you have added any extra comments, make sure to check the WO Completed date for accuracy.
- 6. You can change the work order date if you need to by clicking on the little calendar icon located next to Completed Date section.
- 7. At the bottom of the closeout screen, you will see the Close Work Order in the bottom left corner. Just click on Close Work Order and it will close it out or complete it.
- 8. If the work order needs to be reopened for some reason, go back to the main work order section and click on ACTIONS, then CLOSEOUT, and it will then give you the option of re-opening the work order to make the corrections or additions. Make sure you change the work order date if you close it out a second time.
- 9. Also make sure your name is on the work order located in the Assign To field. If you close out a work order and your name is not in this field, you will not get credit for the work.

