



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.

Royce Coon's OPEN WO LIST 01/10/2018

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	Open / History	Days Open	On/off Rent	Customer	Well Name
.F.	ROYCEC17	08/14/2017	<u>125225</u>	CORRECTIVE	Royce Coon	GN2573	TG400	NATURAL GAS GENERATOR	Diagnose excessive oil consumption	Diagnose excessive oil consumption	Unit is using on average 1.5 gal of oil per hour. Completed compression test and leak down test. The tests confirm that oil is getting by from the rings.	Waiting on O Corrective	0	149	0	ETC TEXAS PIPELINE, LTD.	PGSTH LD6
.F.	HEATHER99	09/11/2017	<u>130370</u>	CORRECTIVE	Royce Coon	GN2383	TG400	NATURAL GAS GENERATOR	Coolant Hoses &/or Tube-Replace	R&R Upper Coolant Tube		Open	0	121	0	ETC TEXAS PIPELINE, LTD.	PGSTH LD6
.F.	ROYCEC17	11/06/2017	<u>148739</u>	CORRECTIVE	Royce Coon	GN2513	TG400	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	0	ETC TEXAS PIPELINE, LTD.	PGSTH LD6
.F.	ALEXISB17	12/22/2017	<u>165550</u>	CORRECTIVE	Royce Coon	GN1860	TG400	NATURAL GAS GENERATOR	Vaporizer - R&R or R&I	Vaporizer - R&R or R&I		Open	0	19	0		
.F.	ALEXISB17	01/01/2018	<u>166454</u>	CORRECTIVE	Royce Coon	GN2388	TG400	NATURAL GAS GENERATOR	Diagnose Fault Code	Diagnose Fault Code		Open	0	9	0	SURGE OPERATING LLC	UNICORN 37-04 #1AH
.F.	ALEXISB17	01/01/2018	<u>166457</u>	CORRECTIVE	Royce Coon	GN2719	TG400	NATURAL GAS GENERATOR	Diagnose Fault Code	Diagnose Fault Code		Open	0	9	0	SM ENERGY	ICEMAN WELL
.F.	ALEXISB17	01/01/2018	<u>166459</u>	CORRECTIVE	Royce Coon	GN2654	TG400	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 GENERATOR	Generic Fuel, Exhaust, & Emissions Labor Line	Find leak, safety relief valve leaking		Open	0	9	0	SM ENERGY	ICEMAN WELL





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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

Work Orders

Add Edit Delete List << GoTo >> Actions Options

Work Order

WO No.: 125225
WO Created By: ROYCEC17
WO Date: 08/14/2017
WO Time: 15:34:44
Completed Date:

Open / History: 0
Job Status: Waiting on Corrective
Last PM Meter Entry:
Current Meter Reading: Current Meter Reading: 2928

Asset

Asset ID: GN2573
NATURAL GAS GENERATOR

Asset Description:

Model No: TG400
Serial No.: TP28204

Trailer VIN:

Engine Make: PSI
Engine Model: 21.9L
Engine Serial #: EEOYF400943
Clutch Make:
Clutch Model:
Clutch Serial #:
Clutch Actuator:

WO TYPE: CORRECTIVE
TASK #:
Asset Desc: NATURAL GAS
Model No: GENERATOR
Category: TG400
Sub-Category: ENGINE
Labor Operation: ENGINE
Operation: Diagnose Excessive Oil Consumption D1003
Labor Operation Guide Hours: 1

Assignment

Assign To Type: Employee-01
Assign To: Royce Coon
Assign ID: ROYCEC17
[email](#)
Office Location: Odessa TX

Additional Information

CURRENT ON/OFF RENT STATUS: 0
Customer: ETC TEXAS PIPELINE, LTD.
Well Name: PGSTH L06

Work Orders - Google Chrome

Secure | https://x37.emaint.com/WC.DLL?X3-EMPROC-DATARECORD-&ACTION=DISPLAY&TABLE=WORK&KEYVALUE=125225&KEYFIELD=WO&WIND=0

Work Orders

Add Edit Delete List << GoTo >> Actions Options

Work Order

WO No.: 125225
WO Created By: ROYCEC17
WO Date: 08/14/2017
WO Time: 15:34:44
Completed Date:

Open / History: 0
Job Status: Waiting on Corrective
Last PM Meter Entry:
Current Meter Reading: Current Meter Reading: 2928

Asset

Asset ID: GN2573
NATURAL GAS GENERATOR

Asset Description:

Model No: TG400
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WO TYPE: CORRECTIVE
TASK #:
Asset Desc: NATURAL GAS
Model No: GENERATOR
Category: TG400
Sub-Category: ENGINE
Labor Operation: ENGINE
Operation: Diagnose Excessive Oil Consumption D1003
Labor Operation Guide Hours: 1

Assignment

Assign To Type: Employee-01
Assign To: Royce Coon
Assign ID: ROYCEC17
[email](#)
Office Location: Odessa TX

Additional Information

CURRENT ON/OFF RENT STATUS: 0
Customer: ETC TEXAS PIPELINE, LTD.
Well Name: PGSTH L06
CUST ID #:
DIRECTIONS:



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- 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.
- Once you have added any extra comments, make sure to check the WO Completed date for accuracy.
- You can change the work order date if you need to by clicking on the little calendar icon located next to Completed Date section.
- 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.
- 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.
- 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.

Close out work order

Work Order Close Out
WO No. 125225
Completed Date 01/10/2018

Close out fields
Comments
Unit is using on average 1.5 gal of oil per hour Completed compression test and leak down test. The tests confirm that oil is getting by from the rings.

IN ORDER TO RECEIVE CREDIT FOR THIS WORK ORDER PLEASE MAKE SURE YOUR NAME IS IN THE ASSIGN TO FIELD

Asset ID GN2573
Office Location Odessa TX
Assign To Type Employee-01

Cancel Work Order?
Check Box if Difference in Asset Meter Hrs & Emaint Meter Hrs > 10hrs
Check Box if New Engine Hr Meter Installed
Enter Correct Meter Hrs Here if Different

IMPORTANT! AFTER CLOSING OUT WO, PLEASE CHECK ASSET'S WO HISTORY FOR OPEN TSB WO's (NG GENS ONLY)

Close work order Return to Work Order