CMMS WORK ORDER JOB STATUS FLOWCHART

GRAVITY

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.

Assign Work Order to the Technician

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

Are Additional Repairs Required? — No / Yes

Waiting on Washbay
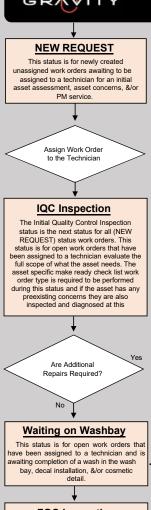This status is for open work orders that have been assigned to a technician and is awaiting completion of a wash in the wash bay, decal installation, &/or cosmetic detail.

FQC Inspection
For assets going through the Final Quality Control Process (Make Ready). The equipment should only pass inspection if ALL standards are met

COMPLETED
A complete status signifies that 100% of all actual, physical work

Will the needed repairs be performed at the branch? — Yes / No

Does this asset need to go to the CRF to be — Yes / No

Does This Asset meet the criteria for Auction — Yes / No

Does this asset require sublet repairs or service? — Yes

Does this asset meet the criteria for Auction?

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

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

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

Will this asset require non-stocking parts to be ordered — Yes / No

Is the asset ready to be assigned to a technician? — Yes / No

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 staus is chosen.

Do Open Corrective or PM work orders still exsist? — Yes / No

Assign Work Order to the Technician — Yes

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.

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

Waiting on PM
This status is for open PM work orders that have been assigned to a technician and is awaiting completion.

WIP
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 already received an intial inpection following the make ready check list and is assigned to a Technician for corrective repair.