



MAINTENANCE OPERATIONS STANDARD PRACTICE

Work Order Standard
Operating Practice

INSTRUCTION
NUMBER: 75-0013

INCORRECT DAILY EQUIPMENT WORK ORDER LOG EXAMPLE



INCORRECT DAILY EQUIPMENT WORK ORDER LOG

NAME: Bufford T Justice

Date:	Unit #	Labor &/or Part Description	Part #	QTY.	Operation #	Labor Hrs.
7/7/2007	GN0001	DRIVETIME (stock parts on truck and drive out to Panther Project and inspect for overheating issue)				8.0
7/7/2007	GN0001	DIAG. Customer said unit was getting hot				1.0
	GN0001	Wait for unit to cool down. Pressure test surge tank above radiator. Coolant coming from front of engine. Remove fan guards to get a better look. Remove belt. Refill cooling system with water. Repressurize cooling system. Found coolant coming from front waterpump pulley. Called NG coordinator to let him know what I found. He advised me the water pump has failed and needs to be replaced. Searched truck for parts in truck. Called coordinator back cause I don't have the necessary parts. Have to come back next week to finish repairs.				2.5
7/14/2007	GN0001	Replace waterpump				4.2
7/14/2007	GN0001	R&R All Three Thermostats .5 hrs. each				1.5
		I DON'T HAVE ANY BACK UP UNITS AND NEED PARTS ORDERED ASAP TO COMPLETE THE WATERPUMP JOB !!!!!				
9/12/2007	LT0001	Replace Back Light				.5
9/12/2007		Make Ready				1.2
9/12/2007		Wash Unit (Filthy)				3.0
		Complete monthly online safety training				12.5

1.

2.

3.

4.

6.

1. Dates indicate that the technician did turn in his daily work order log daily.
2. Unit # 's are not indicated on all applicable boxes.
3. Inconsistent and poorly communicated labor & parts descriptions.
4. No part numbers or quantities indicated for needed parts.
5. No Labor Operations Numbers Indicated!
6. Overlapping & Excessive incorrect labor times used.





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CORRECT DAILY EQUIPMENT WORK ORDER LOG EXAMPLE



CORRECT

NAME: Elvis P

DAILY EQUIPMENT WORK ORDER LOG

Date:	Unit #	Labor &/or Part Description	Part #	QTY.	Operation #	Labor Hrs.
7/7/2007	GN0001	DRIVETIME (Called out to Panther Project) Depart- 7:30am to 8:00 am / Return- 10:00am to 10:30 am			BOL001	1.0
7/7/2007	GN0001	Diagnose Overheating Condition			CB109	1.0
7/7/2007	GN0001	Cooling System Pressure Test			CB108	1.0
7/7/2007	GN0001	R&R Water Pump (V-Series PSI) 16457 Hrs.			CB132	3.0
7/7/2007	GN0001	Remanufactured Water Pump (NEED to Order)	CRF	1		
7/7/2007	GN0001	Thermostat (NEED to Order)	VN610260	3		
7/7/2007	GN0001	Thermostat Gaskets (NEED to Order)	VN610262	3		
7/7/2007	GN0001	Thermostat O-Rings (NEED to Order)	VN61026	3		
7/7/2007	LT0001	Taillight Assy.-R&R, R&I, or Install			TRL22	.5
7/7/2007	LT0001	MAKE READY Task #1010- LIGHT TOWER ONLY - MAKE READY PROCEDURES			MR1010	1.2
7/7/2007	LT0001	Pressure Wash Light Tower			MR102	1.0
7/7/2007	CRF91	SAFETY - Online Training (3:30pm to 5:00pm) Puresafety for Jan. 2018			BOL010	1.5



1. Dates for this daily work order log do not exceed daily turn in requirements.
2. Unit #s are clearly communicated on all applicable boxes.
3. Consistant and accurately communicated labor & parts descriptions.
4. Applicable part numbers & quantities are correctly indicated for needed parts.
5. Correct labor operations numbers are indicated.
6. Appopriate labor times have been entered.

