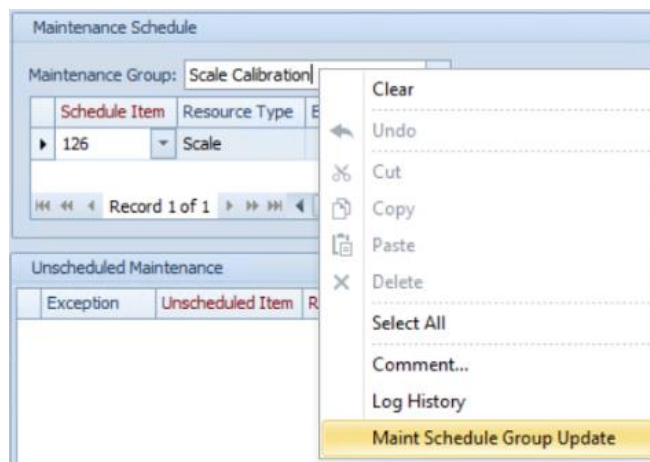


Creating a new Maintenance Schedule

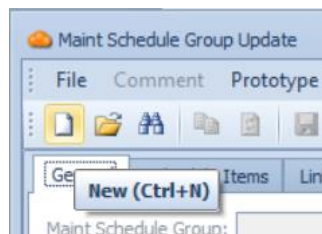
To create a *Maintenance Schedule*, you need to set up a *Maintenance Group* that would include one or more *Maintenance Schedule Items*. *Maintenance Schedule Item* is an actual maintenance task, which stores an instruction for maintaining a resource. It is performed on a predetermined schedule and is required to make a resource usable. *Maintenance Group* is created for storing those separate maintenance tasks (items). The group of maintenance tasks is then assigned to a particular resource, which allows you to define the maintenance procedure more efficiently.

Maintenance Group

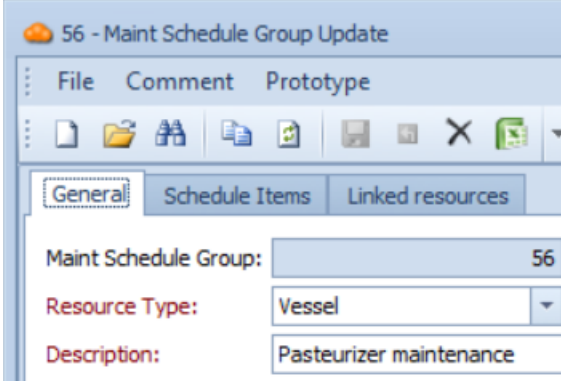
To update *Maintenance Groups* right-click the *Maintenance Group* field and select this option from the list:



Select New



Pick the Resource Type from the list and enter the Description. Note that each *Maintenance Group* can only be used with one type of resource but can be used for multiple resources of the same type. Each resource can only be assigned to one *Maintenance Group*.



56 - Maint Schedule Group Update

File Comment Prototype

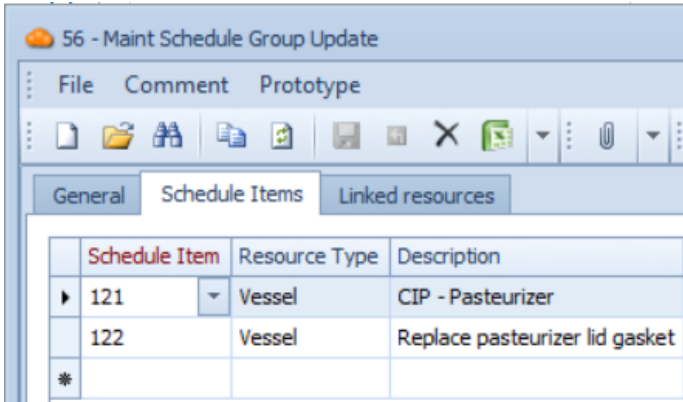
General Schedule Items Linked resources

Maint Schedule Group: 56

Resource Type: Vessel

Description: Pasteurizer maintenance

Specify the Schedule Items.



56 - Maint Schedule Group Update

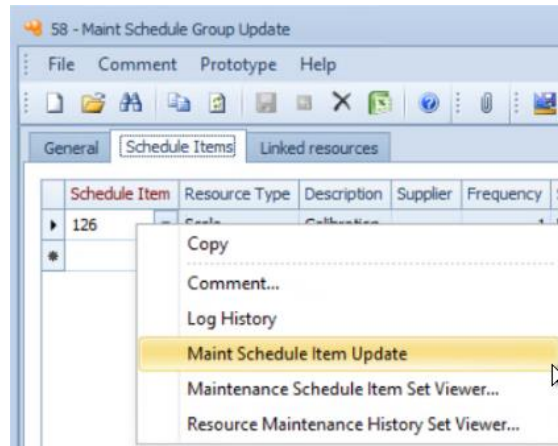
File Comment Prototype

General Schedule Items Linked resources

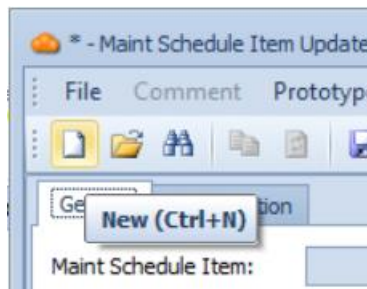
Schedule Item	Resource Type	Description
121	Vessel	CIP - Pasteurizer
122	Vessel	Replace pasteurizer lid gasket
*		

Maintenance Schedule Item

To update *Maintenance Schedule Items* right-click the *Schedule Item* field and select this option from the list:

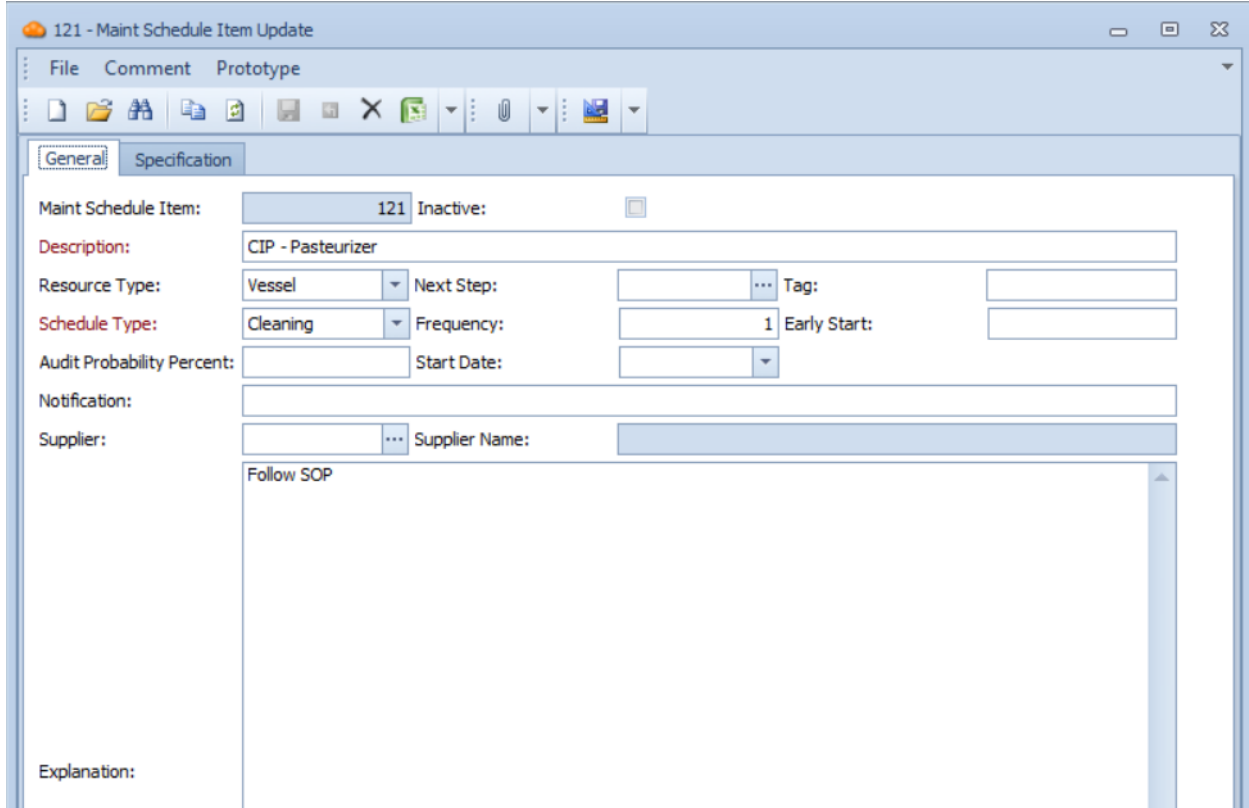


Select New



In this field, you must specify the following:

- Description
- Resource Type - the type of Resource that this item applies to
- Schedule Type - the type of schedule to be used
- Depending on the Schedule Type, you might also need to specify
 - Frequency - how often this maintenance is scheduled
 - Early Start - how far ahead of schedule the maintenance may be done.
 - Start Date - the date that the maintenance first became or will become active for performing.



121 - Maint Schedule Item Update

File Comment Prototype

General Specification

Maint Schedule Item: 121 Inactive: ☐

Description: CIP - Pasteurizer

Resource Type: Vessel Next Step: Tag:

Schedule Type: Cleaning Frequency: 1 Early Start:

Audit Probability Percent: Start Date:

Notification:

Supplier: Supplier Name:

Follow SOP

Explanation:

You can detail the steps to take when doing the maintenance on the Specification tab. Note that it is not necessary to enter details here if the Description and Explanation on the General tab have sufficient information for your purposes.