

Scheduling & Coordination

The scheduling function is the center from which all maintenance activity is conducted. Once work has been planned and material availability has been assured, work scheduling can be addressed. The scheduling of maintenance work, including associated coordination with the equipment custodian, is the process by which all resources required to complete specific jobs are allocated, coordinated and synchronized at the proper time and place, with necessary access, so that work can be started and proceed to completion with minimal delay, within the intended time frame and in accord with predetermined priorities and budgets.

Time frame reflects total response time from request to completion, not only duration of actual work conduct. Resources include manpower, materials, tools and special equipment. Access refers to the operating equipment being prepared and accessible to be worked on, in safe (locked out) state, with necessary precautions taken and permits obtained.

The purpose of scheduling is to ensure that resources are available at a specific time when the unit on which the work is to be done can also be available. *Scheduling is a joint maintenance/operations activity in which maintenance agrees to make the resources available at a specific time when the unit can also be made available by operations.* Work should be scheduled to have the least adverse impact on the normal operating schedule while optimizing the use of maintenance resources—especially labor.

On the start up of any new maintenance management installation, scheduling should be viewed as the ‘point’ element; the ‘marketing arm’ of the program. Scheduling necessitates early, positive participation of the users of maintenance service and yields the earliest tangible (often within weeks of start up) measurable results. By contrast, preventive maintenance, equipment history and maintenance engineering require several months of investment before yielding measurable results. In the meantime, users are asking the question “what are *we* getting from the new system?” System success demands that this question not be allowed to linger.

The overall maintenance challenge is to create a maintenance operation that is both effectively responsive in terms of the operating unit and intrinsically efficient as well. Work scheduling is the vehicle that facilitates the ability of maintenance to meet the challenge and the needs of our ‘Partners’ in the Operations unit.

The success of any maintenance schedule depends on two basic elements:

- 1) **Never** schedule any work that is not completely ready for scheduling, regardless of pressure
- 2) Always involve your “Partners” from the operating unit when creating the schedule.

Remember, communication and agreement goes a long way in achieving success.

For More Information: Robert Rivenbark – 843.744.7110 x254 – rivenbark@LCE.com