

Terms of Reference

1 MEETING		
<i>Daily Maintenance Meeting</i>		
2 OBJECTIVES		
Safety message Review scheduled work Review break-in work		
3 OWNER	4 PARTICIPANTS	5 LOCATION
Manager	Maintenance Supervisor Contractor Manager Maintenance personnel	Shop
6 TIME	7 FREQUENCY	
Daily, 730 AM	Daily	
8 GROUND RULES		
<ul style="list-style-type: none"> - Respect others: Start on time, finish on time, one conversation at a time - Be where you are; listen to each other - Focus on exceptions: plan versus actual 		
9 INPUT	10 OUTPUT	11 11 KPI's
Today's Maintenance schedule Any break-in work	Modified (if needed) daily schedule	Attendance
12 AGENDA		WHO
1	Safety Share	All
2	Review of Daily schedule	
3	Discussion of any Break-In Work	
4	Permit discussion	
5	Support equipment arrival	
6		
7		
8		
9		
10		
13. QUESTIONS TO ASK		
<ul style="list-style-type: none"> - Special safety precautions - What work orders need rescheduling? <p>Disclaimer - Use at Your Own Risk – Reliability Strategy and Implementation LLC (RISC) does not make any warranties about the completeness, reliability, and accuracy of this information. Any action you take upon the use of this information is strictly at your own risk and RSIC will not be liable for any losses or damages in connection with its use.</p>		

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1 MEETING		
<i>Planning and Scheduling Meeting</i>		
2 OBJECTIVES		
Review progress against previous schedule Results of key metrics to evaluate Maintenance performance Understand any new work orders that are Ready to Schedule Establish new schedule for the following week		
3 OWNER	4 PARTICIPANTS	5 LOCATION
Planner and Scheduler	Planner and Scheduler Maintenance Manager Utilities Manager Project Engineer Operations Manager Safety Manager Waterhouse / Quality Mgr. (Optional)	Conf Room
6 TIME	7 FREQUENCY	
	Weekly	
8 GROUND RULES		
- Respect others	- One conversation at a time	- Do what you said you would do
- Listen to each other	- Challenge ideas, not the person	- No Hierarchy; everyone is equal
- Come prepared	- Focus on exceptions: plan versus actual	- Start on time, finish on time
9 INPUT	10 OUTPUT	11 11 KPI's
Previous week's Maintenance Schedule New work orders issued since last meeting Ready to schedule work orders from backlog Maintenance metrics	Weekly schedule for the following week Prioritization for new work orders	Schedule Compliance PM Compliance Safety Work Order Compliance Work order distribution
12 AGENDA		WHO
1	Safety Message	All
2	Review of Previous Week's Schedule	Planner / Scheduler
3	Review of metrics	Planner / Scheduler, Maintenance Manager
4	Review of New Work Orders issued	ALL
7	Identification of Ready to Schedule Work from Backlog	Planner / Scheduler
8	Prioritization of Work	ALL
9	Composition of Next Week's Schedule	Planner / Scheduler
10	Action Points	ALL

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1 MEETING		
<i>Maintenance Meeting With Deep Dives Meeting</i>		
2 OBJECTIVES		
Understand equipment performance for last quarter (downtime / cost) Determine bad actors (Downtime / cost) Establish plans to remediate Adjust equipment care strategies based on performance and / or failures		
3 OWNER	4 PARTICIPANTS	5 LOCATION
Maintenance Manager	Plant Manager Maintenance Manager Project Engineer Planner / Scheduler Operations Manager Warehouse / QA Manager (Optional)	Conf Room
6 TIME	7 FREQUENCY	
????	Quarterly	
8 GROUND RULES		
- Respect others	- One conversation at a time	- Do what you said you would do
- Listen to each other	- Challenge ideas, not the person	- No Hierarchy; everyone is equal
- Come prepared	- Focus on exceptions: plan versus actual	- Start on time, finish on time
9 INPUT	10 OUTPUT	11 11 KPI's
Action log Maintenance / Reliability metrics Bad Actor list Equipment failures (high impact - downtime, cost)	Equipment care strategies needing revision Projects developed from the analysis Revised Bad Actor List Revised action log	OEE trend Number of Critical Equipment Failures MTBF for Rotating Assets \$ Maintenance / RAV
12 AGENDA		WHO
1	Safety Share	ALL
3	Equipment Metrics Review	Maintenance Manager
4	Bad Actor List review	Maintenance Manager
5	Review of recent Equipment Failures (High impact)	Maintenance Manager
6	Establish action plans to remediate top 2-3 assets	ALL
7	Revising Bad Actor Listing	ALL
8	Action Points	ALL

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1 MEETING		
<i>Backlog Review Meeting</i>		
2 OBJECTIVES / PURPOSE		
Review backlog work order status for safety and other work orders Remove work orders no longer needed Update status on backlogged work orders based on progress Prioritize backlog as per Production needs		
3 OWNER	4 PARTICIPANTS	5 LOCATION
Planner and Scheduler	Planner and Scheduler Maintenance Manager Operations Manager Process Engineers Safety Manager	Conf Room
6 TIME	7 FREQUENCY	
	Bi-Weekly	
8 GROUND RULES		
- Respect others	- One conversation at a time	- Do what you said you would do
- Listen to each other	- Challenge ideas, not the person	- No Hierarchy; everyone is equal
- Come prepared	- Focus on exceptions: plan versus actual	- Start on time, finish on time
9 INPUT	10 OUTPUT	11 11 KPI's
Backlog Listing Ready to schedule work orders from backlog	Revised Backlog Listing Work orders Ready To Schedule	Safety Backlog Work Orders (Number) Craft Backlog (Man-Wks)
12 AGENDA		WHO
1	Safety Share	ALL
2	Backlog Metrics Review	Planner / Scheduler
3	Backlog Review	Planner / Scheduler
4	Identification of Priority and RTSCH Work Orders	ALL
5	Actions from Review	Planner / Scheduler

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