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## Work Order Validation in Shutdowns

Work Validation is one of the keys to a successful shutdown or outage. Validation is answering a series of questions about all the jobs on the work list.. Its function is to eliminate all unnecessary work, clarify all jobs and eliminate duplications.

### Questions to be answered for every job:

- Does the work have to be done during this shutdown?
- Is this a duplicated job or is a small job part of a larger job already on the schedule?
- Is this a job that will be undone by a job later in the shutdown?
- Is this the simplest wording? The work content should be entirely clear.
- Is this routine work being transferred into the shutdown?
- Is this nice-to-do work for which there is no business justification?
- Is there any work done as a custom every shutdown without adequate analysis?
- Is this desperation or blackmail work (that is work added to the list just before start-up)



### Three steps of the Validation Process:

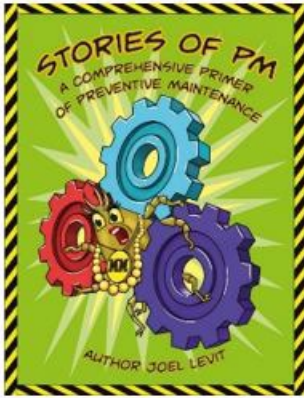
- Check: duplication, approval, request is accurate
- Challenge: the need to perform the task either at all or during this shutdown
- Analyze: safety, quality, engineering, material, resource requirements

**Important point:** Agree on final wording and add to work list (it can make a difference).

**Idea for action:** What about running a class in how to write up the “work requested” field on the work order? The issue of how work requested is written up is important for day-to-day maintenance jobs and doubly important for shutdowns.

## Crazy, Fun Books teaching maintenance fundamentals From the series: "Elements of Great Maintenance Management"

You can tell from the covers these books are different than everything else you've seen.



Preventive Maintenance



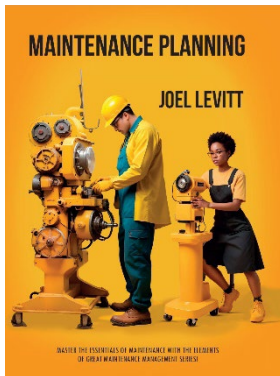
Defect Elimination



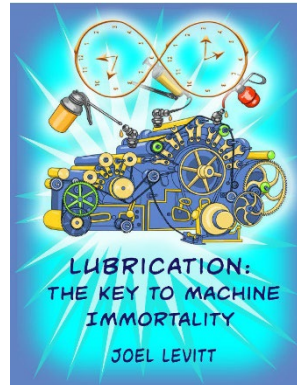
Reliability and fundamentals



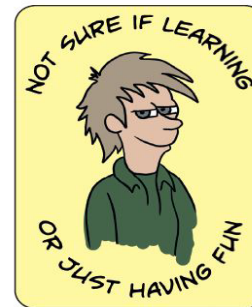
Maintenance quality



Maintenance Planning



Lubrication



### We know:

- Old-school books and manuals don't cut it.
- Boring texts don't cut it.
- Humans learn best with stories.
- New students want **entertainment!** (I made this word up from Entertainment + Training)

**Introducing a new training series. A tool to teach maintenance fundamentals called "Elements of Great Maintenance Management."**

**Quest for Defect Elimination** (ISBN 979-8627700458) is a full-color graphic novel that provides the basics of defect elimination and shows the quest to achieve fewer defects. To view on Amazon: <http://www.amazon.com/dp/B086XG33D9/ref=nosim?tag=Maintenance08-20>

**Battle for Reliability, Fundamentals Win the Day** (ISBN: 9798598795286) teaches the critical need to focus on maintenance fundamentals to avoid breakdowns. To view on Amazon: <https://www.amazon.com/dp/B0B917XPKK/ref=nosim?tag=maintenance08-20>

**Stories of PM, A Comprehensive Primer of Preventive Maintenance** (ISBN: 979-8496071154) PM is the primary way to ensure the reliability of machines, buildings, or other physical assets. **To view on Amazon:** <https://www.amazon.com/dp/B09K1TTGD5/ref=nosim?tag=maintenance08-20>

**Quality is Not an Accident, The Challenge of Managing Maintenance Quality** (ISBN: 9798842723751) Quality of work depends on everything going right. <https://www.amazon.com/dp/B0B7QGX4TL/ref=nosim?tag=maintenance08-20>

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**Maintenance Planning Cuts Waste and Frustration** ISBN: 979-8333645401 Maintenance Planning and subsequent scheduling are potent tools to cut waste and maintenance worker frustration. The challenge is that workers, operations, and even maintenance leadership don't always understand planning and, as a result, don't actively support it.

To view on Amazon: <https://www.amazon.com/dp/B0D9VQB4P5/ref=nosim?tag=maintenance08-20>



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