MAINTENANCE SCHEDULING PRINCIPLES

1. Job plans providing number of persons required, lowest required craft skill level, craft work hours per skill level, and job duration information are necessary for advance scheduling.

2. Weekly and daily schedules must be adhered to as closely as possible.

Proper priorities must be placed on new work orders to prevent undue interruption of these schedules.

3. A scheduler develops a one week schedule for each crew based on a craft hours available forecast that shows highest skill levels available, job priorities, and information from job plans.

Consideration is also made of multiple jobs on the same equipment or system and of proactive versus reactive work available.

4. The one week schedule assigns work for every available work hour. The schedule allows for emergencies and high priority, reactive jobs by scheduling a sufficient amount of work hours on easily interrupted tasks.

Preference is given to completing higher priority work by under-utilizing available skill levels over completing lower priority work.

5. The crew supervisor develops a daily schedule one day in advance using current job progress, the one week schedule and new high priority, reactive jobs as a guide. The crew supervisor matches personnel skills and tasks.

The crew supervisor handles the current day's work and problems even to rescheduling the entire crew for emergencies.

6. Wrench time is the primary measure of workforce efficiency and of planning and scheduling effectiveness. Work that is planned before assignment reduces unnecessary delays during jobs and work that is scheduled reduces delays between jobs.

Schedule compliance is the measure of adherence to the one week schedule and its effectiveness.

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