



# RECURRING EQUIPMENT EVENTS

Scenario: This covers the Equipment Maintenance & Physical Verification processes for a vehicle, i.e. a serialized equipment, while in use. Note: The Physical Verification process described below is the interim process until a Mobile Solution is implemented in 2018.

# EQUIPMENT MAINTENANCE (AD-Hoc)

This is an example of an ad-hoc (unscheduled) maintenance process; it is also applicable for entities not using Preventative Maintenance functionalities in Umoja.

The Notification specifies the Planner Group, which determines the Technical Section planner who receives the Notification.

For Cost Recovery scenarios, the Service Order must be approved by the Certifying Officer of the paying entity.









#### MAINTENANCE REQUESTED

A Notification is created by the requesting section for maintenance on their vehicle. The Notification is approved by the Section Chief.

#### PLAN MAINTENANCE

Planners from the Transport Section receive the Notification, analyze the requirement, and create a Service Order. The Service Order specifies any spare parts that are needed, assigns tasks and estimated time for completion, as well as maintenance scheduling.

#### UPDATE EQUIPMENT STATUS

The Master Data Maintainer updates the equipment status in the equipment record that the repair is under way.

#### SERVICE ORDER APPROVAL/RELEASE

The Service Order must be approved and released by the Section Chief (or designate) before work can begin. The release of the Service Order creates reservations for spare parts in inventory, and also creates shopping carts for spare parts not available in inventory.

### REVIEW & TECHNICALLY COMPLETE ORDER

Once services have been provided, the service order will be marked as Technically Completed. The Notification should be updated and closed.

## UPDATE EQUIPMENT STATUS

The Master Data Maintainer updates the equipment status to show that it is currently in use.

# PHYSICAL VERIFICATION

Physical Verification for all serialized equipment with the serialization profile, UN-01, must be performed annually. The Umoja material master also has a separate serialization profile, UN-05, that generates serial numbers and equipment master records for operational tracking, but Physical Verification is not required.



### GENERATE LIST FOR PHYSICAL VERIFICATION

A Umoja report is generated for equipment that requires Physical Verification. Information includes: the serial number and/or TechIdentNo., Functional Location, equipment status, and person responsible.



### CONDUCT PHYSICAL VERIFICATION

The information from the list is manually verified and entered into a spreadsheet. Details entered also include: the date, user performing the verification, and discrepancy type.



#### LOAD VERIFICATION RESULTS TO UMOJA

The spreadsheet with the Physical Verification results are migrated into Umoja using a Mass Upload Tool.



# RESOLVE ANY DISCREPANCIES

Discrepancies are reviewed and resolved. Any changes in discrepancy type will be logged in Umoja for reporting purposes.



# BI REPORTS & ANALYSIS

Physical Verification Key Performance Indicators (KPI's) can be produced using standard BI reports.