
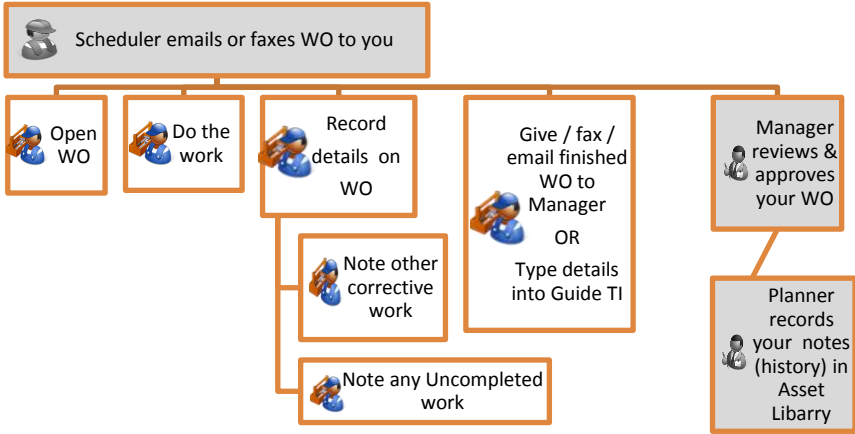


CMMS ACTIVITIES		WORK DELIVERY			
WHEN? DURING:	T&D SUBSTATION WORK				
WHO? NTPC POSITIONS:	HYDRO REGION		THERMAL REGION		
	SHUT DOWN MTC	PM & INSPECTION	SHUT DOWN MTC	INSPECTIONS	PM'S
	ELECTRICAL TECH		REX DALLEY + ASSIGNED TECHS	LINE CREW	ASSIGNED TECH
YOUR SUPPORT TEAM	PLANNER: MORRIS CALLAHAN		PLANNER: STUART ROBINSON, LES WATSYK		PLANNER: DIPANKAR CHAKRABARTI, MATT STORVOLD
	ELECTRICAL SERVICES MGR: ROBERT BURGIN		LEAD HAND: ROGER RIVATT, KERRY MCKINLEY	T&D MGR: REX DALLEY	
	CMMS SPECIALIST: CHRIS CHATWOOD SYSTEM ADMINISTRATORS: HELP DESK (BLAINE MCKAY)				
YOUR GUIDE TI PROFILE	"WORK EXECUTOR"				
WHAT YOU CAN DO IN GUIDE-TI	<ul style="list-style-type: none"> • View-only access to populated asset tree, asset list, technical datasheet information etc. • View-only access to preventive tasks association to assets • View/Edit access to outstanding work orders • Enter meter reads associated with a WO • Can be assigned / scheduled to complete work orders • View-only access to upcoming/ triggered/completed preventives list • View-only access to completed corrective work order lists • View access to calendar (WO Planning by resource) • View access to technical notices • View access to warranties list • Access to some reporting/indicators (WO by Assets, Downtime, WO Backlog, etc.) • Can initiate new work orders (corrective only) through web interface or full software 				
HOW? YOUR DUTIES	 <pre> graph TD A[Scheduler emails or faxes WO to you] --> B[Open WO] A --> C[Do the work] A --> D[Record details on WO] A --> E[Give / fax / email finished WO to Manager] A --> F[Manager reviews & approves your WO] D --> G[Note other corrective work] D --> H[Note any Uncompleted work] E --> I[OR Type details into Guide TI] F --> J[Planner records your notes (history) in Asset Library] </pre>				

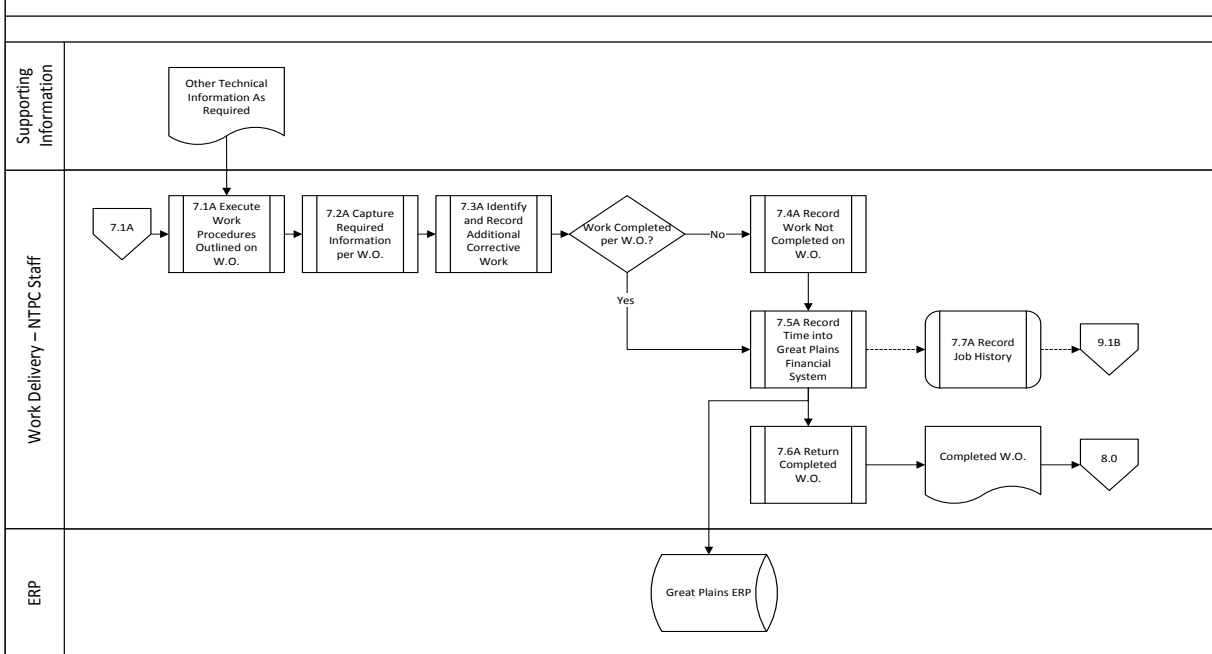
MORE INFORMATION AVAILABLE ON **POWER BOX**

COMMENTS? EMAIL: CMMS@NTPC.COM

CMMS PROCESS DETAILS

Process	Process Description	Process Narrative
7.0A	Execute Work – NTPC Staff	Assigned work is coordinated and carried out in accordance with the instructions of the WO
7.1A	Execute Work Procedures Outlined on Work Order	Assigned work is carried out by the assigned resources in accordance with the instructions shown on the hardcopies of the work orders. The instructions may be supplemented by other technical information as needed.
7.2A	Capture Required Information per Work Order	For work procedures requiring capture of data from the field (these may include meter readings, asset condition assessments, etc.), the assigned work delivery resources fill out the work order fields requiring input based on observed readings and conditions in the field.
7.3A	Identify and Record Additional Corrective Work	If during the course of carrying out the assigned work, additional corrective work is identified, these corrective work items are recorded on the original work order and reported back to the Manager responsible for scheduling and dispatching the work.
7.4A	Record Work Not Completed on Work Order	If the assigned work cannot be completed for whatever reason, these are noted on the hardcopies of the work orders and brought to the attention of the Manager.
7.5A	Record Time into Great Plains Financial System	NTPC staff are responsible for tracking the time spent on the work assignments. The recorded time is entered into the time capture system employed by NTPC.
7.6A	Return Completed Work Order	At the completion of the work assignment, all completed hardcopies of the work orders are returned along with any associated documentation to the Manager who originally dispatched the work.
7.7A	Record Job History	Once back in the office, NTPC staff that carried out the work has the option of entering completed work orders into the CMMS directly.

7.0A Execute Work – NTPC Staff



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