Planned maintenance means planning the maintenance of machinery or equipment in advance, to try to prevent breakdowns from happening. In this assignment you’ll look at your company’s maintenance procedures and investigate the benefits of planned maintenance to the company. You’ll produce a report to your team leader on the time and money that could be saved on preventive maintenance.

**Stages**

The assignment asks you to:

1. look at existing maintenance

2. find out about breakdowns

3. suggest possible savings

4. write a report on your findings

5. rate your own performance

**May be relevant to**

C2.1a, N2.1

N2.2

C2.2, N2.2

C2.3, N2.3

**Tips**

- Keep all your notes, drafts and other resources, and records of telephone calls, sources consulted and meetings.

- Keep the evidence of working out your findings.

- Plan and structure your report carefully, proofreading it to check punctuation, grammar and spelling. If you are unsure about it, ask someone else to read through your work to check it for accuracy.

- If possible, get your boss or colleagues to evaluate your performance.

- If in doubt at any time, ask your trainer for guidance.

**Suitable for:** learners in engineering
What you need to do

Stage 1    Look at existing maintenance

Find out what maintenance of machinery or equipment your section carries out each month. You could do this by:

• talking to your team leader
• looking at maintenance schedules.

Note down what you find out.

Stage 2    Find out about breakdowns

Talk to production staff about the breakdowns that happen during production runs. Create a chart showing:

• the type of breakdown
• how often they happen
• how much production time is lost
• what this costs.

What are the most important breakdowns?

Stage 3    Suggest possible savings

To compare the costs of the most important breakdowns with the cost of planned maintenance, you need to find out:

• How much time would be needed to do planned maintenance to stop the breakdown happening?
• How much production time would be lost?
• What would it cost to do planned maintenance of the most important breakdowns?

Use the information you’ve collected to work out the savings in time and money that could be made by doing planned maintenance rather than repairs.
Stage 4  Write a report on your findings

Write a short report for your team leader showing the advantages of planned maintenance over waiting for a breakdown to happen. Structure it around the following:

• what you set out to do
• what you found out
• your recommendations, and the reasons for them
• anything else you think is important.

Stage 5  Rate your own performance

Once you’ve written and submitted your report, take time to think about how well you tackled this assignment:

• Did you do anything particularly well?
• What did you enjoy the most?
• What did you find challenging?
• Was there anything you could improve on next time?

Based on an assignment by Ray Mason
Planned maintenance – trainer notes

A single assignment is unlikely to generate all the evidence needed to complete a key skills unit.

**Briefing and supporting the learner**

- Involve the learner in choosing an appropriate assignment. Consider the business benefit.
- Consult with the learner’s employer if necessary.
- Think about the learner’s existing skills and knowledge – will they need help before they start?
- Decide whether to use the assignment to help the learner develop and practise their key skills or to gather portfolio evidence.
- Decide whether to use all or part of the assignment.
- How long will it take the learner to complete the assignment? How and when will you review progress?
- Explain the assignment to the learner so that they know what’s involved and what’s expected.
- Identify health and safety implications and make sure the learner is aware of these.

**Adapting the assignment**

This assignment could be adapted for use by learners in small retail operations.

**Extending the assignment**

You may be able to suggest ways to extend the assignment for more coverage of key skills. For example, the learner could do more detailed costings, use ICT to present the findings, or share the results of the findings by making a presentation to colleagues.