



## Work Order

FacTS™ Work Order allows the user to define an unlimited number of categories of services; such as material, labor, analytical, transportation, or policy and procedures; types of service offered or required under each category; the units of measure for the types of services; and cost of the services. Once the categories are defined, Work Order allows users to create and track work orders.

FacTS™ Work Order allows the creation, retrieval, and editing of work orders. The status of work orders can be tracked. A work order can be made up of multiple tasks and the status of each task also tracked separately. Each task can be associated to an employee, parts, and labor. Costs for the parts and labor can be assigned and tracked. Work Order can be used to determine the priority of different assignments. It also allows the viewing and selection of available resources, including the confirmation of equipment and resources prior to dispatch.



## STANDARD REPORTS

- ❑ The Work Order Verification report displays the work orders and all associated information entered for each work order. It can be run for a facility, particular work order IDs, work order place, employee ID or name, or start date range.
- ❑ Work Order Task Status report displays the status of the tasks associated to a specific work order. It can be run for a facility, particular work order IDs, work order place, employee ID or name, start date range, status, or priority code.
- ❑ The Work Order Summary report lists each work order and tasks, along with their estimated and actual costs. The report can be run for all work orders for a facility or just a range of work orders.
- ❑ Task Summary report lists the parts and labor, and costs associated to each task. It can be run for a range of tasks.

## INTEGRATED

Work Order is designed for use in conjunction with other FacTS functionality. As part of the EHS Management Suite that includes the **Standard Operating Procedures (SOP)**, **Master Activity Schedule**, and **Inspection** activities, Work Order provides timesaving tools for the management of maintenance and inspection projects. The SOP activity allows the user to define procedures to be followed, forms to be used, and documents to be prepared. For example, the SOP data entry activity can be used to define the checklists to use during tank inspection. The Master Activity Schedule allows the assignment of employees or contractors qualified to perform these tasks.



As indicated before, the FacTS Activity Scheduling and Work Order functionality can be used to generate and track requests for special environmental activities on either a routine services or on an ad hoc basis. Questionnaires can be built to assist in data collection, so as to help the user assess types of hazards that may be present. If the activity involves handling of hazardous materials or requires the participant to wear a respirator, the card issuance function of the Respirator Monitoring feature can be implemented. This allows a check of the training and medical records of the employee to verify qualification to perform the described tasks. The Inspection Form maintenance activity can also be used to define and develop a checklist to confirm that the tasks at hand are being completed. With the completion of each task, charges can be computed. If your waste handlers are FacTS users, Work Orders can be used to notify on-site waste handler of pick-up requests and to store waste data by division on a real-time basis.

Work Order Tasks: Detail - Add One (+1)

FACILITY ID: **CuC13** Copper Harbor Station

WORK ORDER ID: **Schedule [Work Order]: Detail - Change (+1)**

TASK: Work Order Sta

FACILITY ID: **CuC13** Copper Harbor Station

WORK ORDER ID: **10005**

WORK ORDER PLACE: **Process** Equipment

BUILDING ID: **PROCESS-001** PROCESS AREA 1

EQUIPMENT ID: **CC-01** Primary Carbon Adsorber

Employee ID:

Start Date: **01/11/1997**

Start Time: **00:22**

Approved By:

Approved Date:

Business Unit ID:

Priority Code:

Please enter the Facility ID.