

# MAINTENANCE TEST CONTENT

## Critical Work Function: Maintain Equipment, Tools, and Workstations.

<b>Key Activities</b> <i>Key Activities are the duties and tasks involved in carrying out a critical work function.</i>	<b>Performance Indicators</b> <i>Performance Indicators correlate to the key activities. The performance indicators provide information on how to determine when someone is performing each key activity competently.</i>
<p style="text-align: center;">Perform preventive maintenance and routine repair.</p>	<p>Preventive maintenance schedule is prepared and checked as appropriate.</p> <p>Preventive maintenance is performed to schedule.</p> <p>Preventive maintenance is documented completely and in a timely manner.</p> <p>Repair needs are communicated to the correct parties using the right procedures and forms.</p> <p>Any necessary repair work is checked through follow-up.,</p> <p>Necessary supplies are available to do the preventive maintenance.</p> <p>Preventive maintenance schedule, documentation, equipment needs and outstanding repairs are communicated effectively from shift-to-shift, to team members, to managers and to others are required.</p> <p>All safety procedures are followed when doing repairs.</p>
<p style="text-align: center;">Monitor equipment indicators to ensure it is operating correctly.</p>	<p>Current equipment performance is regularly compared to optimal equipment operations.</p> <p>Abnormal equipment conditions are investigated.</p> <p>Abnormal equipment conditions are corrected in a timely manner.</p> <p>Equipment is monitored to ensure that the corrective action solved the problem.</p> <p>Documentation of equipment repair history is complete, up-to-date and accurate.</p>
<p style="text-align: center;">Provide training to maintain equipment.</p>	<p>Training was conducted in an effective and appropriate manner.</p> <p>Preventive maintenance training materials are documented and available.</p> <p>Training conducted is documented correctly and training records are updated and easily available.</p> <p>Training is relevant to equipment, tools, materials, and processes at the workstation.</p> <p>Cross-training is provided when appropriate.</p> <p>Training and training documentation meet all company and regulatory requirements.</p>
<p style="text-align: center;">Perform all housekeeping to maintain production schedule.</p>	<p>Tools are stored in proper location.</p> <p>Materials are kept in a safe manner.</p> <p>Unsafe conditions are identified and reported promptly.</p> <p>Corrective action is taken to correct unsafe conditions.</p> <p>Workstation is clean and clear of safety hazards.</p> <p>Scheduled housekeeping inspections are passed.</p> <p>Workstation is organized to maximize efficiency.</p> <p>All appropriate safety equipment is present and in proper working order.</p>