



Ted Willing, Consultant, TMA Systems





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I started my career in the IT field as a computer programmer and system engineer working for the Federal Government. For the last 25 years, I have been deeply entrenched in Facilities Management: Project Management, Facility Manager, and TMA Systems Administrator. I am an avid golfer, Jeeper, and restore muscle car in my spare time.

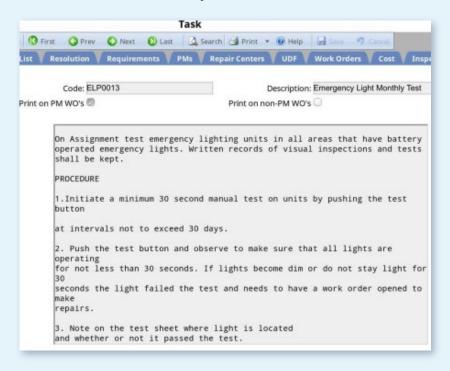


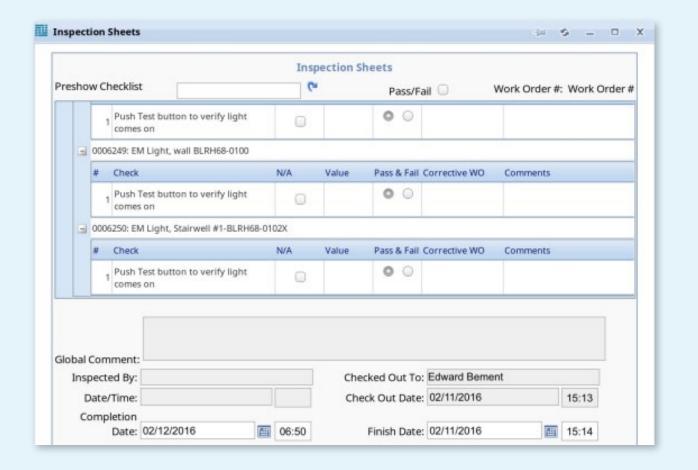
### **Agenda**

- 1. What is a General Inspection?
- 2. Creating the Inspection Form
- 3. Inspection Checks
- 4. Inspection Layout
- 5. Adding Checks to an Inspection Form
- 6. Generating an Inspection Work Order

#### What is a General Inspection?

An Inspection, is a task in a list form with instructions on what you want inspected/checked on specific equipment, areas, buildings, or other maintenance worthy items.







# What is a General Inspection?

Another way to complete Inspections and Work Order in groups

A detailed list showing the checks and tasks to be completed

Works with WebTMA 5 & 7, WebTMA GO, and mobileTMA GO

O4 Utilizes barcode technology

# What is a General Inspection?

Assemble different types of itemsinto a single collection regardlessof category

Save time when scheduling work
applied to several items that follow
the same schedule for preventive
maintenance or condition monitoring

Create WO history on each item in the Inspection. This is useful for regulatory agencies that will not accept WO history at the group level

Apply a route philosophy to your

inspections by assembling inspection
items in a logical order

# Why use General Inspections?



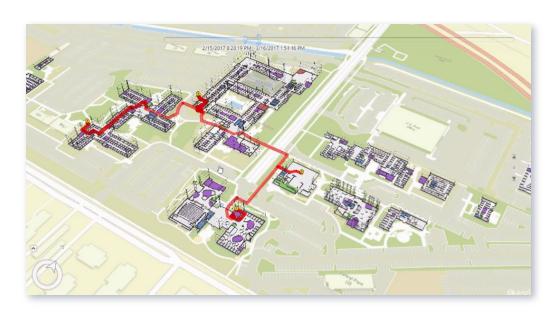
Give users a way toconfirm/document completion of tasks for each item on a list

Impacts data collection and entry
(Eliminates paper inspection forms)

Collects data for Predictive Maintenance analysis

Automatically creates corrective work orders at time of failure

# When to use General Inspections?



When grouping or routing is more effective/efficient

Data is collected for individual steps/checks

Repetitive work orders/tasks/data

Trending reports types/Regulatory

Justification

Immediate communication of dangers or issues that require attention

# Who could use General Inspections?



O1 Plant Operations/Maintenance

Security – Public Safety, Environmental Services

Fire Safety – Fire Doors, Fire Extinguishers,
Fire Dampers, Sprinkler Checks

New Electrical Regulatory Requirements –
Outlets, Power Strips, BioMed Items

**05** Environment of Care Rounds

## Form Setup Considerations

- Using an existing form as a model is a good starting point
- Contains important data collection details:

**Time - Items - Readings - Comments - Failures** 

#### Safety Inspection Checklist – IA Shop Areas Division/Project Work Area Date Inspected By: Description Yes Are There Adequate Emergency Exit Arrows And Are Escape Routes Clearly Demarcated? Concerns Yes | No | N/A | Action Required 1. Emergency Equipment/Services Is Emergency Exit Signage In Place And Suitable - emergency procedures posted and legible Are All Emergency Exit ways Clear Of Obstructions? - contact manes and telephone numbers posted - emergency eye wash available and accessible - first aid supplies available Is The Emergency Assembly Point Sign Visible And In 2. Housekeeping Good Condition? - shops free of food or beverages Is The Assembly Area Free From Hazards? - shops free of devices to prepare food/beverage Confe - bench tops and sink area reasonably clear Emergency Response Route (ERR) Diagrams - glassware in use is intact (not chipped or broken) - exits and passageways clear Visit ABORESS - tripping hazards absent 9 - furniture in good repair - refuse containers available and labelled for 10 appropriate materials or general use. 11 Nos No Core Are trees proceed away from horse, foliage tricorned it. 3. Electrical Apparatus - electrical cords safe and to code (grounded, not Are sell and dirt buildup cleared from around frayed, cracked, or makeshift - proper number of outlets available and not tightly fitted damping access for post? overloaded ts there debris and/or garbage accumilation around outside of home providing fixed and shelter to post - clear passage near outlets, electrical panels etc. - extension cords used properly (not hung from past and widdle from paining access to home! ceiling, not wrapped around plastic tubing, water IMS 008 QSHE B No Core faucets etc. Are suitible garbage containers clean and 4. Fire Safety is rentalation and utility service access protected with - fire evacuation plans posted - fire extinguishers inspected monthly Are all cracks and paps on home sealed? - fire blankets labelled, functional and free from obstruction 5. Protective Clothing/Equipment Are-doors to and from gasage osaled not allowing. light to pass through? - safety glasses No. No. Corner Are conditions conductes to the introduction - hearing protection No. He Core

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**BI-MONTHLY EMERGENCY ASSEMBLY POINT INSPECTION CHECKLIST** 

## **General Inspection Form Setup**

- Step One Create a Section(s)
- Step Two Add Your Items

**Equipment/Biomed** 

**Areas** 

**Vehicles** 

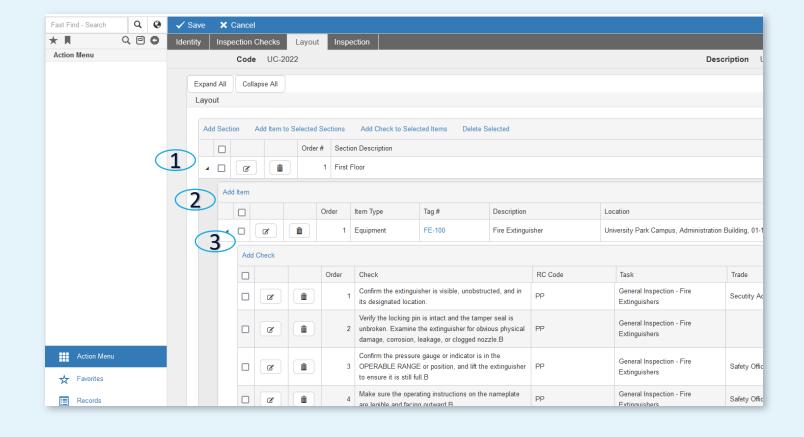
**Tools** 

**Floors** 

**Buildings** 

**Assets** 

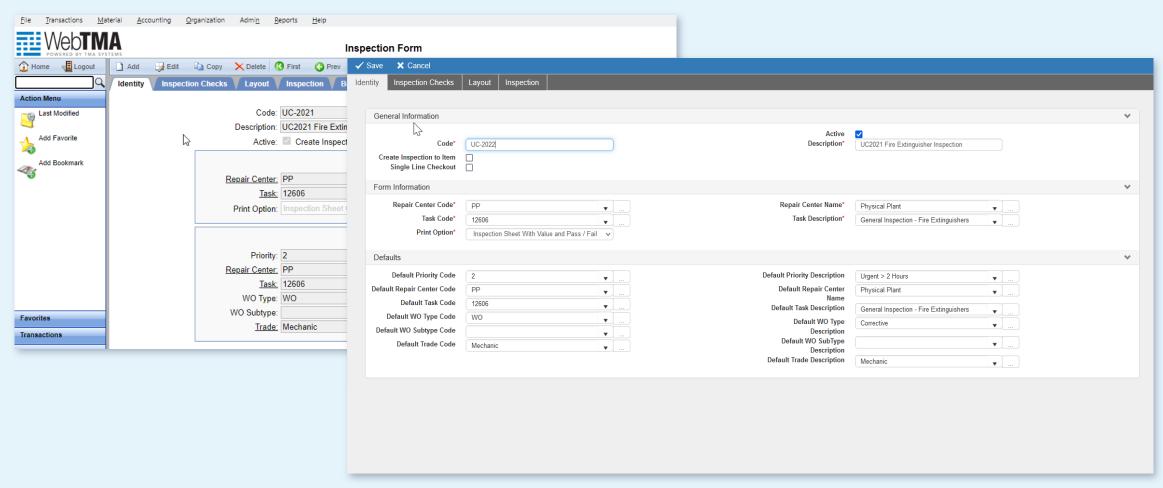
Step One – Add Your Checks
 Checks are created separately





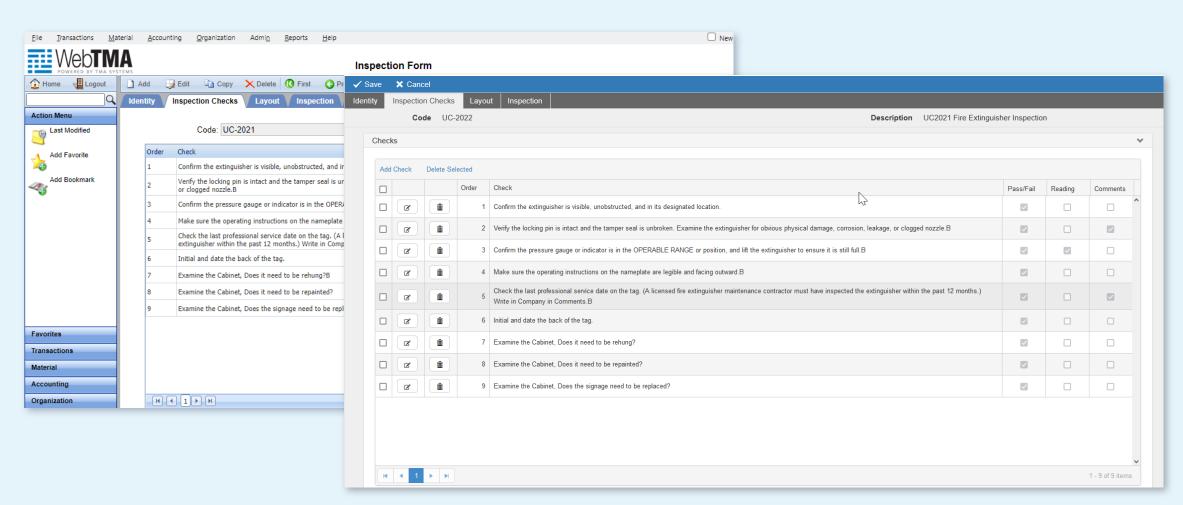
### **General Inspections - Forms**

#### WebTMA 5 & WebTMA 7



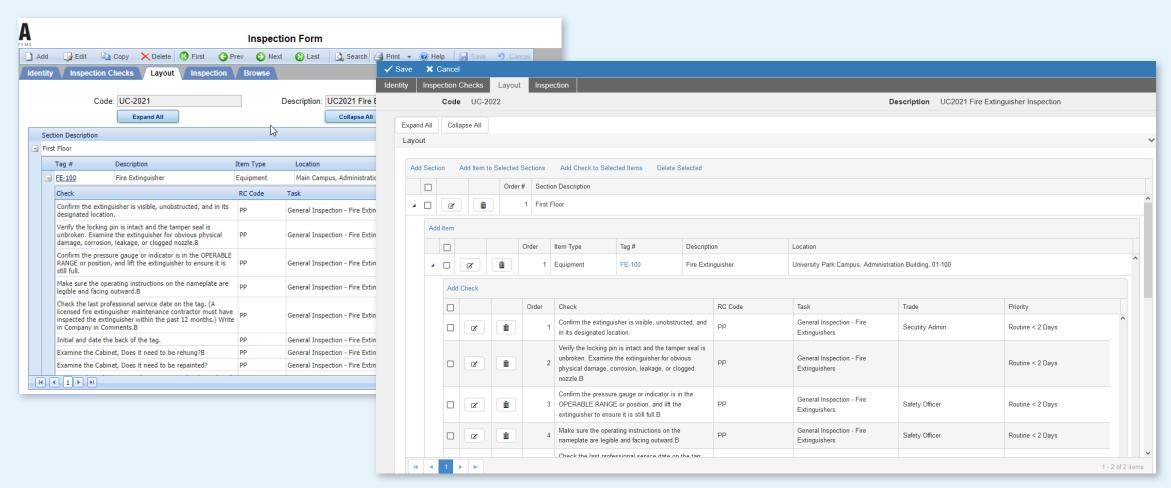


### **General Inspection - Checks**





#### **General Inspection - Layout**





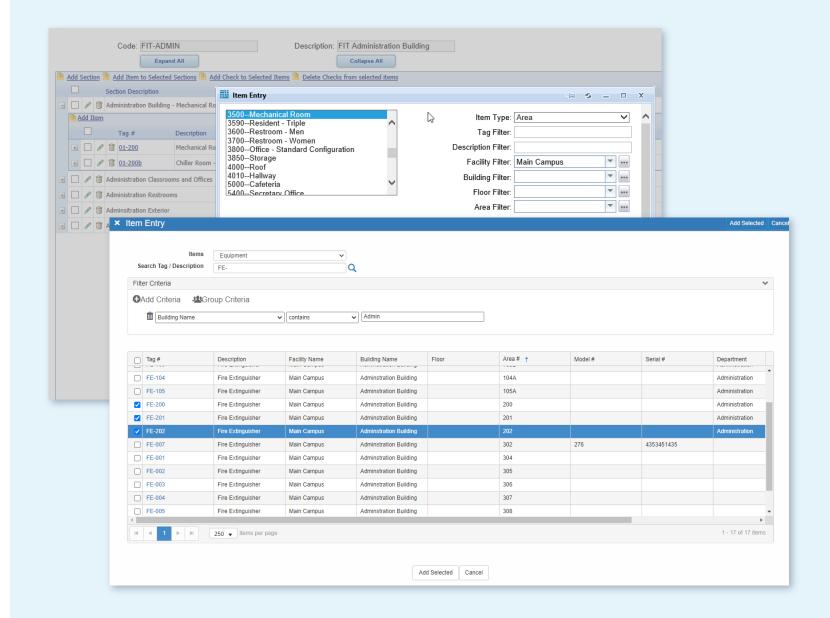
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## **General Inspection - Items**

#### An item can be any of the following:

- Equipment
- Areas
- Vehicles
- Tools
- Entities
- Floors
- Buildings
- Asset
- Biomed Equipment
- Facility





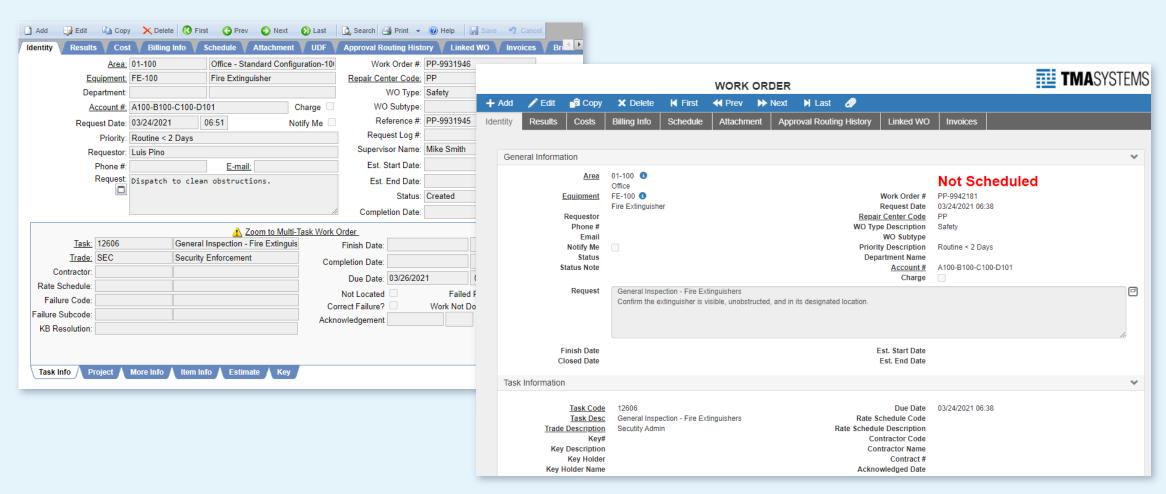
#### **Work Order Defaults**

#### **General Rules:**

- If a default repair center (RC) is set up, the failed work order will automatically be assigned the designated RC
- A work order is only created if a check is failed
- You can use a standard default or a default for each item. A default for the individual check is useful if it needs to go to another RC

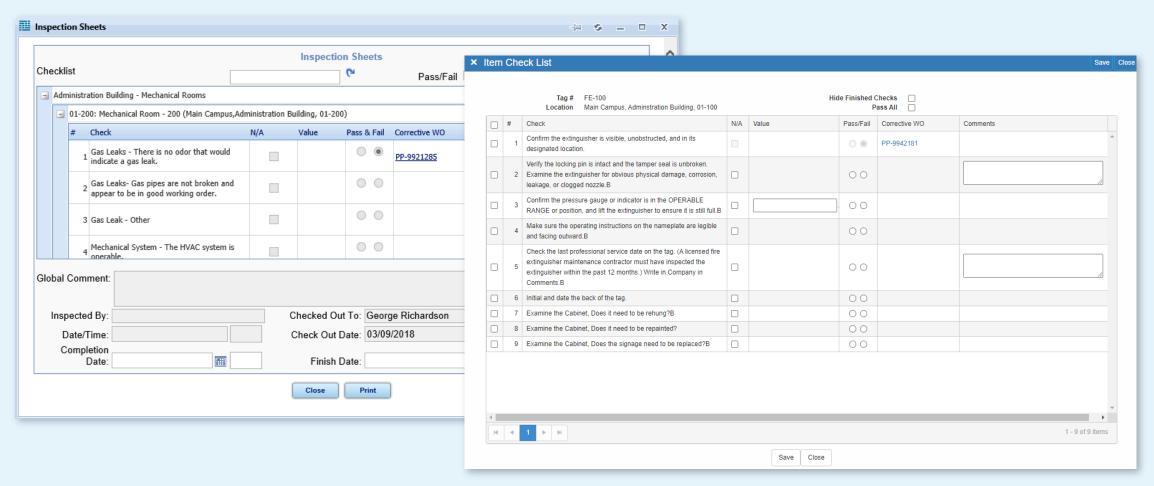


#### **General Inspections - Failures**





#### **General Inspections – Corrective Work Orders**

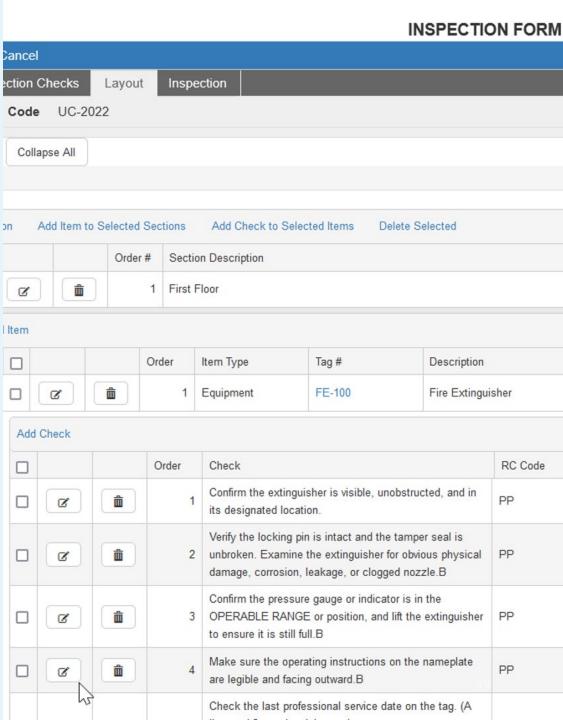




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### **General Inspections - Demo**



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## Questions?





## Thank You.

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# Appendix.

