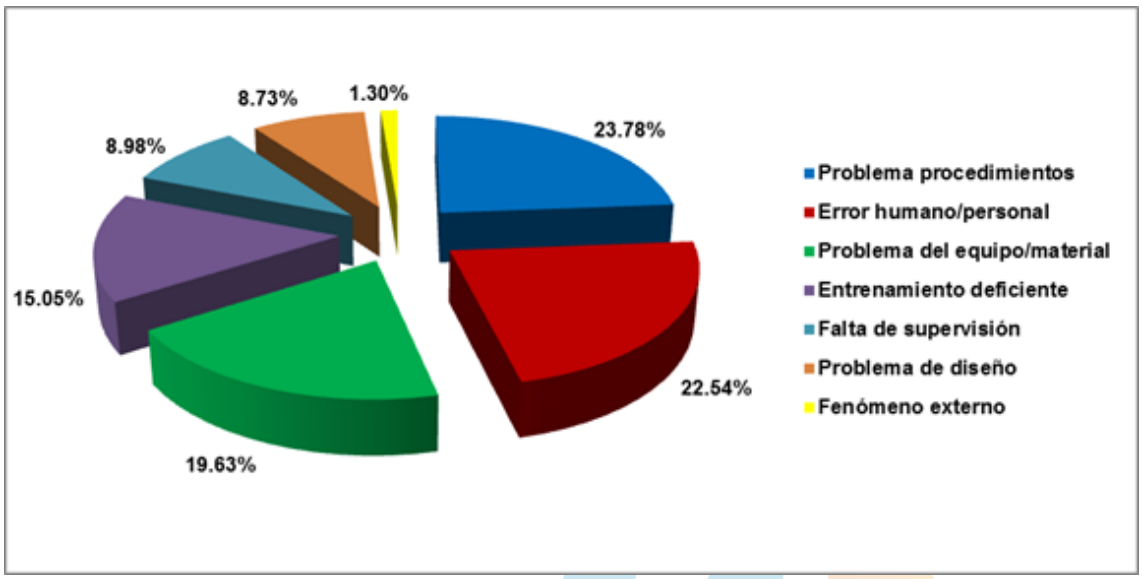
The need for lubrication procedures:

Most of the plants I have visited in recent months have an aging workforce that is highly skilled in performing their duties. Some of these employees are willing to retire in the coming years. That in itself is not a problem. The problem is that most of these employees data collected in recent years is only in their heads and not on paper or on a computer. This means that when they walk through the door at the end time of departure of their companies, the information will be lost to the company to invest in learning all over again (often at a high price).



One way to remedy this situation is starting to develop effective written procedures. What is an effective lubrication procedure?

It is a step by step guide that directs the user through a specific task lubrication. Of course, there are many types of tasks including lubrication of the bearings by hand, fill the gearbox, check the gearbox, filtration using carts kidney filtration rate, sample collection, etc. Each of these tasks will have some degree of uniqueness as well as a large amount of overlap with other similar tasks lubrication.

In the preparation of a lubrication procedure, consider the following:

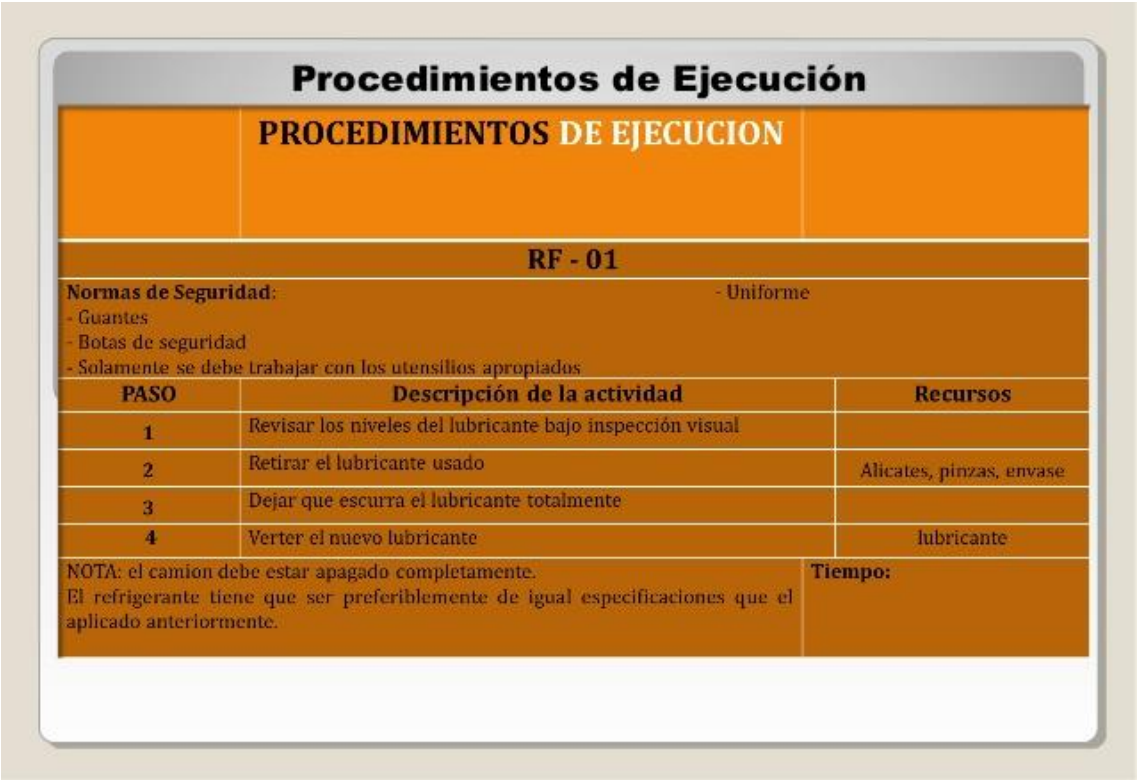
Strategy
How to support the process of wider maintenance strategy?

Purpose
What needs to be accomplished?

Written detail the steps to be taken (procedure)
How is carried out the task, including the many details that determine the safety, efficiency and effectiveness?

While there is no single approach to the definition of individual tasks for a procedure, certain details need to be incorporated to remove ambiguity and ensure compliance. At a minimum, the purpose should include:

- Name of the topic,
- Purpose of the work,
- Identification of the person to perform the task,
- Operational and safety conditions, and
- The amount of time spent on the task.
- The details should identify what needs to be done,
- Where are you going to do,
- What benefits will result from work,
- Necessary tools and materials
- Special problems surrounding the work (security, operational, etc.).



Procedimientos de Ejecución

PROCEDIMIENTOS DE EJECUCION

RF - 01

Normas de Seguridad: - Uniforme
- Guantes
- Botas de seguridad
- Solamente se debe trabajar con los utensilios apropiados

PASO	Descripción de la actividad	Recursos
1	Revisar los niveles del lubricante bajo inspección visual	
2	Retirar el lubricante usado	Alicates, pinzas, envase
3	Dejar que escurra el lubricante totalmente	
4	Verter el nuevo lubricante	lubricante

NOTA: el camion debe estar apagado completamente.
El refrigerante tiene que ser preferiblemente de igual especificaciones que el aplicado anteriormente.

Tiempo:

Workspace

Clearly written procedures detailing the scope of work expected of an individual to perform. If management wants 12 shots of grease pumped into the bearing, allowing 15 seconds to elapse between shots, this desire can be clearly documented in the proceedings.

Consistency

In the absence of procedures, five technicians are fit to perform the same task five different ways. No one method, each individual has the freedom to "customize" the task at hand. This inconsistency produces undesirable results. Documented procedures bring uniformity in the task of lubrication while keeping everyone on the same vision.

4 Elements of an effective lubrication procedure

1. Emphasize Best Practices

The procedures allow the incorporation of best practices. However, this is not automatic. We must make a concerted effort to build the best practices in the procedure. Access to the experience and knowledge of their own maintenance, and bring outside help when necessary to ensure that their procedures are updated and aligned with your business goals.

2. Communicate clearly

Use clear, understandable language when creating procedures. Also, use digital photos to reduce the dependence of the procedure in mere words. For complex tasks, a digital video is a great way to communicate the tasks that are difficult to describe with words. Consider establish procedures that include a top view of the plant, along with landmarks easily machine location. Reach the right machine is the first step. Also you use sketches or photographs to identify the location of lubrication point. The lubrication points are sometimes lost because their location is unknown to the technician. Specify the tools and materials necessary to complete the work to improve work planning and describes the creation of a toolkit. Do not forget to include general safety practices and specific hazards associated with performing a particular task lubrication.

3. Electronic Format

Get your lubrication procedures electronically, preferably in the company-wide intranet, or an Internet account for those moving to support Web-based applications. When procedures are in electronic format, they can be updated globally, and can be attached to work orders and are linked to machines on your system computerized maintenance management (CMMS). Digital photos and video images can also be easily attached to a document. The documentation of procedures electronically is more efficient and effective than the old method of paper and three-ring binder.

4. Continuous Improvement

There is a downside to the proceedings. Without proper management, they can be anchored to the organization in the past, inhibiting the incorporation of new technologies and best practices. Make sure your program includes a process of regular review and improvement to update and improve the lubrication procedures. Maintain procedures electronically simplifies continuous improvement because the updates do not require tedious to physically replace the pages in your manual lubrication activities. The changes can be documented and communicated in a memorandum, while updating the procedures requires just the click of a button.

Better practices

A procedure creates the framework for the standardization of best practices. It serves as the container in which the experience and expertise of employees, outside consultants, suppliers and others in a single document is poured. This convergence process also allows the team to align the process with the goals of the organization. Just enough "best practices" for a machine can be too much for another, depending on the relative importance of the two machines to plant operations, even if the two machines are identical in design.

Training

Arguably the most important role of lubrication procedures that form the basis for technical training lubrication. Basic training on lubrication, lubricating oil analysis, etc., is designed to provide the foundation that allows the individual to think like a lubrication technician.

Certification is another key part of the training process, and confirming that the individual has the skills to perform the job functions. This is called technological training. While it is important technological training fails to convey instructions based on specific tasks to complete a work order related to lubrication. A set of procedures serves as a natural plan of studies for task-based training. It also serves as the basis for assessing the ability of an individual to perform assigned tasks.

Added value

The perpetual nature of the lubrication process provides both challenges and rewards. The advantages and disadvantages are cumulative. Through refine its strategy, through the data and the development of high-value procedures, you can add lasting value. Every dollar saved through a new improved lubrication is saved again and again. This is called an annuity. It makes every dollar saved is worth much more than the original face value of the dollar saved.

The process is organized and detail-oriented. Consider the operational circumstances and then identify the right product, the right place, the right amount at the right time, and then apply these practices with the right attitude correctly.

To achieve and maintain a competitive position in a highly competitive world, companies must work together to create value in every segment of the process. The development of standards and practices of world-class lubrication is long fulfilled a need in many organizations and will soon become an absolute necessity if my recent experiences are a barometer of the changes that will soon be affecting everyone.

Some of the procedures that organizations should have within your lubrication program are:

- Lubricants Standards
- Filtration Standards
- Reception, storage and handling of new oil
- Technical and sampling procedures
- Pollution control strategies

- Training online
- Bibliography and resources information and consultation
- Strategies analysis of lubricants in use
- Strategies to incorporate predictive technologies
- Objectives and limits for normal and abnormal
- Matrix abnormal results and recommended actions
- Decision tree for abnormal team
- Practices and procedures of lubrication and re-lubrication equipment type
- Tables and interactive assistants for calculation of benefits
- Management of hazardous waste lubricants
- Practices ecology and environment
- Security Practices - Information security products in use - MSDS

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