

Maintenance Period

Module Guide: Maintenance Period

Module Location

Settings > Maintenance - Fixed Assets > Maintenance Period

Module Purpose

The **Maintenance Period** module functions as a planning calendar for maintenance activities. Unlike the *Asset Usage Period*, which is based on operational **cycles** (hours, km), this module is used to define a specific **time window** or calendar period (e.g., "Annual Maintenance 2025," "Q4 Inspection Schedule") during which a series of maintenance activities will be planned and executed.

1. Main View (Maintenance Period List)

The main page displays all calendar-based maintenance schedules or periods that have been defined.

View Explanation

- **Filter:** Allows for a quick search based on **Period Code**.
- **Period List Table:**
 - **Period Code:** A unique code for each schedule period.
 - **Period Name:** A descriptive name for the schedule (e.g., "2025 Machine Audit Schedule").

- **Period Type:** Describes the type of schedule (e.g., Daily, Monthly).
- **Period Start Date:** The start date of the maintenance time window.
- **Period End Date:** The end date of the maintenance time window.
- Currently, the table shows "...No Data...", which means no schedules have been created.
- **Action Buttons:**
 - **New:** Opens the form to create a new maintenance period.
 - **Delete:** Deletes the selected period.

2. Add Maintenance Period Page

This form is used to define a specific maintenance period.

View Explanation

- **Basic Information:**
 - **Period Code** and **Period Name:** A unique identity and description for the schedule (e.g., "SHUTDOWN-OCT25," "October 2025 Plant Maintenance").
 - **Start Date** and **End Date:** To define the exact date range when this maintenance schedule is applicable.

- **Schedule Type:** The frequency or basis of the schedule within the period (e.g., **Daily**).
- **Asset List:** Determines the scope of assets included in this schedule.
 - **All Assets:** If selected, this schedule applies to all registered assets.
 - **Select Assets:** Allows the user to select specific assets to be included in the maintenance plan for this period.
- **Cancelled:** A checkbox to mark whether this maintenance period has been cancelled.

3. Steps to Create a Maintenance Period

1. From the main page, click the **New** button.
2. Fill in the **Period Code** and **Period Name**.
3. Set the **Start Date** and **End Date** to create the maintenance time window.
4. Select the **Schedule Type**.
5. Specify whether the schedule applies to **All Assets** or **Select Assets**.
6. Click **Save**.

4. Integrated Workflow & Business Process

- **Large-Scale Maintenance Planning:** This module is ideal for planning coordinated maintenance activities that involve many assets at once, such as an **annual plant shutdown**.
- **Basis for Work Plan Creation:** The period created here becomes the basis for the Maintenance Manager to create a more detailed **Maintenance Work Plan**. The system will present a list of all assets that must be maintained within the specified date range.
- **Resource Allocation:** By knowing there is a major maintenance schedule (e.g., from October 20 to November 20), the maintenance department can plan the allocation of technicians, order spare parts, and inform the production department about potential **downtime**.
- **Schedule Compliance Monitoring:** This module allows management to track whether the maintenance plan set for a specific period (e.g., Q4) was successfully executed according to the schedule.

5. Tips & Important Notes

- This module focuses on **when** maintenance is done (calendar-based), while the **Asset Usage Period** module focuses on the **trigger** for maintenance (usage-based). They complement each other.
- Use clear naming for the **Period Name** (e.g., "2025 Year-End Maintenance") to make it easily identifiable.
- The **All Assets** option should be used with care as it can generate a very large work plan. This option is best suited for

general inspection activities or full-scale simultaneous maintenance.

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