

# A guide to using CHECKMATE's JOB CARD APP FOR UNPLANNED MAINTENANCE MANAGEMENT



## 1. CONFIGURE YOUR PLANT



List of employees



List of machines



List of tools

When an unexpected breakdown or machine error occurs

## 2. OPEN A NEW JOB CARD

[+ New Job Card](#)

Job Card	
Date: 2019/10/22	Machine: Please Select
Department:	Tool: Please Select
Time of Breakdown: (AM) 08 (PM) 12	Mechanical <input type="checkbox"/>
JC #7	Electrical <input type="checkbox"/>
	Routine <input type="checkbox"/>
	Urgent <input type="checkbox"/>
Nature of Defect:	
Production signature: <input type="text"/> <input type="button" value="CLICK TO SIGN"/>	
Maintenance signature: <input type="text"/> <input type="button" value="CLICK TO SIGN"/>	

NOTE: Click the button below to save the Job Card and create / update related OI issue.

Create a new job card detailing the machine, tool, time & nature of the issue. Assign the task to an employee/ department and (optionally) have them sign the document to create accountability.

Once the issue is rectified

## 3. CLOSING THE JOB CARD

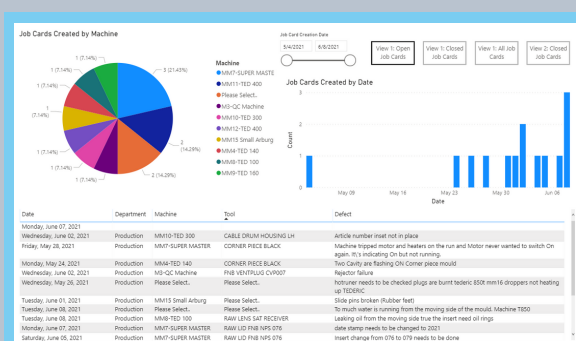
Have the artisan who was responsible complete a form, detailing the action taken, time taken, the cause of the breakdown and a suggestion to prevent recurrence.

Artisan's Report	
Name:	<input type="text"/>
Time Called Out:	(AM) <input type="text"/> (PM) <input type="text"/>
Time Work Completed:	(AM) <input type="text"/> (PM) <input type="text"/>
Date Work Completed:	<input type="text"/>
Cause of Breakdown:	<input type="text"/>
Action Taken:	<input type="text"/>
Availability of Materials:	<input type="text"/>
Suggestion to Prevent Recurrence:	<input type="text"/>
Signature:	<input type="text"/> <input type="button" value="CLICK TO SIGN"/>
Supervisor's Report:	<input type="text"/>

Job Card Closed

## 4. REPORTING DASHBOARD

View your job card metrics with our



View metrics such as which machines are problematic and average job times per artisan. If you have any specific KPIs you would like to view, just let us know and we can create a customised dashboard to suit your specific needs.