LIFE CYCLE INSTITUTE

eMRO Action Plan Module 3

Ready to apply what you have learned?

Step 1: Review the key processes discussed in the module. Evaluate your current organization's status. Are you reactive, emerging, proactive or excellent?

Process	Reactive No process or procedure in place	Emerging Informal process in place, or process in place only for regulatory compliance	Proactive A formal process is established and well understood. Process includes flow charts, step definitions and responsibility matrix	Excellent Process effectiveness drives business results. Data is shared and used for decision-making. Process audits drive improvements
Inventory Stocking (IST)	• Inventory rarely tracked in the system • Storeroom locations exist but are not maintained • Different parts and materials stored in same bin; new, old, and used parts are stored together • Housekeeping is poor and material handling is non-existent	• Limited evidence that material and parts transactions meet financial controls compliance • Stores item #s and locations exist for 90% of the materials in the storeroom • Parts are stocked within 48 hours of receipt and bin locations are updates daily • Minimal housekeeping and material handling	• Parts are stocked within 24 hours of receipt and bins are immediately updated; 100% have unique ID # and location • Most parts and materials have an A-B-C designation for inventory cycle counts • Parts are stored with consideration of exposure to environmental hazards and ambient conditions • Good housekeeping and material handling	• A storeroom preventive maintenance (PM) program is scheduled and executed • Evidence of an active shelf life program with a first-in/first-out policy • All parts and materials have an A-B-C designation; inventory accuracy approaches 96-98% • Parts are stocked immediately on receipt and bin locations are assigned by the system
Satellite Stores Stocking (SSS)	• No objective decision-making criteria to determine where to locate major components • Satellite stores stocking decisions are left to individuals involved • Materials are stored in multiple uncontrolled sites	• Decisions on secondary stores locations and components are informally made by requestor and stores personnel • Materials are stored in designated locations • Satellite stores programs are only for consumable and point of use items	• Procedure for satellite stores is consistently followed • System transactions are frequently generated to transfer parts to satellite stores • Satellite stores managed as formal warehouse • Satellite store items and quantities determined objectively based on need	• Satellite storage locations are used for point of use items, capital projects or shutdowns • System transactions are always generated to transfer parts to satellite stores • Satellite stores are vendor-managed and/or managed as an extension of the main storeroom, with reports and metrics tracked

| Return to Inventory (RTI) | ● Little to no evidence that unused materials are returned to inventory
● Returns are rarely recorded and inventory quantities rarely updated
● Maintenance techs store parts in their locker or toolbox | ● Material returns are documented informally or ad hoc
● System transactions provide limited evidence of parts return or updated quantities
● Maintenance techs do not have confidence in the on-hand inventory balances | ● Returns and credits are consistently tracked to the work order
● 100% of unused or incorrect parts are returned to inventory on work order completion
● Personnel routinely follow the return to inventory process
● No materials or spare parts are kept in shops, tool boxes or lockers | ● Maintenance shops are audited weekly for unused materials
● Accurate repair history and parts usage are used to predict a component's service life
● A distinct reduction in maintenance expense for repair parts
● Open lines of communication between the Maintenance, Planners and the storeroom |

Step 2: Based on your evaluation, use the document to develop an improvement plan. Select 2 specific areas of opportunity from the process descriptions and create a plan to implement improvements. Good areas to target are those that can be quickest to improve and those that will make the biggest impact.

Maintenance Material or Storeroom Goal	Behaviors	Results	Organizational Goal
Area of desired improvement	*Within 30 days I will….*	*What KPI or result can I achieve within 90 days?*	*What organizational goal is impacted by the results?*