

# MAINTENANCE / CONSTRUCTION JOB PLAN

Slide 2: Introduction

Slide 3: Worksheet 1. Job Overview *(image)*

Slide 4: Worksheet 2. Job Asset Details *(image)*

Slide 5: Worksheet 3. Job Support Document Links  
*(image)*

Slide 6: Worksheet 4. Job Activities and Resources 1/2  
*(image)*

Slide 7: Worksheet 4. Job Activities and Resources 2/2  
*(image)*

Slide 8: Worksheet 5. Job Notes and Tools *(image)*

Slide 9: Worksheet 6. Job Risk-Hazard Form *(image)*

Slide 10: Worksheet 7. Job Time and Cost Summary  
*(image)*

Slide 11: Worksheet 8. Job Spares and Materials *(image)*

Slide 12: Worksheet 9. Job Miscellaneous Costs *(image)*

Slide 13: Worksheet 10. Inspection and Test Plan Form  
*(image)*

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Slide 15: Worksheet 12. Job Work Photos *(image)*

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*(image)*

Slide 18: Worksheet 15. Risk-Hazard Criteria *(image)*

Slide 19: Worksheet 16. Associated Dropdown Lists  
*(image)*

## Introduction

- ❑ Presentation outlines maintenance project / shutdown job planning / control using ***'MMAPS Maintenance / Construction Job Plan'*** workbook.
- ❑ Workbook comprises the following worksheets:
  - ***'1. Job Overview'***
  - ***'2. Job Asset Details'***
  - ***'3. Job Support Document Links'***
  - ***'4. Job Activities and Resources'***
  - ***'5. Job Notes and Tools'***
  - ***'6. Job Risk-Hazard Form'***
  - ***'7. Job Time and Cost Summary'***
  - ***'8. Job Spares and Materials'***
  - ***'9. Job Miscellaneous Costs'***
  - ***'10. Inspection and Test Plan Form'***
  - ***'11. Punch List Form'***
  - ***'12. Job Work Photos'***
  - ***'13. Job Work Report'***
  - ***'14. Job Supplementary Reports'***
  - ***'15. Risk-Hazard Criteria'***
  - ***'16. Associated Dropdown Lists'***
- ❑ Analysis worksheets' features include;
  - Multiple worksheet cell explanatory notes re spare parts analysis and worksheet usage.
  - Outline grouping of worksheet columns with second tier data (on which top tier data columns depend) to keep worksheet size manageable in terms of data entry and report printing etc.
  - Frequent use of cell dropdown lists to reduce effort and improve effectiveness. Columns with cell dropdown lists are shaded light green.
  - Frequent use of cell formulae to reduce effort and improve effectiveness. Columns with cell formulae are shaded light blue.
- ❑ Slides 2 to 19 show images of worksheets listed above i.e., basic worksheets with outline groups closed or open and if closed, separate images of expanded outline groups

	A	B	C	D	E	F	G	H
1	<b>MMAPS</b>							
2		<b>MAINTENANCE / CONSTRUCTION JOB PLAN</b>						
3		<b>JOB OVERVIEW</b>						
4		<i>MAIN INTERFACE WORKSHEET BETWEEN JOB PLAN &amp; PROJECT CONTROL WORKBOOKS</i>						
5		<i>Link to project control workbook at start of project or fill out manually for stand alone Job Plan - ref cell notes</i>						
6	Plant / Site:							
7	Job ID:							
8	Plant Area:							
9	Asset ID:							
10	Asset Description:							
11	Asset Type:							
12	Job Description:							
13	Job Type:							
14	Job Criticality:							
15	Account Code:							
16								
17	<b>Links to other worksheets in this workbook</b>							
18	<a href="#">2. Job Asset Details</a>							
19	<a href="#">3. Job Support Document Links</a>							
20	<a href="#">4. Job Activities and Resources</a>							
21	<a href="#">5. Job Notes and Tools</a>							
22	<a href="#">6. Job Risk-Hazard Form</a>							
23	<a href="#">7. Job Time and Cost Summary</a>							
24	<a href="#">8. Job Spares and Materials</a>							
25	<a href="#">9. Job Miscellaneous Costs</a>							
26	<a href="#">10. Inspection and Test Plan (ITP) Form</a>							
27	<a href="#">11. Punch List Form</a>							
28	<a href="#">12. Job Work Photos</a>							
29	<a href="#">13. Job Work Report</a>							
30	<a href="#">14. Job Supplementary Reports</a>							
31	<a href="#">15. Risk-Hazard Criteria</a>							
32	<a href="#">16. Associated Drop Down Lists</a>							

Link to appropriate **'Maint Project-SD Planning-Control'** workbook, worksheet **'4. Project-SD Overview'** appropriate row in cell **D5** or;  
 Enter data manually for isolated job plan.

Note:  
 Data cells in worksheets in this workbook are also linked to this cell.

	A	B	C	D	E	F	G	H	I	J	K	L
1	<b>MMAPS</b>											
2	<b>MAINTENANCE / CONSTRUCTION JOB PLAN</b>											
3	<b>ASSET GROUP, PARENT, CHILD DETAILS</b>											
4												
5	Plant / Site:											
6	Job ID:											
7	Plant Area:											
8	Asset ID:											
9	Asset Description:											
10	Asset Type:											
11	Job Description:											
12	Job Type:											
13	Job Criticality:											
14	Account Code:											
15												
16		Cells wirth drop down list				Formula based cells			<a href="#">1. Job Overview</a>			
17												
18	Line Item ID	Asset Description					Asset Level	Asset ID	Asset Type	OEM Code	OEM Model #	OEM Serial #
19	1											
20	2											







	A	B	C	D	E	F	
1	<b>MMAPS</b>						
2		<b>MAINTENANCE / CONSTRUCTION JOB PLAN</b>					
3		<b>NOTES &amp; TOOLS</b>					
4							
5		Plant / Site:				Date:	
6		Job ID:					
7		Plant Area:					
8		Asset ID:					
9		Asset Description:					
10		Asset Type:					
11		Job Description:					
12		Job Type:					<i>Formula based cells</i>
13		Job Criticality:					
14		Account Code:					<a href="#">1. Job Overview</a>
15							
16							
	<b>Activity ID</b>						
17		<b>Activity Description</b>	<b>Notes</b>	<b>Tools / Equipment</b>			
18	1						
19	2						







Line Item ID	OEM Code	OEM Assembly or Sub Assembly ID	OEM Assembly or Sub Assembly Description	OEM Part Number / Materials Code	OEM Part / Materials Description	Stock Code	Qty per Sub Assembly	Qty of Sub Assemblies	Total Reqd	Activity ID - W/sheets 4	Requirement Probability	Unit Cost	Total Cost	Availability Status	Exp Lead	Time Days	Order No	Actual Usage	
1																			
2																			

**MAINTENANCE / CONSTRUCTION JOB PLAN  
SPARES & MATERIALS**

Plant / Site:  
 Job ID:  
 Plant Area:  
 Asset ID:  
 Asset Description:  
 Asset Type:  
 Job Description:  
 Job Type:  
 Job Criticality:  
 Account Code:

Date:

Cells with drop down list  
 Formula based cells

Overall Availability Status: SCLCA

[1. Job Overview](#)

Select from drop down list:  
 ACA - All critical items available  
 ALCA - All less critical items available  
 ACLCA - All critical and less critical items available  
 SCA - Some critical items available  
 SLCA - Some less critical items available  
 SCLCA - Some critical and less critical items available

Use columns as appropriate for maintenance or construction jobs (optimised for maintenance)

	A	B	C	D	E	F	G	H	I
1	<b>MMAPS</b>								
2			<b>MAINTENANCE / CONSTRUCTION JOB PLAN</b>						
3			<b>MISCELLANEOUS COSTS</b>						
4									
5		Plant / Site:						Date:	
6		Job ID:							
7		Plant Area:							
8		Asset ID:							
9		Asset Description:							
10		Asset Type:							
11		Job Description:							
12		Job Type:						<i>Formula based cells</i>	
13		Job Criticality:	<a href="#">1. Job Overview</a>						
14		Account Code:							
15									
16	Line Item ID	Cost Item Description	Supplier	Activity ID - Worksheet 4	Unit Rate	Units	Planned Cost	Actual Cost	
17	1						\$ -	\$ -	
18	2						\$ -	\$ -	

A	B	C	D	E	F	G	H	I	J	K	L	M
1	<b>MMAPS</b>											
2	<b>MAINTENANCE / CONSTRUCTION JOB PLAN</b>											
3	<b>INSPECTION &amp; TEST PLAN (ITP)</b>											
4												
5	<b>INSPECTION / TEST POINT LEGEND</b>			Plant / Site:								ITP Rev Date:
6	H = HOLD POINT			Job ID:								
7	W = WITNESS POINT			Job Description:								
8	R = DOCUMENT REVIEW			Person / Company Preparing ITP:								Cells with drop down list
9	S = SURVEILLANCE			ITP Discipline / Type:								Formula based cells
10				ITP Rev No / Comment:								<a href="#">1. Job Overview</a>
11												

ITP Activity ID	Maintenance or Construction Activity Description	By	Inspection & Test Activity Description	Activity Control Procedure or Specification	Acceptance Criteria	Verifying Document	Job / Contract Personnel Insp Point	Job / Contract Personnel Initials	Insp / Client Personnel Insp Point	Insp / Client Personnel Initials	Comments
1	2	3	4	5	6	7	8	9	10	11	12
29											
30											

**ITPs provided by Contractors:** Acceptance of this document by the Principal does not relieve the Contractor of responsibility for compliance with the terms and conditions of the Contract. Select appropriate acceptance box below.

ACCEPTED. Work may proceed. <input type="checkbox"/>	ACCEPTED AS NOTED, REVISE & RESUBMIT. Work may proceed. <input type="checkbox"/>	NOT ACCEPTED, REVISE & RESUBMIT. Work may 'not' proceed. <input type="checkbox"/>
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Accepted / Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	
1	<b>MMAPS</b>														
2	<b>MAINTENANCE / CONSTRUCTION JOB PLAN</b>														
3	<b>PUNCH LIST (P/L)</b>														
4														<b>Punchlist Date:</b>	
5															
6															
7															
8															
9															
10														<a href="#">1. Job Overview</a>	
11															
											<i>Formula based cells</i>				
12	<b>Punchlist Item ID</b>	<b>Asset Drawing or Tag ID</b>	<b>Punchlist Item Description</b>			<b>Date Raised</b>	<b>Priority</b>	<b>Date Completed</b>	<b>Job Supervisor Initials</b>	<b>Inspector Initials</b>	<b>Other Initials (if required)</b>	<b>Comments</b>			
13	1	2	3	4	5	6	7	8	9	10					
27															
28	<b>Inspection By:</b>														
29	<b>This punchlist is not to be considered final or complete and may be subject to the results of further inspection or testing.</b>				<b>Inspector's Signature:</b>								<b>Date:</b>		

	A	B	C	D	E	F	G	H	I	J	K
1	<b>MMAPS</b>										
2			<b>MAINTENANCE / CONSTRUCTION JOB PLAN</b>								
3			<b>PHOTOS</b>								
4											
5		Plant / Site:									
6		Job ID:									
7		Plant Area:									
8		Asset ID:									
9		Asset Description:									
10		Asset Type:									
11		Job Description:									
12		Job Type:									
13		Job Criticality:									
14		Account Code:									
15										<a href="#">1. Job Overview</a>	
16	<b><i>Organise and label photos in "before, during and after" sequence as required and/or use links appropriate</i></b>										
32											
33											







**MAINTENANCE / CONSTRUCTION JOB PLAN WORKBOOK**  
**WORKSHEET 15. RISK HAZARD CRITERIA**

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	<b>MMAPS</b>												
2	<b>MAINTENANCE / CONSTRUCTION JOB PLAN</b>												
3	<b>RISK-HAZARD CRITERIA</b>												
4												<a href="#">6. Risk-Hazard Form</a>	
5												<a href="#">1. Job Overview</a>	
6	<b>RISK ASSESSMENT MATRIX</b>												
7	<b>CONSEQUENCES / SEVERITY</b>							<b>LIKLIHOOD</b>					
8		<b>People</b>	<b>Environment</b>	<b>Equipment</b>	<b>Production</b>	<b>Quality</b>	<b>Reputation</b>		<b>Low / Rare</b>	<b>Low-Medium / Unlikely</b>	<b>Medium / Possible</b>	<b>Medium-High / Likely</b>	<b>High / Almost Certain</b>
9									<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
10	<b>Catastrophic</b>	Multiple fatalities	Major local pollution, prosecution probable	Extensive damage >\$100k	>10 days loss or delay	Reduced quality cost >\$100k	National impact	5	5	10	15	20	25
11	<b>Major</b>	Permanent disability / fatality	Significant local pollution off-site, prosecution possible	Major damage >\$50k <\$100k	>3 days <10 days loss or delay	Reduced quality cost <\$50k <\$100k	Regional impact	4	4	8	12	16	20
12	<b>Moderate</b>	Lost Time Injury	Localised on & off site pollution, prosecution unlikely	Significant damage >\$10k <\$50k	>1 <3 days loss or delay	Reduced quality cost >\$10k <\$50k	Significant local impact	3	3	6	9	12	15
13	<b>Tolerable</b>	Medical Treatment	Medium spill or emission on-site within consent limits	Minor or moderate damage >\$5k <\$10k	>4 hours <8 hours loss or delay	Reduced quality cost >\$5k<\$10k	Minor local impact	2	2	4	6	8	10
14	<b>Insignificant</b>	Zero Harm / First Aid Treatment	Minor spill or emission on-site within consent limitations	Minimal or no damage	<4 hours loss or delay	Reduced quality cost <\$5k	Minimal or no impact	1	1	2	3	4	5
15	<b>Notifiable Work Drop Down List Based on Worksafe Form:</b>												
16	<b>No</b> None												
17	<b>A</b> Work involving asbestos fibre												
18	<b>BA</b> Work involving compressed breathing air												
19	<b>D</b> Work involving use of explosives or storage of explosives at worksite												
20	<b>E</b> Work in any drive, excavation or heading where person works with ground cover overhead Work in excavation, trench or pit >1.5m deep and depth > horizontal width at top Work in any excavation with any face >5m vertical height and average slope steeper than ratio of 1 horizontal to 2 vertical												
21	<b>H</b> Construction work with risk of falls > 5m except for residential building up to 2 full stories, overhead power / telecom lines, work from ladder only												
22	<b>LA</b> Use of lifting appliance other than forklift, mobile crane or excavator to lift mass = />500kg a vertical distance = />5m												
23	<b>SC</b> Scaffold erection/dismantling with risk of falls >5m												

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R		
1	<b>MMAPS</b>																			
2	<b>MAINTENANCE / CONSTRUCTION JOB PLAN</b>																			
3	<b>DROP DOWN LISTS</b>																			
4																				
5	<b>ACTIVITIES &amp; RESOURCES DROP DOWN LISTS (5)</b>			<b>SPARES &amp; MATERIALS DROP DOWN LISTS (4)</b>			<b>PUNCHLIST DROP DOWN LISTS (2)</b>		<b>ITP DROP DOWN LIST (1)</b>			<b>RISK DROP DOWN LISTS (4)</b>				<b>WORK PERMIT TYPES (2)</b>				
6	<b>Yes/No</b>		<b>Probability</b>		<b>Discipline/Type</b>	<b>Priority</b>	<b>Inspection Criteria</b>		<b>Severity</b>	<b>Likelihood</b>	<b>Detectability</b>		<b>Principal Risk</b>		<b>Work Permit Type</b>		<b>Work Permit Extension Type</b>			
7	Yes		1	Critical - definitely required	Mechanical	A	H	HOLD POINT	1	1	1	Detectable	P	People						
8	No		2	Less Critical - definitely required	Piping	B	W	WITNESS POINT	2	2	2	detectable	EN	Environment						
9	<b>Indent Level</b>		3	Possibly required	Instrument	C	R	DOCUMENT REVIEW	3	3	3	Possibly	EQ	Equipment						
10	1	Job Summary Activity	4	Insurance spare	Electrical	D	S	SURVEILLANCE	4	4	4	Undetectable	P	Production						
11	2	Job Milestone			Lagging				5	5			Q	Quality						
12	3	Activity Group Summary Activity	<b>Item Availability Status</b>		Surface Coating								R	Reputation						
13	4	Activity Group Sub Activities	IS	In store	Civil															
14	<b>Asset Level</b>		OS	On site	Building															
15	G	Group (i.e. group of parents)	SUP	In stock at local supplier	Fire Protection															
16	P	Parent (i.e. parent of => 1 child)	O	Ordered	Refrigeration															
17	C	Child	YTO	Yet to order	Air Cconditioning															
18			S	Shipped																
19	<b>Asset Type (site specific)</b>																			
20			<b>Overall Availability Status</b>																	
21			ACA	All critical items available																
22			ALCA	All less critical items available																
23			ACLCA	All critical and Less critical items																
24			SCA	Some critical items available																
25			SLCA	Some less critical items available																
26			SCLCA	Some critical and less critical items																
27																				
28																				
29			<b>OEM Codes - Site / Plant Specific</b>																	
30	<b>Account Codes</b>		<b>Code</b>	<b>Full Name</b>																
31																				
32																				
33																				
34																				
35																				
36																				
37																				
38																				
39																				
40																				

[1. Job Overview](#)