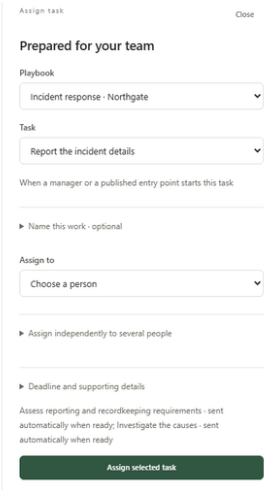
DO A PREVENTIVE MAINTENANCE ROUTINE

Carry maintenance findings into the next technician's work

Record the routine's completed items, readings, parts, time, photos and findings. When it reveals an additional defect, send that finding to its own work order so follow-up can use what the technician observed.

Do the routine and record it > Verify and close (when selected)

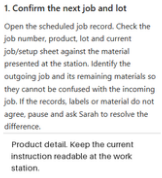
SkillSmith · Choose prepared work and its recipient — incident-response example



SkillSmith · Record the preparation required before starting



SkillSmith · Keep the current instruction readable beside the work



Choose prepared work and its recipient - incident-response example

Pay only when you see results

Agree the outcome for your first workflow with our team.

SELECTED CLIENTS FEATURED BY SKILLSMITH

verizon · KEYSIGHT TECHNOLOGIES · AMERICAN EAGLE · Berkeley UNIVERSITY OF CALIFORNIA

YOUR TEAM / THE DECISIONS THAT MATTER

The people involved in the working method

Each role has a defined contribution. Your team selects the people responsible for those parts of the work.

Your role	The contribution	SkillSmith support
Designated specialist	Do the routine and record it	Respond with findings (in / out of tolerance), items done, parts and photos.
Team lead	Verify and close	Respond with verified / returned.

Carry the new defect into its own work order

In a worked example, the technician completes the routine and finds an additional defect; record the performed routine and hand the finding to its own work order.

WORKED DECISION

Decision point	Information to use	Responsible next step
Working material	Pm checklist and Assets	Open the selected material for this occurrence.
Recorded response	items done, readings and parts	Save the response with its work context.
Review point	photos and findings (in / out of tolerance)	Agree the next action with the person responsible for this decision.

Review the selected material, this occurrence's response and any conditional follow-up.

CONNECTED WORK / PREPARED PLAYBOOKS

Do a preventive maintenance routine

Bring pm checklist and assets into the prepared work. Designated specialist and Team lead each receive the context needed for their part.

01 Do the routine and record it

Record items done, readings, parts, time, photos and findings (in / out of tolerance).

02 Verify and close

When the supervisor verification variant is selected, record verified / returned.

Prepare the useful part of the workflow

Use the prepared sequence with the resources and responsibilities selected for your team.

Do a preventive maintenance routine

Each asset gets its planned maintenance on the interval its failure modes justify, recorded with readings and parts; an out-of-tolerance finding becomes one linked repair, never a restart of the routine.

Monthly conveyor PM · Line 2 (maintenance)

YOUR INFORMATION / CONNECTED WORK

The materials that make this method usable

Keep the relevant material available at the point it is used. The resource choices below support different parts of the work.

Your work context > SkillSmith > Your next contribution



Pm checklist The task uses this material	The PM task list for the asset class with readings and tolerances.
Assets The task uses this material	The asset and its interval.
Manual The task uses this material	The maintenance instruction or OEM manual extract.

YOUR DELIVERY PLAN / OUR TEAM

Prepare the first useful playbook

Start with the materials and people you already have. We help make the setup choices explicit before your team uses the method.

01 Select the working material

Choose pm checklist and assets from the resources your team uses.

02 Agree the responsibilities

Confirm designated specialist and team lead for this method, then choose the people eligible to receive its work.

03 Walk through the selected route

Walk through these conditional steps: “Verify and close”.

We are here to help



Rohit Singh
VP of Strategic Partnerships



Brent Jackson
Director of Customer Success

Prepare the method for your team

What stays with the recorded response?

The response for this occurrence retains items done, readings, parts, time, photos and findings (in / out of tolerance). It belongs to the work being reviewed, rather than replacing a different occurrence's record.

Which materials do we need to bring?

Bring pm checklist and assets. We use those choices to prepare the working context, then check that each task opens the material it needs.

How do the conditional steps become part of the method?

The conditional route is used when the supervisor verification variant is selected. Select the variant or respond to the recorded condition before treating that step as required.

What is the outcome for the wider workflow?

PM recorded within its window; findings handed to work orders.

WHY SKILLSMITH / YOUR NEXT STEP

Bring your work; we help prepare the method

We work with your team to organize the source material, responsibilities and review choices. Start with one useful example, then carry the agreed method into everyday work.

Without connected follow-through	With SkillSmith
The person has to leave the work to find its instructions or help.	Open the selected resources with the task, and keep a question attached when help is needed.
The current status hides which response or version came before it.	Keep items done, readings and parts with the work, with recorded history available for later review.

Walk through this method with us

Bring one real example and the material your team uses. We will walk through the task sequence and the decision that matters to you.

- Which routine was performed, when, and what findings need further work?
- The resource choices for this method
- Each responsible person's response
- The conditional route and wider outcome

Request a demo

skillsmith.com/contact