DATA ITEM DESCRIPTION

Form Approved
OMB No. 0704-0188

1. TITLE	2. IDENTIFICATION NUMBER
Planned Maintenance System (PMS) Maintenance Procedure Card (MPC)	CGDI-ILSS-ELC02-RB-M

3. DESCRIPTION OF PURPOSE

3.1 The Planned Maintenance System (PMS) Maintenance Procedure Card (MPC) describes specific maintenance actions, scheduled and unscheduled for performing the action as well as changes to available MPCs.

4. APPROVAL DATE (YYMMDD)	5. OFFICE OF PRIMARY RESPONSIBILITY (OPR)	6a. DTIC APPLICABLE	6b. GIDEP APPLICABLE
000415			

7. APPLICATION/INTERRELATIONSHIP

7.1 This Data Item Description (DID) contains the format and content preparation instructions for PMS Requirement Card resulting from work task as an outcome through the utilization of Reliability Centered Maintenance and the Manning Study set forth in this contract.

8. APPROVAL LIMITATION	9a. APPLICABLE FORMS	9b. AMSC NUMBERS

10. PREPARATION INSTRUCTIONS

10.1 Reference Document**.** The Contractor shall use all reliability and supportability analysis information, manufacturer maintenance requirements, manning studies, technical publications and drawings to develop Maintenance Procedure Cards (MPC).

10.2 Format**.** Create MPCs for all maintenance worthy equipment/systems and forward them to the Prime Provisioning Activity as part of Engineering Data for Provisioning (EDFP) for each Production Technical Data (PTD) submission. Use the sample MPC as a formatting guide.

10.3 Content. Complete MPC's containing the following:

ASSET MAINTENANCE SUMMARY SECTION

MPC NUMBER. Create a three line designator in the upper right corner with the following information:

1. First line: Name the asset: (RB-M-45)
2. Second line: Apply the MPC number based on the Standard Numbering System (SNS) for General Sea Vehicles.
3. Third line: Provide the date on which the MPC was released or revised, shown as MM/DD/YYYY, i.e. 09/28/2007.

ASSET NUMBER. Provide a field for the asset number.

OPERATING ACTIVITY. Provide a field for naming the organization that owns the asset.

MAINTENANCE ACCOMPLISHED.

1. Provide separate fields for month, day, and year.
2. Provide a field for asset hours at the time of maintenance.
3. Provide fields for Zulu month, day, year, and time of completion.

MAINTENANCE DUE.

1. Provide separate fields for month, day, and year.
2. Provide a field for asset hours on when maintenance was due.

ASSET MAINTENANCE DETAILS

CLASS. Show the class of the asset as a drawing in bottom left corner.

10. PREPARATION INSTRUCTIONS

DUE. Provide a check box to indicate whether an action is due.

CMS CODE. Provide a field for the CMS Code. The CMS Code identifies the component being maintained. For example, CMS CODE A53009 - Identifies the fuel system component affected by the maintenance task. The CMS CODE does not have to be the same as the MPC number; this allows the use of the same tasks on multiple MPCs and/or describes maintenance requirements in greater detail. There may be more than one CMS Code for each MPC.

ACTION.

1. A single word name of the maintenance action to be performed and on what equipment.
2. Capitalize all letters of each word.
3. Limit choices of actions to (a detailed description of each action is outlined in ECP-009):

ADJUST	INSP/CHK	REM/INST
AUDIT	INSP/CLN	REPAIR
BULLETIN	INSPECT	REPLACE
CALIBRATE	INSTALL	REPORT
CHECK	LIFE/LMTD	SPCL/INSP
CHECK/SERVICE	LUBE	SERVICE
CONVERSION	MODIFY	TEST
DEPOT/REPAIR	NDI	TEST/CHECK
FIT TEST	OVERHAUL	WASH
INSP/ACCPT	REMOVE	WEIGH

DESCRIPTION.

1. Provide the noun name of the equipment to be serviced, such as: FIXED C02 SYSTEM. Only one line item is allowed per MPC.
2. Some activities may be used in lieu of noun name, i.e. WEEKLY INSPECTION
3. Include the hour requirement in parentheses behind noun name (i.e. 100hr, 300hr, 1200hr) if the event is based on hours. Include first letter of the periodicity if event is based on calendar schedule (i.e. A = annually, S = Semi-annually, Q = Quarterly, M = monthly, W = weekly).
4. Capitalize all letters of each word.

CEINUM. Provide a field for the CEINUM. The Component End Item Number (CEINUM) defines the configuration of the system, sub-system, sub-sub-system being maintained. The CEINUM is 9 characters separated by dashes as follows:

- The 1st two characters (prefix) identify the Platform; (RM)
- The 2nd set of 4 characters is generated from the applicable SNS table, (system/sub-system).
- The final 3 characters are unique identifiers (sub-sub-system). For example:
    - CEINUM RM-A000-001
        - RM = Platform Type (RB-M 45’ Boat)
        - A0 = System (Hull)
            - 00 = Sub-system (General)
        - 001 = Unique Identifier

SERIAL NUMBER. Provide a field for recording the serial number if the asset is a serial number-tracked asset.

SCHEDULED / UNSCHEDULED. Provide check boxes for indicating a scheduled or unscheduled maintenance action.

DISCREPANCIES FOUND. Provide YES/NO places for check marks.

MAN-HOURS.

1. Provide fields for recording the actual number of man-hours expended to accomplish the job.

2. List the rates qualified to perform the maintenance action. Format in bold font the rate most qualified to perform the action.

3. Include a space with each rate for entering actual man-hours used to perform maintenance task.

REMARKS. Provide a field of two lines for recording discrepancies.

TECHNICIAN'S SIGNATURE / ID. Provide separate fields for the technician's signature and ID.

QA. Provide ten fields for Quality Assurance (QA) initials to record QA checks.

RELATED MAINTENANCE

1. Provide the bottom one-fourth of the MPC as a field for related MPCs.

2. List related MPCs that can be updated as a result of the current maintenance action.

3. List references used to write this MPC. If no references were used, write the word NONE.

ASSET MAINTENANCE PROCEDURES

Write asset maintenance procedures so the MPC can be used as a standalone document by technicians and not require additional reference material.

MPC DESCRIPTION AND ACTION. This is Item 1 of the procedures (see paragraph layout later in this section) and leads off the text portion of the MPC. Provide the MPC title and action together.

REFERENCES.

1. Although the MPC is a standalone document, there may be situations when technicians encounter a situation for which they need additional references. List relevant references at the beginning of the procedures section in alpha-numeric order like applicable technical manuals, field changes, publications, etc. to assist in completion of the MPC.

2. Indent the reference name ½ inch under the section title. Capitalize all letters of the section title: REFERENCES. Capitalize the first letter of each word of the reference name, excluding conjunctions. If there are no references, print the word NONE.

TOOLS/TEST EQUIPMENT.

1. Use this entry to save time and effort for those performing the maintenance procedure by reminding them of any special tools and/or equipment required to accomplish the job. Do not list common tools normally contained in a standard toolbox. Only portable and non-installed equipment to perform the maintenance procedure shall be listed.

2. When fabrication of a special tool is required, specifications will be noted in either the maintenance procedure, reference or both.

3. Each entry shall consist of one item only i.e. if an oiler with MIL-PRF-6086E oil is required, the oiler will be listed in tools and the oil listed under consumables. Capitalize all letters of the section title: TOOLS/TEST EQUIPMENT. First letter of each word of the tool/test equipment name, excluding conjunctions, shall be capitalized. If no tools or test equipment are required in the text, print the word NONE.

EXPENDABLES.

1. Parts required to perform the MPC only. This does not include corrective maintenance parts. Parts are any item which is an integral part of the equipment; i.e. gaskets, seals, filters etc. In general, any item listed in a technical manual or drawing parts listing is considered a repair part. An official definition of a repair part is any item appearing on the Master Equipment Configuration List (MECL). Although in some cases repair parts will not appear on the MECL, this does not necessarily mean the item is not a repair part. In fact, it is a good indication the MECL may be technically deficient in that it does not list all maintenance significant repair parts. Repair parts are probably the most critical of all requirements. A MPC requiring parts cannot be effectively completed unless those parts are readily available from onboard supply department stock.

2. The MECL is the primary source for identifying PMS repair part requirements to the supply system.

3. Include part number, NSN/FSN, cage codes, etc., when available. Capitalize all letters of the section title: EXPENDABLES. First letter of each term, excluding conjunctions, shall be capitalized. If no expendables are required in the text, print the word NONE.

CONSUMABLES.

1. Rags, wire, lubricants, greases, solvents, miscellaneous hardware, tape, cleaning supplies, etc. that are used when performing this MPC.

Include part number, National Stock Number (NSN) / Federal Stock Number (FSN), cage codes, etc., when available. Capitalize all letters of the section title: TOOLS/TEST EQUIPMENT. First letter of each term, excluding conjunctions, shall be capitalized. If no consumables are required in the text, print the word NONE.

MAINTENANCE PROCEDURE TEXT.

1. Provide text that defines the scope of the maintenance procedure and guides the individual performing that procedure through a step-by-step sequence. To keep the system simple and workable, write the text for use by personnel trained to the level indicated in the MPC.

2. Provide sufficient detail to permit the average Petty Officer to accomplish the task directly or with minimal supervision and/or reference to technical manuals. For inexperienced personnel, the procedures shall be suitable pre-work training aids.

3. Integrate warnings, cautions, and notes into the steps of the maintenance procedures at the point where they should be observed. Warnings, cautions, and notes will precede the maintenance steps. See the format for warnings, cautions, and notes later in this section.

    a. Warnings and cautions provide special safety procedures for workers to observe and perform.

    b. Include Hazardous Material that may pose a special threat to personnel and/or require special handling or disposal procedures. May be same line item as a consumable or part. Include part number or NSN/FSN, when available.

    c. Do not include routine safety practices that should be observed in all engineering or maintenance applications. Do not include phrases like, "Observe standard safety practices," since standard safety practices are, by their nature, always required i.e. System has two power supply sources; Avoid prolonged contact with, or inhalation of, cleaning solvents; Avoid use near heat or open flame and provide adequate ventilation.

    d. Notes supply needed information that is not an action step. Avoid excessive verbiage shall and limit the note to necessary specifics. Do not give tolerances and clearances as notes but as part of the procedural step in which they are observed. The word note shall be capitalized, bolded with a colon i.e. **NOTE:**. Each note paragraph shall be double-spaced before and after the text, as to stand out and attract attention.

4. Separate paragraphs with an additional line of space to ensure they stand out and attract attention.

5. Insert graphics at appropriate points in the text to illustrate the work to be done.

6. The use of standard phrases within the PMS Template shall be entered as steps i.e. tag out, clear tag, hazwaste disposal, etc.

7. Each procedure step is identified numerically and sub-steps alphabetically with standard indent. Indent the paragraphs this way:

1 (ITEM) Level 1 Task description

A (PARAGRAPH) Level 2 Title of action (REMOVE, INSPECT, etc.)

1. (STEP) Level 3 Text

a. Substep Level 4

(1) Substep Level 5

(a) Substep Level 6

1)Substep Level 7

a) Substep Level 8

Insert warnings, cautions, and notes in the relevant locations of the text where they should appear. List warnings, cautions, and notes in this order:

WARNINGS

THE WARNING COMPONENT SHOULD NOT BE SEPARATED FROM THE WARNING HEADING. IT SHOULD NOT BE SPLIT AND IT SHOULD NOT END A PAGE. AN EXCEPTION IS WHEN A LENGTHY WARNING, WILL CAUSE MORE THAN A THIRD OF THE PAGE TO BE LEFT BLANK DUE TO REFERENCED STEP ROLLING TO THE NEXT PAGE. THE WARNING CAN END A PAGE AND THE FIRST STEP OR TEXT FOLLOWING THE WARNING MUST APPEAR IMMEDIATELY ON THE NEXT PAGE.

CAUTIONS

THIS IS THE CAUTION COMPONENT. IT SHOULD NOT BE SEPARATED FROM THE CAUTION HEADING. IT SHOULD NOT BE SPLIT AND IT SHOULD NOT END A PAGE. AN EXCEPTION IS WHEN A LENGTHY CAUTION WILL CAUSE MORE THAN A THIRD OF THE PAGE TO BE LEFT BLANK DUE REFERENCED STEP ROLLING TO THE NEXT PAGE, THE CAUTION CAN END A PAGE AND THE FIRST STEP OR TEXT FOLLOWING THE CAUTION MUST APPEAR IMMEDIATELY ON THE NEXT PAGE.

NOTE: This component is used for notes. Notes should precede the step that they are emphasizing. Excessive white space is the determining factor. MPCs with a conditional periodicity may have notes.

PREVENTIVE MAINTENANCE CARD TEMPLATE: The Contractor shall construct the MPCs in the following Government provided Word format template files.