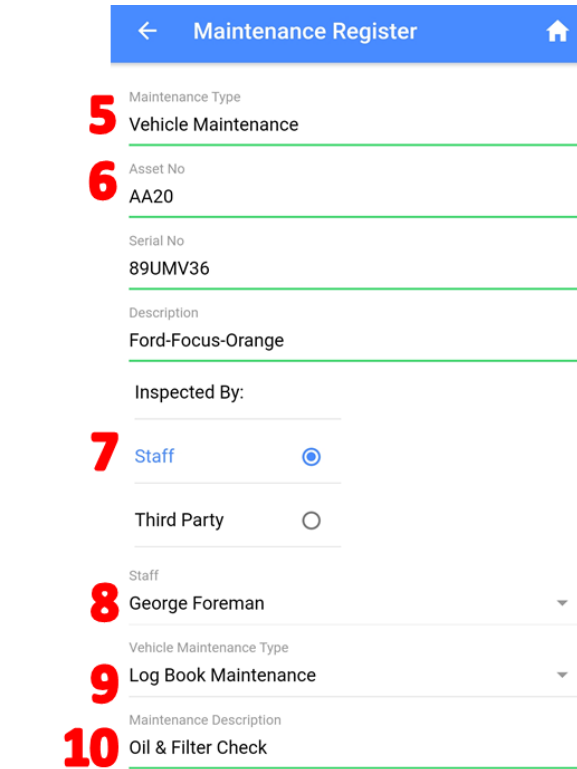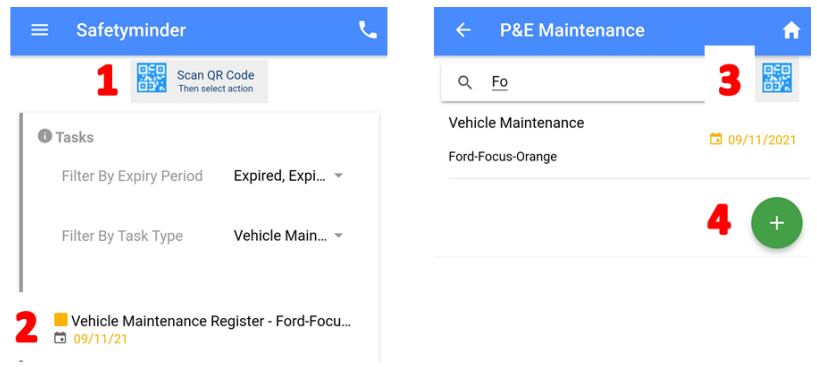# P&E Maintenance

1. If you are using **QR Codes** then on the home screen you can scan the code & see a list of tasks assigned to you for this asset or create new ones.
2. Or click on the Task – use the filters to narrow down the list.
3. Or from main menu select Registers, P&E Maintenance. Type in the search box or use the QR code to find the item you are working on.
4. Click ➕ to add a new task

The following will be displayed when you open the task:

5. Maintenance Type – see below for creating new task.

6. Asset Details

7. Who is doing the maintenance – when Third Party is selected a supplier will need to be selected.

8. Staff member responsible – see notes.

9. The type of vehicle maintenance.

10. Description of the maintenance to be completed.

11. Enter an Odometer Reading – vehicle maintenance only.

12. Date of Next Service.

13. Service Interval – if this is a one off event select NA.

14. Select Completed Date – when opened it will default with today's date.

15. Type in Service Notes.

16. If there is a Template Form attached click **COMPLETE ASSESSMENT**

17. Click **+ADD FILE** to upload a document e.g. workshop report.

18. Click ✅ to sign off the task & mark complete.

NOTE: for other maintenance types there may be different fields.
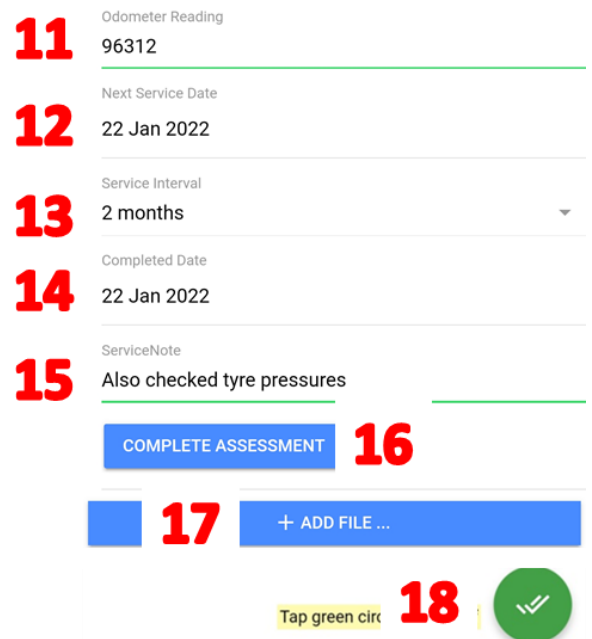
Creating New Tasks

Click ⊕ from the PE Maintenance register to create a new task:
1. Select the Maintenance type.
2. Either Scan QR Code or click on the Plant & Equipment Register.
3. Type in the search box to find the item you need & click on it.
4. Click OK to select the item, then complete the form as above.
5. If required select a Maintenance Template form that needs to be completed – this is optional, leave blank if not required.
6. Where the work is being complete by an external supplier:
   - Select Third Party & select the supplier.
   - Select the Staff member responsible (this is the person who will sign off the task in Safetyminder, see notes).

Then complete the form as per above depending on the type of maintenance selected.

NOTES:

- If you are creating tasks for another staff member you can click ✓ to save when the relevant data has been entered, then click return or home. It will now appear in their task list.