Project: Mission SURE  
(SAP Upgrade, Rejuvenation & Expansion)

Enterprise Plant Maintenance (EPM)

Document No: TRF-SURE-EU TRG Manual (TRF/EPM/2.0) – 002 Rev. 00

End User Training Manual

for

SAP PM – Plant Maintenance

Process Name: Calibration process

Process No: TRF/EPM/2.0

Control Copy No: TRF/EPM/2.0/

<table>
<thead>
<tr>
<th>Doc Version</th>
<th>Description</th>
<th>Prepared by</th>
<th>Date</th>
<th>Reviewed by</th>
<th>Approved by</th>
</tr>
</thead>
<tbody>
<tr>
<td>00</td>
<td>Original</td>
<td>Palani Dorai</td>
<td>18.12.2009</td>
<td>Sudhir Kumar</td>
<td></td>
</tr>
</tbody>
</table>
Introduction

Enterprise Plant Maintenance process in TRF has the following business processes.

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>TRF Enterprise Process No.</th>
<th>Process Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>TRF/EPM/1.0</td>
<td>Preventive Maintenance process</td>
</tr>
<tr>
<td>2</td>
<td>TRF/EPM/2.0</td>
<td>Equipment Calibration processes</td>
</tr>
<tr>
<td>3</td>
<td>TRF/EPM/3.0</td>
<td>Unplanned / Breakdown Maintenance processes</td>
</tr>
<tr>
<td>4</td>
<td>TRF/EPM/4.0</td>
<td>External services processes</td>
</tr>
<tr>
<td>5</td>
<td>TRF/EPM/5.0</td>
<td>Reconditioning / Shutdown processes.</td>
</tr>
</tbody>
</table>

For each of the above processes, there are separate End User Training Manuals are available.

This document covers sl. No. 2. Of the above list, that is **Calibration Process**.

This End User Training manual on Calibration Process consists of the following sequence of sub-processes:

1. Task List availability check - Transaction code IA02
2. Change Maintenance Plan - Transaction code IP02
3. Scheduling of Maintenance Plan - Transaction code IP30
4. Scheduling overview - Transaction code IP24
5. Order details - Transaction code IW32
6. Inspection lot Selection – Transaction code QA32
1. **Task List availability check - Transaction code IA02**

**Procedural Steps**

**Purpose**
- Task List availability check

**Transaction Code**

- **IA02**

  Navigation: SAP Easy Access > Logistics > Plant maintenance > Preventive Maintenance > Work Scheduling > Task Lists > For Equipment > IA02 (Change)

**Procedure**

Enter the Transaction code IA02 in the command field as shown in the screen below

![SAP Easy Access](image)

Or go as per the navigation shown below and click IA02 - Change
Press <Enter> or click on the check mark icon in the top left side corner of the Screen, the following screen will appear
In the above screen, click on the drop down icon at the end of the Equipment field, the following screen appears.
Check mark the Equip task list, and click on the Maintenance Strategy field, a drop down icon appears at the end of the field,

Click on this drop down icon, the following screen appears,
Double click on the Maintenance Strategy = Q,, it will get populated on the Maintenance Strategy field as shown in screen,

Check mark the check box of Equipment task List field (see screen below)

Click on the execute button, the following screen appears, in that drop down list select the required task list as shown in the screen below.
Click the check mark icon at the top of the screen, the following screen appears.

## Change Equipment Task List: Initial Screen

<table>
<thead>
<tr>
<th>Task list</th>
<th>Task list description</th>
</tr>
</thead>
<tbody>
<tr>
<td>E 10</td>
<td>TASKLIST FOR 63P015</td>
</tr>
<tr>
<td>E 10</td>
<td>Pneumatic Pressure Gage - AC-P-01</td>
</tr>
<tr>
<td>E 25</td>
<td>TASKLIST FOR BS-2-H-01</td>
</tr>
<tr>
<td>E 32</td>
<td>TASKLIST FOR EO-TC-02</td>
</tr>
<tr>
<td>E 61</td>
<td>TASKLIST FOR 63P016</td>
</tr>
<tr>
<td>E 62</td>
<td>TASKLIST FOR 63P017</td>
</tr>
<tr>
<td>E 63</td>
<td>TASKLIST FOR 63P019</td>
</tr>
<tr>
<td>E 64</td>
<td>TASKLIST FOR 63P019</td>
</tr>
<tr>
<td>E 65</td>
<td>TASKLIST FOR AC-P-02</td>
</tr>
<tr>
<td>E 66</td>
<td>TASKLIST FOR BS-2-H-02</td>
</tr>
<tr>
<td>E 67</td>
<td>TASKLIST FOR BS-3-H-01</td>
</tr>
<tr>
<td>E 68</td>
<td>TASKLIST FOR DRP6-01</td>
</tr>
<tr>
<td>E 69</td>
<td>TASKLIST FOR EL-ET-01</td>
</tr>
<tr>
<td>E 70</td>
<td>TASKLIST FOR EL-MEG-01</td>
</tr>
<tr>
<td>E 71</td>
<td>TASKLIST FOR EO-TC-01</td>
</tr>
</tbody>
</table>
Click on the Header push button, the following screen appears

**Change Equipment Task List: Header General View**

- **Equipment**: 40001 Temperature Controller - 63P016
- **Group**: 61 TASKLIST FOR 63P016

**Assignments to Header**
- **Work center**: CALIB / 1000 Calibration Work center
- **Usage**: 4 Plant maintenance
- **Planner group**: CAL Calibration Pl Grp
- **Status**: 4 Released (general)
- **System Condition**: 
- **Maintenance strategy**: Q Strategy for Calibration Equip
- **Assembly**: 
- **Deletion flag**: 

**QN Data**
- **Inspection points**: 306 Inspection point for equipment
- **Ex. numbering**: 

Click on the Operation push button, the following screen appears

**Change Equipment Task List: Operation Overview**

**General/Operation Overview**

<table>
<thead>
<tr>
<th>Date</th>
<th>OP</th>
<th>Description</th>
<th>Status</th>
<th>Operation Description</th>
<th>LT/Work</th>
<th>DS</th>
<th>Seq.</th>
<th>Edits</th>
<th>Date</th>
<th>Origin</th>
<th>Description</th>
<th>TT</th>
<th>PH</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>2016</td>
<td>XAL</td>
<td>1,000 PM01</td>
<td></td>
<td></td>
<td></td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2020</td>
<td>XAL</td>
<td>1,000 PM01</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2020</td>
<td>XAL</td>
<td>1,000 PM01</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2040</td>
<td>XAL</td>
<td>1,000 PM01</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2050</td>
<td>XAL</td>
<td>1,000 PM01</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Key in the description of the Operation
And click the maintenance plan icon at the bottom of the screen, the following screen appears.

Check mark on the check Box of the “1Y’ field, as shown in the screen below
Select the **operation line** as shown below,

And click on the Inspection Characteristics icon, which is positioned at the bottom of the screen, the following screen is shown.
In the above screen, values for the following fields are to be keyed in:

- **Master Inspection Characteristic**
- **Upper Specification Limit**
- **Sampling Procedure in the Inspection Characteristic**
- **Target Value for a Quantitative Characteristic**
- **Lower Specification Limit**
Once they are **keyed-in**, repeat the same for all the values to be checked, and the screen will look as shown below.
Click the save icon to save the screen, and return back to the **Home Screen** or **SAP Easy Access screen**.

End of document on T-code IA02
2. Change Maintenance Plan - Transaction code IP02

Procedural Steps

Purpose

- Change Maintenance Plan

Transaction Code

IP02

Navigation: SAP Easy Access > Logistics > Plant maintenance > Preventive Maintenance > Maintenance Planning > Maintenance Plans > IP02 (Change)

Procedure

Enter the Transaction code IP02 in the command field as shown in the screen below

SAP Easy Access

Or go as per the navigation shown below and click IP02 - Change
Press <Enter> or click on the check mark icon in the top left side corner of the screen, the following screen will appear.
Click on the drop down icon of the Maintenance Plan field (as shown in the above screen), the following screen appears, key-in “Q” (Strategy for Calibration Equip) in the Maintenance Strategy field.

**Display Maintenance Plan: Selection Criteria**

![Screen showing selection criteria](image)

And click on the execute button, the following screen appears displaying all the maintenance plans.

**Display Maintenance Plan: Maintenance Plans Selected**

![Screen showing maintenance plans](image)

Select a maintenance plan, for example, Maintenance Plan = 3 (refer screen below) is selected.
Double click on the selected line to get it populated on the screen.

Click on the check mark icon, the following screen appears.

Assign a task list, as shown below
Click on the tab in the above screen, the following screen appears:

Note down the details of the task list assigned.

The value of the scheduling period is entered as 365, 730 etc., days.
Click the save button to save the screen, and return back to the **Home Screen** or **SAP Easy Access screen**.

End of document of T-code IP02
3. Scheduling of Maintenance Plan - Transaction code IP30

**Procedural Steps**

**Purpose**
- Scheduling for Maintenance Plans > Deadline Monitoring

**Transaction Code**
- IP30


**Procedure**

Enter the Transaction code IP30 in the command field as shown in the screen below

Or go as per the navigation shown below and click IP30 – Deadline Monitoring
Press <Enter> or click on the check mark icon in the top left side corner of the Screen, the following screen will appear.

Key-in the data (in our example, Maintenance Plan = 3) in the Maintenance Plan field (refer screen below).

**Deadline Monitoring for Maintenance Plans (Batch Input IP10)**

Click execute button to generate the maintenance order.

And also the report as shown below.
Return back to the **Home Screen** or **SAP Easy Access screen**.

End of document of T-code IP30
4. Scheduling overview - Transaction code IP24

**Purpose**
- Creation of Scheduling overview (List display)

**Transaction Code**

IP24


**Procedure**

Enter the Transaction code IP24 in the command field as shown in the screen below:

![SAP Easy Access - IP24]

Or go as per the navigation shown below and click IP24 – Scheduling Overview
Press <Enter> or click on the check mark icon in the top left side corner of the Screen, the following screen will appears.

In that screen Key-in the data (in our example, Maintenance Plan = 3) in the Maintenance Plan field (refer screen below)
Click execute button the following screen appears, showing the Order NO.

Note down the Order No. i.e. 4500000. We would be using this order no in our further transaction screens.

Return back to the Home Screen or SAP Easy Access screen.

End of document of T-code IP24
5. Order details - Transaction code IW32

Procedural Steps

Purpose
- To change the details of the order

Transaction Code

IW32

Navigation: SAP Easy Access > Logistics > Plant maintenance > Maintenance Processing > Order > IW32 (Change)

Procedure

Enter the Transaction code IW32 in the command field as shown in the screen below

Or go as per the navigation shown below and click IW32 – Change Order
Press <Enter> or click on the check mark icon in the top left side corner of the Screen, the following screen will appears:

Key-in the order Number in the Order field, in our example the order number to be keyed-in is 45000000 (refer screen below)

**Change Order: Initial Screen**

<table>
<thead>
<tr>
<th>Header data</th>
<th>Operations</th>
<th>Components</th>
<th>Costs</th>
<th>Additional data</th>
<th>Planning</th>
<th>Control</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>4500000</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Click the check mark icon, the following screen appears
From the above screen, note down the **Equipment Number**, in this example, the equipment number in the above screen is equal to **40000**

Click on the Inspection Lot icon, the following screen appears.

In that screen note down the **Inspection Lot Number**. In our example it equal to **140000000000**

Return back to the **Home Screen** or **SAP Easy Access** screen.

End of document of T-code IP24
6. Inspection Lot Selection - Transaction code QA32

**Procedural Steps**

**Purpose**
- Inspection Lot result recording

**Transaction Code**
- QA32

**Procedure**

Enter the Transaction code QA32 in the command field as shown in the screen below.

Press <Enter> or click on the check mark icon in the top left side corner of the screen, the following screen will appears.

![SAP Easy Access]

- Favorites
  - SAP menu
    - Office
    - Cross-Application Components
    - **Logistics**
    - Accounting
    - Human Resources
    - Information Systems
    - Tools
Spaces fill the **Lot Created On** field (refer screen below) 

And

Under the **List settings**, Select the radio button of **“Select only inspection lots without a usage decision”** (refer screen below).

And

Click on the Insp. Lot origin field, a drop down icon appears, and click on this drop down icon. A pop up window will appear showing all the “Inspection Lot Origin” details..
Select and double click on 14, to get it populated on the screen. (refer screen below)

<table>
<thead>
<tr>
<th>Selection Profile</th>
<th>Lot created on</th>
<th>Ins. start date</th>
<th>End of Inspection</th>
<th>Plant</th>
<th>Inspl.lot origin</th>
<th>Material</th>
<th>Batch</th>
<th>Vendor</th>
<th>Manufacturer</th>
<th>Customer</th>
<th>Material class</th>
<th>Maximum No. of Hits</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>15.12.2009</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Class select</td>
<td>199</td>
</tr>
</tbody>
</table>

Click the execute button, the following screen appears.
Select a line, (just click on the ), Note down the start date of this line, that is 20.01.2010

And click on the results push button, the following screen appears
Change the next calib date to the noted down date in the previous screen (that is to 20.01.2010)

And just click on the drop down icon of the equipment field

The screen will look as below
Click on the check mark icon to get the following screen.

Key-in the inspected results as shown below and press the enter key, the following screen appears.
If the Result value is within the specifications, we get right check mark and the cursor moves to the next line.

Some times instead on entering value, 3,800 (minimum value) by mistake the value might have been entered as 3,700.

In order to correct the value, select the line, and click on the put in process icon, the following screen appears.
And correct the value, and press enter key. (refer screen below)

In the same way, key-in all the result values as shown below

Click the save button, the following pop up screen appears.

Click the check mark button of the pop up window,

The system will return back to the following screen showing the message at the status line.
In the same way go to the screen and click on the usage decision push button for the same inspection lot

The following screen appears

Click on the drop down icon of the UD Code field, the following drop down list appears
In the above screen, expand 14, and select “A can be used”
and select “A can be used”. It will get populated in the screen as shown below.

Click the save button, a pop up window appears. Click the check mark button the following screen appears.
Check for message at the status line. (refer screen below)

Check for message at the status line. (refer screen below)

Return back to the **SAP Easy Access** or **Home Screen**

End of document on transaction QA32