

Documentation Improves Tracking

When a company documents all work done on an individual piece of equipment, they have the ability to know how much that equipment costs. If a particular piece of equipment costs more to maintain than it returns on rental, it may be time to retire this piece. In order to determine whether this is true or not, you need to first have documents.

Documentation of equipment service should include at a minimum:

- The part numbers, quantities and costs of individual parts used.
- The amount of labor used to service this unit.
- Some description as to why the equipment needs service. (damaged, basic repair, normal wear and tear, annual service)
- Name of the individual(s) who repaired this equipment.

Service documentation can be a great asset to determine if one mechanic takes longer than another does. It can let you know when to sell selected items based upon the book value comparison to repair cost. Documentation can alert you to whether or not certain trades should be using a given piece of equipment or another is better suited for their application.

Service Documentation can be used to track the performance of one shop to another in larger companies. This paperwork can also alert you to what the level of training and understanding is about types of equipment. In order to make this determination it is important to be fully informed about the equipment being checked.

Service documentation is an important part of the job, make sure that it is accurate. Any time that the service is not a regular process, make sure to note why this is the case.

Did You Know?

The Astro 85 Series Hoist and PC1 Hoist service manuals have blank service documentation forms that can be adapted for your shop.

For questions or comments, contact Customer Service at 1-800-560-CLIMB (2546) or customerservice@safeworks.com.