

2.0 Maintenance Processing

The "Maintenance processing" in SAP covers all IT operations that support the different steps in the execution of Maintenance Works, from the initial request to the final completion of the works.
It is in line with the Solvay Work Order Management procedures (SolWoM) defined by Manufacturing Excellence.

The Maintenance Processing is based on 2 different documents in SAP:

2.1 Notification

Notifications are used

- to inform the Maintenance department about a technical problem with an object (Functional location / Equipment) and request to perform necessary actions.
- to describe the technical problem and document the findings / repair that has been performed

2.2 Work Order

- Work Orders are used
 - to plan, prepare and organize in detail the execution of maintenance works,
 - to trace the progress of the work performed,
 - to collect the costs for the maintenance activities.

During the preparation and execution of the works, several activities are performed in SAP:

- Detail sequence of activities / workcenters involved to perform the work an operation is created for each work center intervening in the Order with description of the work.
- **Reservation / purchasing of materials (spare parts) & services**
- Scheduling of works - in most sites, using **GWOS (Graphical work Order Scheduling)**
- **Print Shopfloor documents**
- Inform the **Progress of works**
- Enter **Time Confirmations** for internal employees
- **Confirm Services of subcontractors** by entering **Good receipts** or **Service entry sheets**, including DCCS tools (Extranet Portal used by Suppliers to declare their activities, along with a transaction allowing the Maintenance Technicians to approve and control the supplier's declaration overview of this tool **Digital Cost Control of Services (called "GTBU" in France)** as well as the User Guide in **English & French**.

Note: The Maintenance processing also covers organization of regulatory/legal Inspections, with the "**Basic Inspection**"(BI) process. The details of BI can be access [here](#).

Click on the headings in blue to access the document for each Maintenance Processing topics.

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