



## **Use Standard Operating Procedures (SOP) to Stop Operating Poorly (SOP)**

While working with a client to help re-implement their Computerized Maintenance Management System (CMMS) we stumbled across numerous system “codes” for what various items and actions within the system were. When I asked what the meaning of each one was, everyone looked around the room for someone to answer. Unfortunately, the question although repeated numerous times throughout the day never once was answered. Finally, someone mentioned this great idea of documenting these “codes” for future reference and use by all.

### **So as quoted by Bill Engvall ... Here's Your Sign**

Document to capture all “code” definitions utilized within your CMMS (honest some people still call them that). Each module/area and each field definition must be documented within the Standard Operating Procedures (SOP) for future reference. Templates for data collection for equipment, materials, tools, and employees should be developed and included in this document. This SOP (**Standard Operating Procedure**) becomes the foundation for system training for current and future employees so they can SOP (**Stop Operating Poorly**).

People and Processes more than a name, it's a methodology for success.

People and Processes, Inc.