



MINISTRY OF DEFENCE

**JSP 886
DEFENCE LOGISTICS SUPPORT CHAIN MANUAL**

**VOLUME 7
INTEGRATED LOGISTIC SUPPORT**

**PART 8.03D
CONDUCT AND RECORD MAINTENANCE**

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CHAPTER 1: INTRODUCTION TO CONDUCT AND RECORD MAINTENANCE

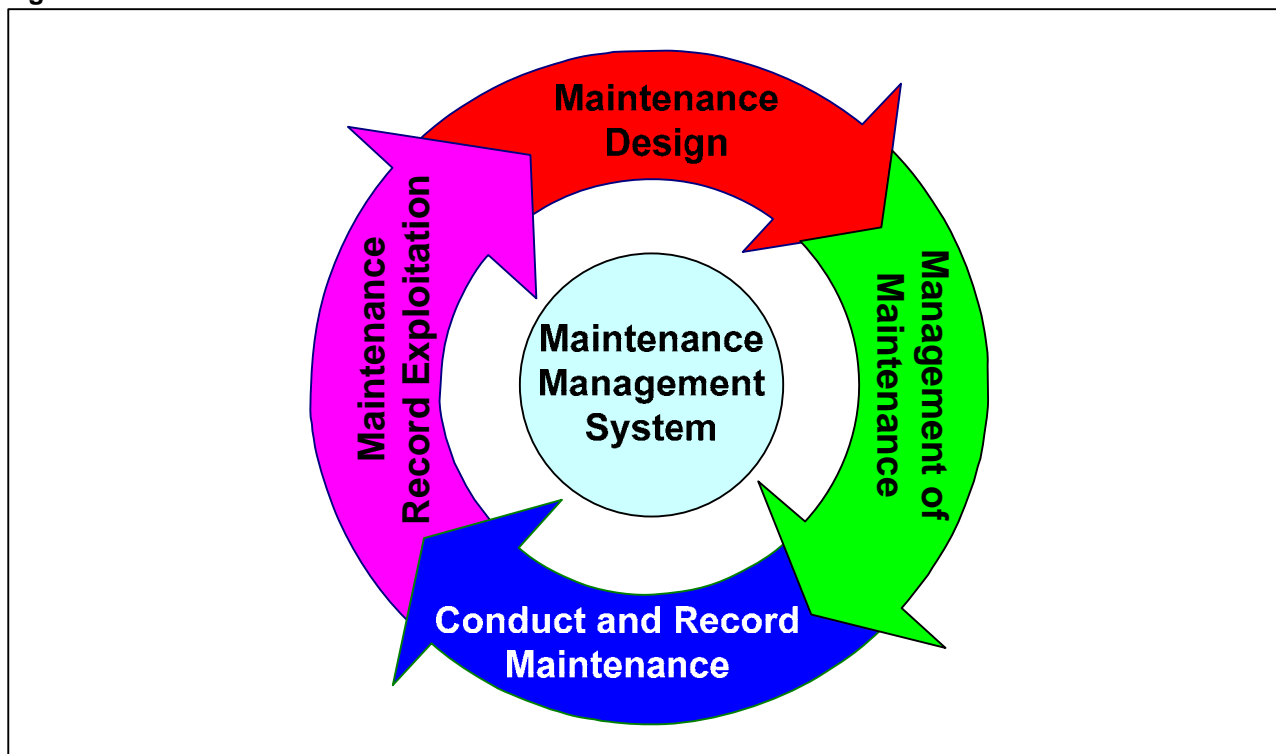
INTRODUCTION

1. Maintenance is all actions taken to retain equipment in or to restore it to a specified condition, including inspection, testing, servicing, classification as to serviceability, repair, rebuilding and reclamation¹. In order to ensure that appropriate maintenance is undertaken there is a need to:

- a. **Undertake Maintenance Design.** Identify what maintenance is required
- b. **Manage Maintenance.** Decide on when and where actual maintenance will be done
- c. **Conduct and Record Maintenance.** Undertake the maintenance and keep appropriate records
- d. **Exploit Maintenance Records.** Learn from experience to improve current maintenance or to improve maintenance of future products.

For most products it is advantageous to use a maintenance management system to record maintenance activities, this is shown schematically below

Figure 1: Maintenance Process



CONTEXT

1. This part provides key points of policy and guidance on how maintenance shall be conducted and records kept.

¹ Allied Administrative Publication-6 (AAP-6): NATO Glossary of Terms and Definitions.

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2. In order that items are available when required and to correct problems, maintenance is required. This maintenance needs to be undertaken iaw appropriate maintenance instructions by appropriately skilled and trained personnel. In addition to undertaking maintenance, appropriate records are to be kept, these have two primary purposes:

- a. Recording what has been done, especially important on safety critical items.
- b. Allows the MOD to learn about the items, resulting in improved availability and/or better optimised maintenance.

POLICY

3. Maintenance is to be conducted as required by the maintenance manager, following the items maintenance instructions. Records are to be kept as detailed for the item.

PRECEDENCE AND AUTHORITY

4. Ownership of Logistics policy in support of the Logistics Process falls to the Assistant Chief of Defence Staff Logistics Operations (ACDS Log Ops) as Chief of Defence Materiel (CDM) Process Architect². This role is exercised through the Defence Logistics Policy Working Group (DLPWG) and the Defence Logistics Steering Group (DLSG) reporting up to the Defence Logistics Board (DLB). It is against this governance framework that sponsorship³ for R&M policy is delegated to Hd JSC SCM. PTs are required to assess and show compliance with key policies and governance as signposted by the SSE.

KEY PRINCIPLES

5. Maintenance and repair units are to undertake planned inspections, maintenance, and reactive maintenance and repair, in accordance with the priorities set by the maintenance manager, to optimise availability whilst minimising the occurrence of unplanned failures that can impact on safe operations.

6. Maintenance/repair must be conducted in accordance with specified instructions and routines approved and issued by the technical authority or by the delegated approved local authority.

7. A system of work controls has to be implemented to ensure item and personnel safety using work tasking and/or additional (e.g. tag out) procedures.

8. Records of inspections, repairs and maintenance have to be made using a formal system to:

- a. Demonstrate that the required periodicity of maintenance activities has been undertaken.
- b. Provide a record of material state to predict future maintenance requirement or to assist in fault rectification.
- c. Record significant events or deviations which could signify changes to rates or mechanisms of wear or deterioration, which may require a review of maintenance

² JSP899: Logistics Process – Roles and Responsibilities.

³ Sponsor - The person responsible for the content, currency and publication of a JSP (as per letter of delegation). Responsibility established through Letters of Delegation (LoD), issued through the DLPWG chair and exercised through Terms of Reference

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periodicity or a change in maintenance or test procedures, or may need a review of its potential impact on safety. These records shall be elevated to the technical authority as necessary.

d. Provide a record of rectification/downtime performance data for the purposes of analysis and review, and support solution performance monitoring.

The supporting Logistic information System(s) LogIS shall enable records to be made available as necessary to the maintenance management organisation and technical authority.

9. Report unusual events or material states which may have an impact on the maintenance plan or operational safety margin.

ASSOCIATED STANDARDS AND GUIDANCE

- a. JSP 886: Defence Logistics Support Chain Manual:
 - (1) Volume 7 Part 1: ILS Policy.
 - (2) Volume 7 Part 5: Management of Support Information.
 - (3) Volume 7 Part 8.03A Maintenance Planning.
 - (4) Volume 7 Part 8.03B Maintenance Design.
 - (5) Volume 7 Part 8.03C Management of Maintenance.
 - (6) Volume 7 Part 8.03E Maintenance Record Exploitation.
 - (7) Volume 7 Part 8.04: Reliability & Maintainability.
- b. BR 1313 Maintenance Management in Surface Ships.
- c. AESP 0200-A-090-013: DEME(Army) Engineering Standards.
- d. JAP 100A-01: Military Aviation Engineering Policy, Regulation and Documentation.
- e. Defence Standard 00-600: Integrated Logistic Support. Requirements for MOD Projects.

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OWNERSHIP

10. The policy for Conduct and Record Maintenance is sponsored by DES JSC SCM-EngTLS.

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