



东亚糖业 PPP 项目  
EAS PPP Project



流程文档  
Process Document

Created by:	黄俊植	Date:	2018/12/21	Page / of pages:	1/8
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Process Name :	<i>Corrective Maintenance Process-Confirmation</i> (故障性维修确认流程)
Process ID	<i>EAS_BP_Plant_16_01</i>

Status: <input type="checkbox"/> In Process <input checked="" type="checkbox"/> Completed	
确认人 <b>Reviewed by:</b>	审批人 <b>Approved by :</b>

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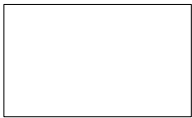

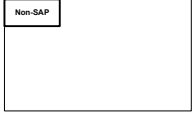
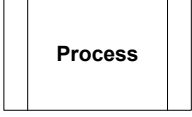
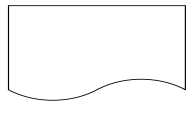
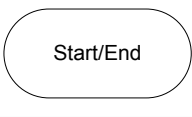
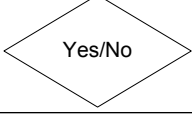
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## 1. 文档历史 Document History

Version	Status	Date of Change	Change	Author
1.0	创建			黄俊植

## 2. 图形说明 Legend

The following describes the symbols used in the process map:

	手工操作 Manual Transaction
	在 SAP 中操作的流程步骤 SAP Transaction
	在非 SAP 中操作的流程步骤 Non-SAP Transaction
	SAP 流程 SAP Process
	文档 Document
	开始/结束 Start/End
	业务操作判断 Decision

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	<b>跨页连接</b> <b>Page Connector</b>
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### 3. 基本概述 General Overview

#### 3.1 适应范围 Standardization level Definition

行业(Industry)	Sugar	Fertilizer	Bio-energy
适用(Y/N)	Y	Y	Y

#### 3.2 流程说明 Process Introduction

- 工厂维修部门根据实际维修情况利用移动端应用程序输入操作故障原因、损坏情况等信息，并在系统中通过邮件通知发送给维修申请人；  
The maintenance department can utilize mobile APP to input the breakdown cause, damage situation etc., and send to the maintenance requester by email in the system.
- 确认维修完成后，维修申请人在系统中修改维修完工状态，由生产维修部门输入维修时间；  
Once the maintenance completed, the maintenance requester can revise the maintenance status into “completed”, and then the maintenance department shall input the time of maintenance.
- 维修有备品备件剩余的系统上进行退库流程；无备品配件剩余的，利用应用程序结束维修订单，确认已完工，同时系统上进入维修费用结束流程  
If there are spare parts remained after the completion of maintenance, the return to stock process shall be implemented on the system. In the circumstance of no remaining spare parts, utilize APP to close the maintenance order and confirm the completion, and carry out the maintenance cost closing process on the system.

#### 3.3 业务效益 Business Benefit

- 设备维修记录清楚，利用设备管理及维修管理；维修申请人及维修部门人员均在系统上进行信息输入，同时也可线上进行费用结算功能。  
It is good for equipment management and maintenance management based on clear maintenance records. The maintenance requester and the staffs of the maintenance department can input info on system, and make payment settlement on line as well.



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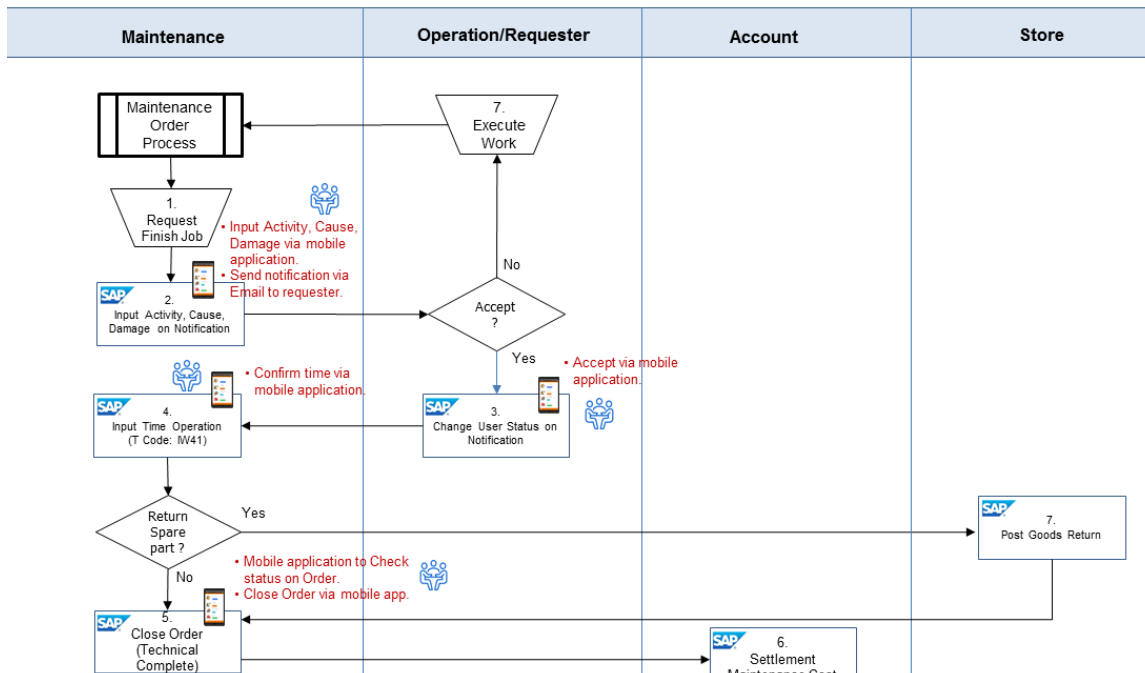
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4. 流程图 Visio Process Workflow



Need to be discuss with Audit for  
Acceptance Inspection process

Corrective Maintenance Process-Confirmation



หมายเหตุ มี internal Audit มาร่วมตรวจสอบในการตรวจรับงานกรณีที่จ้างช่างนอกมาซ่อม ซึ่งอยู่ในกระบวนการ



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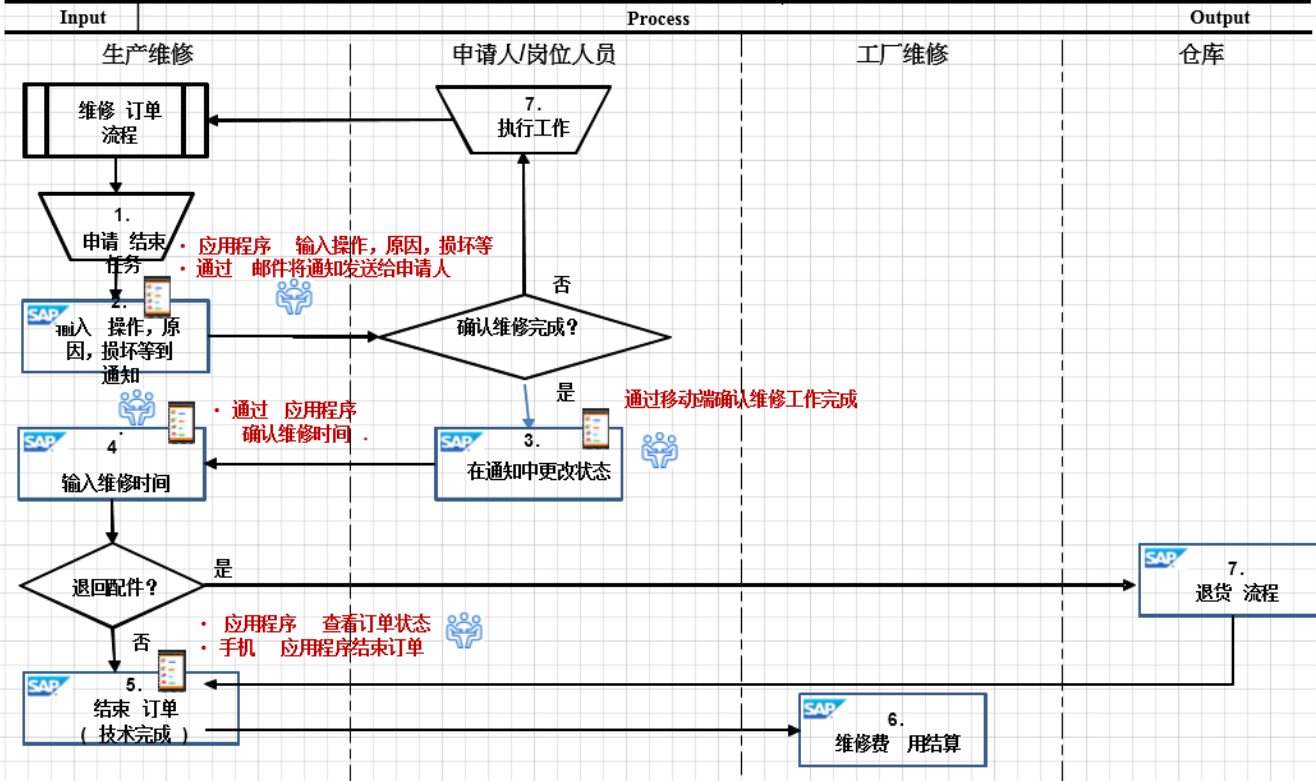


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Process Name:	Corrective Maintenance Process-Confirmation (故障性维修确认流程)	Process Level:	Group Level:	Project:	EAS PPP Project
Process No.:	BP_Plant_16_01	Last changed by:		Last Changed Date:	



EAS\_BP\_Plant\_16\_01\_故障性维修确认流程 Date: 21-12-2018

5. 流程步骤说明 Process Details

步骤 Step:	描述 Description:	申请维修结束 Close maintenance request
1	部门角色 Dept./Role:::	生产维修部 Production maintenance department
	输入 Input:	申请维修任务结束 Request closing maintenance task
	输出 Output:	维修任务结束申请 Request on closing maintenance task
	Tcode:	
	Process ID:	



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步骤 Step:	描述 Description:	输入维修情况 Input maintenance progress
2	部门角色 Dept./Role:::	生产维修部 Production maintenance department
	输入 Input:	维修过程、故障原因、损坏情况 Maintenance progress, breakdown cause, damage situation
	输出 Output:	邮件提醒维修申请人 Remind the maintenance requester by email
	Tcode:	
	Process ID:	
步骤 Step:	描述 Description:	确认维修完成，更改维修状态信息 Confirm the completion of maintenance, revise maintenance status
3	部门角色 Dept./Role:::	维修申请人 Maintenance requester
	输入 Input:	更改维修状态，确认维修完成 Revise maintenance status, confirm the completion of maintenance
	输出 Output:	确认维修完成通知 Notification on maintenance completion
	Tcode:	
	Process ID:	
步骤 Step:	描述 Description:	输入维修时间 Input time of maintenance
4	部门角色 Dept./Role:::	生产维修部 Production maintenance department
	输入 Input:	输入维修时间 Input time of maintenance
	输出 Output:	维修时间 Time of maintenance
	Tcode:	
	Process ID:	
步骤 Step:	描述 Description:	结束订单 Close maintenance order
5	部门角色 Dept./Role:::	生产维修部 Production maintenance department
	输入 Input:	结束订单 Close maintenance order
	输出 Output:	维修完工信息，进入维修费用结算 Info of maintenance completion, moving onto maintenance settlement
	Tcode:	
	Process ID:	
	Process ID:	
	输出 Output:	库存结果 Stock result
	Tcode:	
Process ID:		

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## 6. 报表/表单 Report/Form List

No.	Name	Description	Report /Form	Priority H/M/L	Comment

## 7. 接口 Interface

无

## 8. 差异分析与转变管理 Fit Gap and Transformation

现状 As-Is: 维修记录无法上线, 不理设备管理; 维修状态无法实时线上跟踪; 无法线上结算及退库。 Maintenance records cannot be checked on line which is not good for equipment management. Maintenance status is unable to be tracked in time on line. Settlement and materials return to warehouse process cannot be done on line.

将来 To-Be: 设备维修记录清楚, 利用设备管理及维修管理; 维修记录及完工状态确认均可线上操作, 同时也可线上进行费用结算功能及退库操作。 It is good for equipment management and maintenance management based on clear maintenance records. Maintenance records and completion confirmation can be implemented on line. Settlement and material return to warehouse can be done on line as well.

## 9. 参考文档 Other Reference Document

No.	Name	Description	Hyperlink

## 10. 附录 Appendix