



Maintenance Execution Reports

Asset Management Suite



MAINTENANCE EXECUTION REPORT PACKAGE

At Marlanda, we develop site-specific, customised reporting solutions aligned to each operation's unique requirements, maturity, and performance targets. Our reports are built using industry best practice and tailored to site processes and systems. We define practical, meaningful metrics to support decision-making. Reporting can be delivered through Power BI interactive dashboards, Excel-based reports, or embedded ERP BI tools.

THE IMPORTANCE OF MAINTENANCE EXECUTION REPORTING

Maintenance execution enables asset reliability by proactively identifying and scoping work, carrying out maintenance activities effectively, ensuring planned work is completed. The result?
Unplanned downtime is minimised.

INDUSTRY BEST PRACTICE REPORTS

- 01** Backlog Management
- 02** Schedule Compliance
- 03** Labour Utilisation
- 04** Job Completion
- 05** Breakdown vs Planned Work Ratio
- 06** Work Request Conversion



01. BACKLOG MANAGEMENT REPORT

Why it matters

Backlog reporting ensures maintenance work is actively managed and progressed, preventing tasks from becoming overdue, overlooked, or no longer relevant, and reducing risk to asset reliability.

INFORMING DECISIONS FOR



Maintenance Managers



Maintenance Planners



Reliability Engineer

Logic

- Tracks open work orders against actual execution activity, focusing on:
- Timely closure after completion
- Accuracy of work order status and updates
- Ageing of outstanding work

Example Target: Timely closure of completed work (e.g. ≥ 90 -95% closed within defined timeframe)

Site inputs

- Backlog ageing thresholds or targets
- Work order status definitions
- Completion and closure rules

Common causes of poor performance

- Missing or poor-quality work order updates and comments
- Lack of ownership for work closure
- Administrative or process inefficiencies



02. SCHEDULE COMPLIANCE

Why it matters

Schedule Compliance reflects how reliably the organisation delivers on its maintenance commitments. Low schedule compliance indicates a breakdown between planning and execution, often driven by disruption, access, parts availability or resourcing issues.

INFORMING DECISIONS FOR



**Maintenance
Superintendant**



Maintenance Supervisor



**Operations &
Maintenance Leadership**

Logic

- Identify all work orders scheduled for the period
- At period end, assess completion status of scheduled work
- $\% = \text{Completed scheduled work} / \text{Total scheduled work}$

Example Target: High compliance (typically $\geq 85\text{-}90\%$), with consistent delivery of the planned schedule

Site inputs

- Target schedule compliance %
- Work order status definitions (what counts as complete)
- Scheduling timeframes

Common causes of poor performance

- Poor material availability delaying execution
- Limited asset access due to production priorities
- Labour capacity constraints
- High levels of reactive/breakdown work displacing planned work
- Inefficient execution or poor supervision



03. LABOUR UTILISATION REPORT

Why it matters

Labour Utilisation reporting ensures labour is effectively utilised and accurately booked to maintenance work, directly impacting operational efficiency, cost control, and recoverability of labour charges.

INFORMING DECISIONS FOR



Maintenance Managers



Finance/Costings Team



Maintenance Planners

Logic

Compares total labour hours booked to work orders against total available labour hours:

$\% \text{ Utilisation} = \text{Booked Hours} / \text{Available Hours}$

May also assess allocation of time across productive vs non-productive activities.

Example target: High but realistic (typically 85-95%)

Site inputs

- Rostering process
- Breakdown scheduling process
- Utilisation targets

Common causes of poor performance

- Labour not being fully booked to work orders
- Excess non-productive time (waiting, travel, delays)
- Poor job readiness impacting efficiency
- Inaccurate or inconsistent time reporting
- Weak supervision or work allocation



04.JOB COMPLETION REPORT

Why it matters

Tracking job completion ensures maintenance work is completed with accurate and complete records, including labour, materials, and job details, enabling reliable reporting, cost tracking, and future planning.

INFORMING DECISIONS FOR



Maintenance Supervisor



Maintenance Planners



Reliability Engineer

Logic

Assesses completed work orders against defined completion standards, such as:

- Labour hours fully booked
- Materials issued or consumed
- Work order updates and comments completed
- All required fields populated

Reported as % of work orders meeting completion quality criteria.

Example Target: ≥ 90 -95% of jobs meeting all completion criteria

Site inputs

- Work order completion standards
- Work order fields and status definitions
- Work management process- booking labour & parts issuing

Common causes of poor performance

- Labour not being fully or accurately booked
- Materials not issued or linked to work orders
- Incomplete or poor-quality job comments



05. BREAKDOWN VS PLANNED WORK RATIO REPORT

Why it matters

This report indicates the balance between proactive (planned) and reactive (breakdown) maintenance, providing a clear measure of maintenance maturity, cost control, and asset reliability.

INFORMING DECISIONS FOR



Maintenance Managers



Finance/Costings Team



Maintenance Planners

Logic

Compares labour hours (or work orders) classified as breakdown vs planned work:

- $\% \text{ Breakdown} = \text{Breakdown Hours} / \text{Total Maintenance Hours}$
- Or ratio of Planned vs Breakdown workorder
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Example Target: Low % breakdown work (typically <20-30%)

Site inputs

- Work order classification (planned vs breakdown/reactive)
- Target ratios

Common causes of poor performance

- Poor strategy compliance (preventative work not being done)
- High levels of equipment failure or aging assets
- Weak planning and scheduling practices
- Insufficient maintenance resourcing



06. WORK REQUEST CONVERSION REPORT

Why it matters

Ensures work requests are being properly reviewed, scoped, and converted into executable work orders, driving higher quality planning and more efficient execution.

INFORMING DECISIONS FOR



Maintenance Managers



Reliability Engineer



Maintenance Planners

Logic

Tracks progression of work requests through scoped work orders, assessing:

- % of work requests converted to work orders
- Quality and completeness of scope at conversion
- Time taken to convert request to work order

Focus on whether incoming work is being filtered, defined & prepared properly.
Example Target: High conversion quality $\geq 80\text{-}90\%$ of valid requests converted within 2 days

Site inputs

- Work request and work order status definitions
- Workflow rules (request → approval → planning → work order)
- Conversion targets or timeframes

Common causes of poor performance

- Poor-quality work requests (insufficient detail)
- Lack of structured review/approval process
- Inadequate scoping before work order creation
- Planning capacity constraints
- Weak governance over the request-to-workflow process



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