

Total Productive Maintenance

Overview 150

To complete the writing assignments in this course, follow the specific directions of your instructor. Usually, you will be directed to type your final report, single spaced, in a Word document, and submit the file electronically to be graded. All submissions should include a stacked, four-line personal heading in the top left corner, which includes your full name, course name, report number, and full date.

Paragraphs do not need to be indented, but there should be a double space between paragraphs. The final draft should be written with complete sentences and carefully edited to correct errors in spelling, grammar, and punctuation/capital letter use. Reports should be at least 200 words long, unless otherwise directed.

Writing Assignment

There are several different procedures with a TPM program. In a short, multiple-paragraph report, explain *one* of the procedures listed below, in your own words. Explain each part of the topic so an average reader would understand the information.

Four Types of Maintenance
Six Big Losses
Overall Equipment Effectiveness
Five S's

Writing tips

Avoid using weak, vague words to convey what you are trying to say. Here is a list of common word weaklings: things, stuff, this, that, and any other pronoun that doesn't refer to a clear noun. Here is an example of a weak sentence that starts with a pronoun—"This bothered me for the rest of my life." You can see that by itself this sentence does not make clear sense to the reader. Here is an improvement—"Not learning to swim bothered me for the rest of my life." This is another reason to proofread your writing by reading each sentence by itself, out loud, to gauge if it makes complete sense.

This class presents the principles of TPM (Total Productive Maintenance), which includes several standard and innovative procedures for manufacturing goods as efficiently and profitably as possible.



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