

Ellipse work management handbook
3. Ellipse data requirements for WAIFs

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NR/L3/MTC/MG0176/03

Ellipse data requirements for WAIFs

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3. WAIFs

Around the various areas, there are many different types of Work Arising Identification Forms (WAIFs). Some disciplines are now using the handhelds to capture this information, but others still use paper.

From the Ellipse point of view, it doesn't make any difference to how this information is captured, but there are a number of fields that need to be filled in, to allow the necessary work order to be created within Ellipse.

The Section Manager shall review each WAIF and confirm that all required fields are correctly populated prior to forwarding to the Section Planner or Section Administrator for inputting into the system.

If the Section Planner or Section Administrator receives a WAIF with missing information, this should be returned to the Section Manager and not entered into the system until all required fields have been populated.

3.1 Mandatory fields

The following information for Ellipse fields shall be provided .

NOTE: In most cases these fields are mandated within the Ellipse system. Failure to provide this information will prevent Ellipse from creating a work order ainst the relevant WAIF.

For all WAIFs, the following information is required:

- Work Identified / Completed
- Found By
- Work Identified Description
- Found Date
- Fault Number (if applicable)
- Asset Details (for example ELR, Track I.D, Point No, Sig No)
- Standard Job No
- Units Required
- Supervisor's Priority
- Required Finish Date
- Priority Defect Code (if applicable)
- Unit Of Work
- Team Leader's Signature
- Section Manager's Signature.