

Asset Maintenance and Training Tracker

For your safety program

This was originally built to satisfy NERC, FERC, and OSHA requirements, but it also serves as a scheduler for maintenance activity.

Opening Form

Maintenance Assets Tracking and Training System
Getting Started In MATT

Administration

- System Users
- Training Events
- Inspect Items
- Reports

Manage Custom Insp

Review and Add

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Build your list of items you need to track, the inspection interval of each, and the sites this applies to if you are managing multiple sites.

Enter or Edit Inspection Events Close Form

Inspection ID: 14

Search Inspection: [Dropdown]

Inspection Type: Fall Arrest Eq

Default Frequency Days: [Field]

Save Record

Add New Record

Delete Record

Fire Extinguishers

Breakers and Relays

Site Spill Transformer

Vehicle 5BFBBV1238K12

Class 2 High Voltage Glov

Class 4 High Voltage Glov

8 Foot HV Shotgun Stick

Apply to Site	
	Elkhorn
	South
▶	Top Crop
*	[Field]

These items then show up on your site inventory with a dynamic list showing the last inspection date and the next date due. It shows if you are overdue.

Common Name: Site:

MATTS

Save Record Add a new inspection record in this section only.

Category	Site	By/For Person	Completion Date	Default Days	Renew Date-Clk	One Time	Attach .PDF Dbl-	Comment
<input type="text"/>	<input type="text" value="South"/>	<input type="text" value="scott"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>

Training Inspections

Inspections Status List

Inspection Item	By Person	Last Inspect	Inspect Due	Notes	Comments
Breakers and Relays				Inspection Needed	<input type="checkbox"/>
Class 2 High Voltage Gloves	scott	9/13/2016	12/12/2016	OVERDUE	<input type="checkbox"/>
Fire Extinguishers	scott	1/1/2017	1/31/2017	30 Days Remaining	<input type="checkbox"/>
Site Spill Transformer	scott	12/28/2016	6/29/2017	179 Days Remaining	<input type="checkbox"/>

Drive letter indicates a file is available. Dbl-Click to open

Maintain your list and any links to supporting documents this way. Also, chose an inspection item to view the history report. From this report, you can immediately access any supporting documents.

Inspections List

For Inspection: For Site:

Category	Date Create	Date R		File Dbl-Click to Open
Breakers and Relays				
Class 2 High Voltage Gloves				
Fire Extinguishers	1/1/2017			
Fire Extinguishers	11/1/2015			
Fire Extinguishers	12/1/2015	12/31/2015		
Fire Extinguishers	1/1/2016	2/1/2016		
Fire Extinguishers	2/1/2016	3/3/2016		
Fire Extinguishers	3/3/2016	4/2/2016		

The training tracking system works very similarly. The logic and intuition is the same so the learning curve is short.

Build your training subjects and apply the subjects to job titles and/or individuals.

TrainingID:

Enter or Edit Training Events

Close

Search Only: Training

Training Name:

Default Frequency:

Everyone of this position designation will be assigned Training To An Individual

This Training Applies To These Positions

<input type="text" value="Maintenance"/>
<input type="text" value="Ops Mngr"/>
<input type="text" value=""/>

This Training Applies To This Person Too

<input type="text" value="scott"/>
<input type="text" value=""/>

Save Add New Delete

View your training status by person. The system knows what training is assigned to each person by their job title and/or any specifically designated training that person needs.

Common Name:

Site:

Open Mngt Form Training by Person Training Status by Subject Inspections List by Subject

Save Record Add a new training record in this section only.

Training Item	Site	For Person	Complete Date	Interval Days	Renew Date-Clk	One Time	Attach PDF Dbf	Comment
<input type="text" value=""/>	<input type="text" value="South"/>	<input type="text" value="scottm"/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="checkbox"/>	<input type="text" value=""/>	<input type="text" value=""/>

Training | Inspections

Training Status List

Training Item	Last Date	Due Again	Notes	Comments	Completed
<input type="text" value="Skidsteer Training"/>			Training Needed		<input type="checkbox"/> <input type="checkbox"/>
Sexual Harrasment	7/1/2016	7/4/2016	OVERDUE		<input type="checkbox"/> <input type="checkbox"/>
SOP77-019 FDA cGMP Requirements	3/15/2016	10/15/2016	OVERDUE		<input type="checkbox"/> <input type="checkbox"/>
SOP77-020 Annual FDA Training	3/1/2016	3/1/2017	59 Days Remaining		<input type="checkbox"/> <input type="checkbox"/>
CPR	3/15/2016	3/15/2017	73 Days Remaining		<input type="checkbox"/> <input type="checkbox"/>
First Aid	3/17/2016	3/17/2017	75 Days Remaining		<input type="checkbox"/> <input type="checkbox"/>
HV Safety	6/29/2016	6/29/2017	179 Days Remaining		<input type="checkbox"/> <input type="checkbox"/>
Cat 966 Loader Training	1/1/2017	1/1/2018	365 Days Remaining		<input type="checkbox"/> <input type="checkbox"/>

Record: 1 of 8 No Filter Search

You can also reference who needs training or is coming due to recertify by training subject.

Training Status for CPR

<i>Person</i>		<i>Training Date Due Date</i>		<i>Comment</i>	<i>Position</i>
scottm	South	3/15/2016	3/15/2017		Ops Mngr
scott.miller	Elkhorn	3/3/2015	3/2/2016		Ops Mngr
nicholas.vanhollebeke	Wheatfield/Ratt	9/25/2011	9/24/2013		Ops Mngr
eddie.kolitz	Elkhorn			Training Needed	Ops Mngr
eric.melbardis	Kittitas Valley			Training Needed	Ops Mngr
fredrick.kelo	Top Crop			Training Needed	Ops Mngr
jill.cooke	Top Crop			Training Needed	Admin
mark.hauter	Wheatfield/Ratt			Training Needed	Ops Mngr
mason.dixon	Wheatfield/Ratt			Training Needed	HV Engineer
matt.anderson	Kittitas Valley			Training Needed	Lead Tech
dotti.logsdon	Elkhorn			Training Needed	Admin
michael.hulse	Elkhorn			Training Needed	Admin
TestMan	Maintenance			Training Needed	Maintenance
russell.cooke	Top Crop			Training Needed	Ops Mngr
sherlene.bowen	Wheatfield/Ratt			Training Needed	Admin
Misc	All			Training Needed	All
lauren.miller	Elkhorn			Training Needed	Ops Mngr
Dale	Union Data			Training Needed	Sales
megan.conner	Kittitas Valley			Training Needed	Lead Tech