

## OpsPilot

# Work Order — User Manual

Type-Aware Work Order Scoping · AI Engineering Co-Pilot



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**What this guide covers** — what a scoped work order is, how the OpsPilot module builds one, what to have ready, and the document you receive.

## 1. What is a scoped work order?

A work order is a single-use, time-bound document that authorises one specific job, on one specific asset, on one specific date. A poorly scoped work order is the single most common cause of inefficient job execution — the crew arrives and the part isn't there, the isolation isn't arranged, or the scope is so vague the job balloons. Good scoping fixes all three before the work order is released.

## 2. What the OpsPilot module does

Role	Responsibility
<b>AI Coach (OpsPilot)</b>	Scopes a complete, executable work order — defining the exact scope boundary, building the step-by-step sequence (or referencing a PM Job Plan), confirming parts are physically on hand, and ensuring isolations and permits are documented before release.
<b>Maintenance Planner / Engineer (you)</b>	Know the equipment, the site, the resources, and what the maintainer will actually find. You validate the task sequence and the schedule against plant reality.

## 3. How it works — the process

#	Stage
1	Work order identification and type
2	Trigger and background — adapted to type
3	Priority and urgency
4	Scope, boundaries and acceptance criteria
5	Asset context — current state, recent history, related work orders
6	Resources and crew
7	Parts, materials and tools — physically confirmed on hand

#	Stage
8	Safety, isolations and permits
9–12	Schedule, task plan, execution records, closure design and approvals

## 4. What you will be asked — have this ready

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- The job, its work-order type, and its priority/urgency.
- The trigger and background, and a tight scope boundary with acceptance criteria.
- The asset's current state and recent history, the crew, and the parts — physically sighted, not just “in stock” per the system.
- The isolations and permits the job needs.

## 5. What you receive — the output

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A complete scoped Work Order (Word): header with type/priority/status, the trigger, scope and acceptance, asset context, resources and crew, parts on hand, safety, isolations and permits, schedule, task plan, execution records, closure design and approvals.

## 6. Worked example (illustrative)

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A corrective work order to replace a failed valve. The scope boundary is set tightly — this valve, not the whole line — so the job doesn't sprawl. The parts are physically sighted on the shelf rather than trusted to a system count that's often wrong, which is what stops the crew arriving to find an empty bin. The isolation is referenced and the permit flagged, so they're arranged before release, not discovered on the day. Acceptance criteria are stated, so “done” is unambiguous. The result is a job that runs in one visit instead of three.

## 7. Getting the best result

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- **Sight the parts physically.** A system stock count is not a part on the shelf.
- **Set a tight scope boundary.** Define exactly what's in and out, or the job grows on the day.
- **Reference the PM Job Plan.** For recurring tasks, point to the controlled plan rather than rewriting steps.
- **Arrange isolations before release.** Permits and isolations discovered on the day are lost hours.

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