

# EFFECTIVE MAINTENANCE SHIFT CHANGE BRIEFS

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# Effective Maintenance Shift Change Briefs

Pass down is a fundamental concept taught to all branches of the military starting the first day of boot camp or officer candidate school. General Order Six states the following: To receive, obey and pass on to the sentry who relieves me all orders from the Commanding Officer, Command Duty Officer, Officer of the Deck and Officers and Petty Officers of the Watch only.

For those of us in naval aviation, pass down occurs multiple times during the workday. From squadron or operations duty officer briefs for aircrew, to maintenance meetings or Quarters, critical information is constantly being passed on to provide tasking, priorities, and situational awareness. Even the smallest detail can be important to mission success.

In Aviation Maintenance, whether at Fleet Readiness Centers (FRC), Aircraft Intermediate Maintenance Departments (AIMD) or at flying squadrons, production or maintenance meetings happen multiple times a day depending on the number of assigned shifts. Work center shift change briefs are synchronized with maintenance or production meetings to ensure they are accurate, integrated, and provide information on the statuses of equipment, tools, people and parts. This coordination is essential to ensure the work centers are capable and ready to carry out the necessary maintenance tasks for the shift.

The workload or backlog is usually what determines the priorities for the upcoming shift and can be printed out using multiple media or formats. For example, at an FRC or AIMD, Production Control is responsible for ensuring the Buffer Management Tool (BMT) is updated daily which allows each work center to bring their own updated BMT. Utilizing a color code system, based on the number of days that the item has been on the backlog, helps the work center prioritize requisitions to keep the shelves stocked for the needs of the squadrons.

The Naval Aviation Enterprise has standardized the way these meetings are to be held across the Fleet within the Organizational Level Navy Squadrons. There is an actual “script” called the Maintenance Meeting Flow which maintenance supervisors should follow to keep meetings on track and comprehensive. This script includes everything from the meeting kickoff and flight schedule brief to the maintenance needs for each aircraft and priorities for crew leads and supervisors. Administrative notes that pertain to the flow of maintenance are the only items to be covered at these meetings. Required inspections and maintenance for ALSS and support equipment are often left out of these briefs, but are extremely important to conducting safe, effective, and efficient maintenance.

As per the Organizational Level Maintenance Management (OLMM) instruction, squadron



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work centers are also supposed to utilize a shared Microsoft One Note shift pass-down log that can be reviewed by maintenance leaders, Maintenance Control, Quality Assurance and work center personnel at any time. This provides a common picture of maintenance actions across the squadron and minimizes confusion or inefficiency.

Whether the shift change briefs are done at the Intermediate or Organizational level, it is important there is a standardized method to ensure pass down is accurate and easily understood. Senior leadership and Quality Assurance should be in attendance at these meetings and spot check the items are being passed down as required by current instructions.

Keeping all personnel informed of the goals, priorities, and departmental constraints creates an environment of understanding which promotes teamwork and positivity while also increasing overall productivity.