

Work Request and Priority Guidelines

Priority	Example of Failure or Incident	Maximal time in backlog
Is the job necessary to do? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> On Hold		
1	Immediate safety risk Immediate risk of environmental damage Immediate risk of quality losses. Critical equipment down	Immediately. Will break other less important ongoing work.
2	Critical equipment is running at reduced speed Critical equipment is running in manual mode Manageable safety risk PM activity Mandatory inspections	1 day - 1 week
3	Critical equipment running on spare equipment Failures that need correction Spare equipment out of function Leaks	1 week – 1 month
4	Improvement work - expense. Improvement work - capital	> 1 month