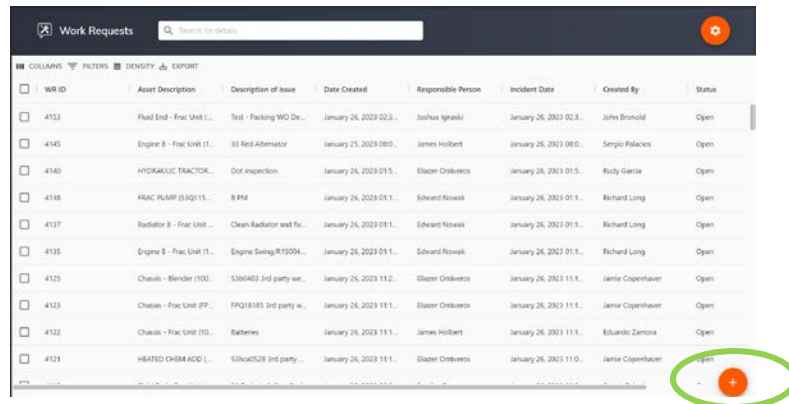


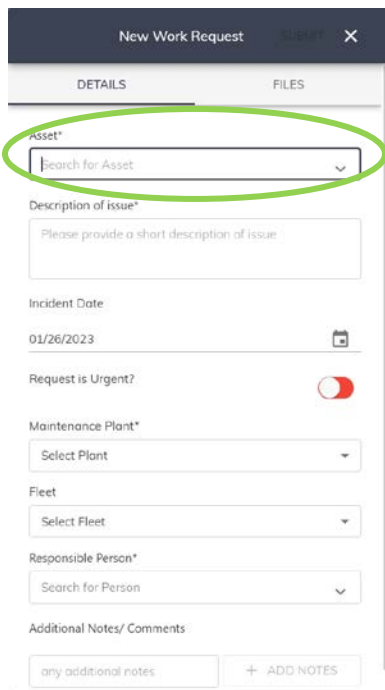
# Fractal Work Request Cheat Sheet

**Step 1** – Go to the Work Request Table and click the plus sign to add a new work request.



WR ID	Asset Description	Description of issue	Date Created	Responsible Person	Incident Date	Created By	Status
4153	Fluid End - Frac Unit (1...	Test - Packing W/O De...	January 26, 2023 02:3...	Joshua Ignaski	January 26, 2023 02:3...	John Bromfield	Open
4145	Engine B - Frac Unit (1...	33 Red Alternator	January 25, 2023 08:0...	James Holbert	January 26, 2023 08:0...	Sergio Palacios	Open
4140	HYDRAULIC TRACTOR...	Dot inspection	January 26, 2023 01:5...	Elazer Ombres	January 26, 2023 01:5...	Rusty Garcia	Open
4138	FRAC PUMP (53B015...	8 PM	January 26, 2023 01:1...	Edward Nowak	January 26, 2023 01:1...	Richard Long	Open
4137	Radiator B - Frac Unit ...	Clean Radiator and fu...	January 26, 2023 01:1...	Edward Nowak	January 26, 2023 01:1...	Richard Long	Open
4135	Engine B - Frac Unit (1...	Engine Swing R12004...	January 26, 2023 01:1...	Edward Nowak	January 26, 2023 01:1...	Richard Long	Open
4125	Chassis - Blender (100...	53B0403 3rd party we...	January 26, 2023 11:2...	Elazer Ombres	January 26, 2023 11:1...	Jamie Copenhaver	Open
4123	Chassis - Frac Unit (PP...	FPQ18183 3rd party w...	January 26, 2023 11:1...	Elazer Ombres	January 26, 2023 11:1...	Jamie Copenhaver	Open
4122	Chassis - Frac Unit (10...	Batteries	January 26, 2023 11:1...	James Holbert	January 26, 2023 11:1...	Eduardo Zamora	Open
4121	HEATED CHEM ACID (L...	53B04020 3rd party...	January 26, 2023 11:1...	Elazer Ombres	January 26, 2023 11:0...	Jamie Copenhaver	Open

**Step 2** – Look up the equipment you are submitting a work request for and select the subcomponent for which you have identified an issue. Example: Bad auger bearing on a blender = Sand delivery system.



**New Work Request**

DETAILS FILES

Asset\*

Description of issue\*

Incident Date

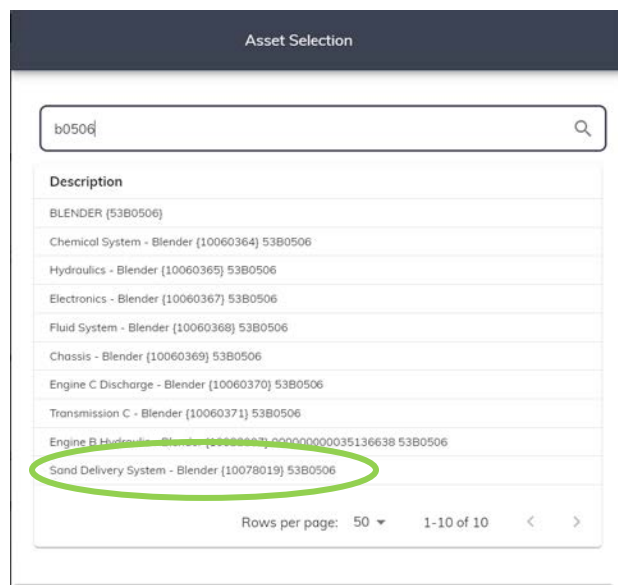
Request is Urgent?

Maintenance Plant\*

Fleet

Responsible Person\*

Additional Notes/ Comments



**Asset Selection**

b0506

Description

BLENDER (53B0506)

Chemical System - Blender (10060364) 53B0506

Hydraulics - Blender (10060365) 53B0506

Electronics - Blender (10060367) 53B0506

Fluid System - Blender (10060368) 53B0506

Chassis - Blender (10060369) 53B0506

Engine C Discharge - Blender (10060370) 53B0506

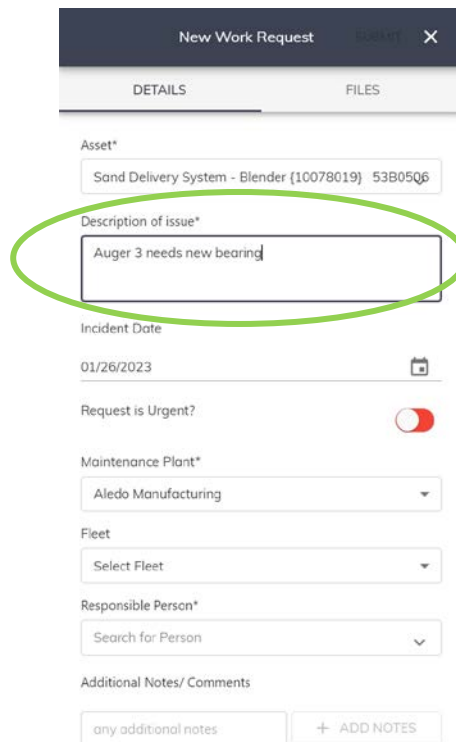
Transmission C - Blender (10060371) 53B0506

Engine B Hydraulic Blender (10060373) 53B0506

Sand Delivery System - Blender (10078019) 53B0506

Rows per page: 50 1-10 of 10

**Step 3** – Provide a description of the issue you have identified



New Work Request SUBMIT X

DETAILS FILES

Asset\*

Sand Delivery System - Blender (10078019) 53B05Q6

Description of issue\*

Auger 3 needs new bearing

Incident Date

01/26/2023 📅

Request is Urgent? 🔴

Maintenance Plant\*

Aledo Manufacturing

Fleet

Select Fleet

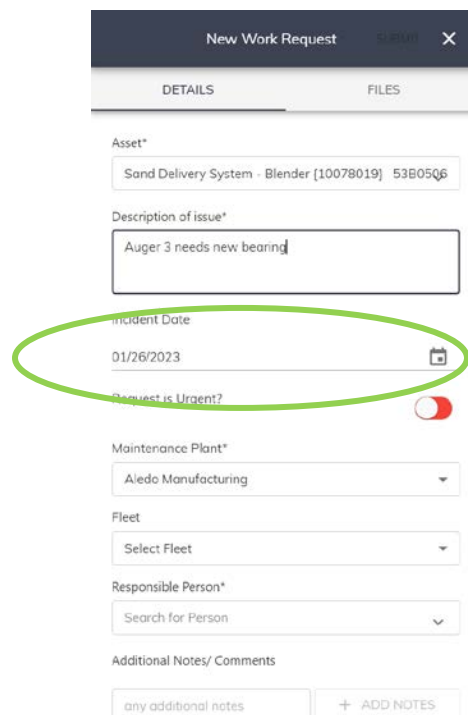
Responsible Person\*

Search for Person

Additional Notes/ Comments

any additional notes + ADD NOTES

**Step 4** – Verify the “incident date” field is filled and accurate



New Work Request SUBMIT X

DETAILS FILES

Asset\*

Sand Delivery System - Blender (10078019) 53B05Q6

Description of issue\*

Auger 3 needs new bearing

Incident Date

01/26/2023 📅

Request is Urgent? 🔴

Maintenance Plant\*

Aledo Manufacturing

Fleet

Select Fleet

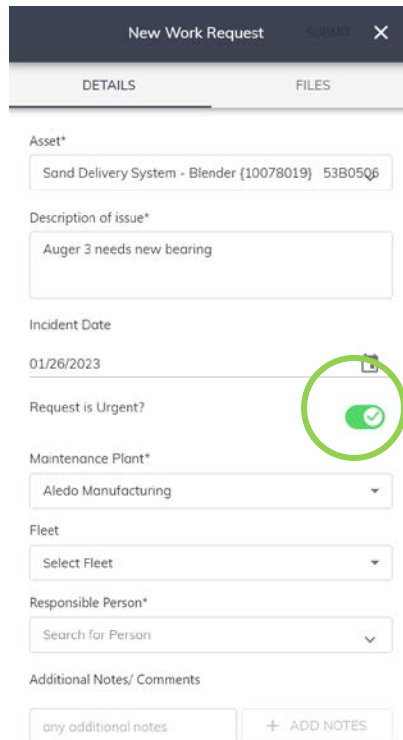
Responsible Person\*

Search for Person

Additional Notes/ Comments

any additional notes + ADD NOTES

**Step 5** – Mark the urgency of the issue



New Work Request Submit ×

DETAILS FILES

Asset\*

Sand Delivery System - Blender (10078019) 53B0506

Description of issue\*

Auger 3 needs new bearing

Incident Date

01/26/2023

Request is Urgent? ☒

Maintenance Plant\*

Aledo Manufacturing

Fleet

Select Fleet

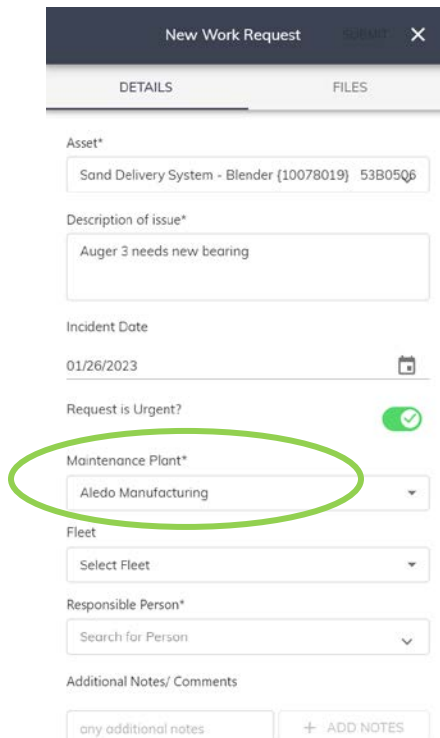
Responsible Person\*

Search for Person

Additional Notes/ Comments

any additional notes + ADD NOTES

**Step 6** – Verify the “Maintenance Plant” field is filled and accurate for the district or facility where the equipment is operating



New Work Request Submit ×

DETAILS FILES

Asset\*

Sand Delivery System - Blender (10078019) 53B0506

Description of issue\*

Auger 3 needs new bearing

Incident Date

01/26/2023

Request is Urgent? ☒

Maintenance Plant\*

Aledo Manufacturing

Fleet

Select Fleet

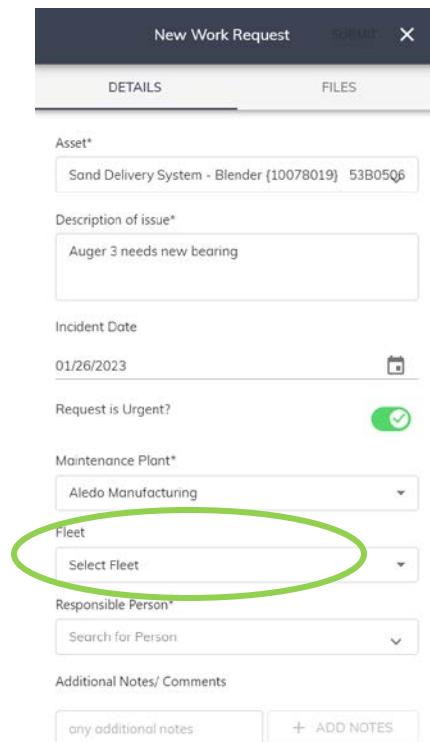
Responsible Person\*

Search for Person

Additional Notes/ Comments

any additional notes + ADD NOTES

**Step 7** – Select the fleet where the issue has been identified if applicable in the “Fleet” field

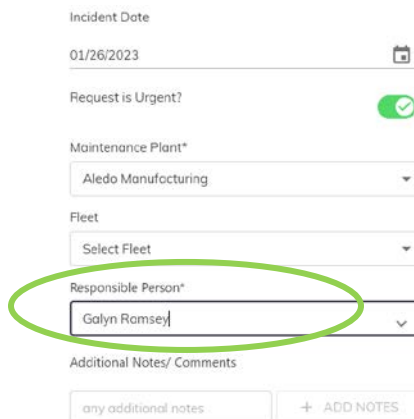


The screenshot shows the 'New Work Request' form with the following fields:

- Asset\*: Sand Delivery System - Blender (10078019) 5380506
- Description of issue\*: Auger 3 needs new bearing
- Incident Date: 01/26/2023
- Request is Urgent?: ☒
- Maintenance Plant\*: Aledo Manufacturing
- Fleet: Select Fleet (highlighted with a green circle)
- Responsible Person\*: Search for Person
- Additional Notes/ Comments: any additional notes, + ADD NOTES

**Step 8** – Fill the “Responsible Person” field with the name of the maintenance manager, lead mechanic, lead E-tech, operations manager, or wellsite supervisor according to the type/severity of maintenance being done

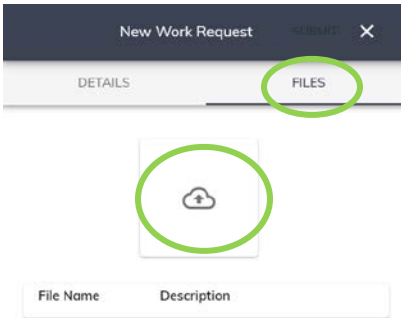
- \*Equipment issue requiring repair at the yard – Maintenance Manager
- \*Mechanical issue to be repaired on location by Field Mechanic – Lead Mechanic
- \*Electronics issue to be repaired on location by E-Tech – Lead E-Tech
- \*Fluid end failure/swing – Operations Manager
- \*Fluid end maintenance (v/s, packing) – Wellsite Supervisor



The screenshot shows the 'New Work Request' form with the following fields:

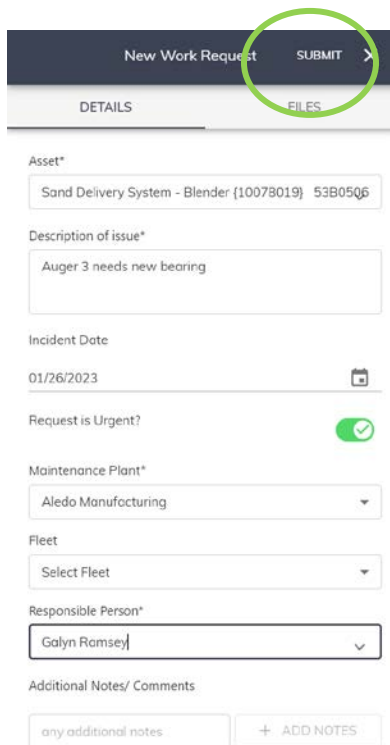
- Incident Date: 01/26/2023
- Request is Urgent?: ☒
- Maintenance Plant\*: Aledo Manufacturing
- Fleet: Select Fleet
- Responsible Person\*: Galyn Ramsey (highlighted with a green circle)
- Additional Notes/ Comments: any additional notes, + ADD NOTES

**Step 9** – Add pictures of issue where appropriate in the “Files” tab (fluid end failure, cracked power ends, other issues requiring repairs at the yard)



File Name	Description
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**Step 10** – Click “Submit”



Asset\*

Sand Delivery System - Blender {10078019} 53B0506

Description of issue\*

Auger 3 needs new bearing

Incident Date

01/26/2023

Request is Urgent?

Maintenance Plant\*

Aledo Manufacturing

Fleet

Select Fleet

Responsible Person\*

Galyn Ramsey

Additional Notes/ Comments

any additional notes + ADD NOTES