



## **SEVERITY RATING CHART**

<b>SEVERITY</b>	<b>When to Fix or Schedule</b>
1 Immediate	This repair <b>MUST</b> happen <b>within</b> 1 to 3 days (depending on Parts)
2 30 Days	This repair <b>MUST</b> happen <b>within</b> 30 days
3 Monitor	This means that a <b>Tech</b> or <b>Manager</b> needs to go <b>a Visually Inspect issue within 15 - 30 days</b> . Some items cannot wait till the next PM.
4 Repaired	Item was repaired or corrected during the PM.

### **DESCRIPTION OF SEVERITY RATING: (Examples Below)**

**Severity 1:** This is an item that is in Immediate need of repair or replacement. It is an item that cannot wait (unless parts need to be ordered)

Examples:

- Bad Bearings, worn or visible metal shavings
- Chain, if the chain is worn or loose.
- Motor, if the motor has a grinding or humming sound
- Gearbox, if it has an oil leak or grinding sound. ( Oil leak from Output Shaft ( Shaft with Sprocket ) Oil leak from Input Shaft (leak between motor and gearbox)
- Belt Lacing, if there is damage to lacing that could cause it to catch and tear further.
- Estop / Start / Stop stations, burned out lights or functionality.
- Any safety issues

**Severity 2:** This is an item that is not currently “Fully Bad” but will start to cause damage to the system if it is not corrected soon.

Examples:

- Sprocket, if the teeth are worn, “shark tothing” or visible metal shavings.
- Belt Lacing, if there is minor damage or missing teeth.
- Abnormal heat coming from motor or gearbox (check oil levels)
- Minor repairs, items that are crucial to the operation of the system.

**Severity 3:** “Monitored” items are items that Tech is unsure if there is something wrong. So more time is needed to validate. But these items can also cause SEVERE Damage if they are not verified in a timely manner.

Examples:

- Bearings, bad seals or leaking seals. Wipe them off and reinspect within 15 to 30 days.
- Gearbox, very MINOR leaks. (Oil droplets coming from breather (tighten breather) Oil droplets coming from side plugs (tighten plugs))
- Belt, check on any belts for belt tracking



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- Sounds and vibrations

**Severity 4:** Items that need to be repaired or adjusted during the PM. **Items that should take less than 15 mins to accomplish.**

- Chain, if the drive chain needs to be tightened.  $\frac{1}{4}$ " to  $\frac{1}{2}$ " deflection.
- Chain, if it is worn and can be changed during PM time.
- Sprockets, correct alignment
- Belt, tracking, and tension
- Minor repairs that take 15 mins or less.

If Technicians are unsure of which category to classify an issue, please reach out to your direct Supervisor.

For any items that need parts ordered, make sure to list any and all information for that part on Monday's repair board

- Bearings: shaft size, keyed or non-keyed, pillow block or flange, and mounting holes measurements (center to center of hole)
- Motor / Gearbox: No matter the issue, please provide **BOTH TAGS!**
- Sprocket: shaft size, tooth count, and chain size. Usually, a number is stamped on the face of the sprocket.  
Example: 50BS26 1. This is a 50 chain, 26 teeth on 1" shaft.
- Chain: size. Size is stamped on each faceplate of the chain. Sizes are from 50 – 120.
- Rollers or Pullies: Shaft size, shaft length from end to end, roller diameter, and length.
- Belting: width, length, thickness, lacing size, and style of belt.  
Example: Dutchman needs to be a PVC 120 x 36" wide x 24" long x  $\frac{1}{4}$ " thick.



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