



Safety and Maintenance for Industrial Systems

Case study Guidelines

Contents and Goals

■ Contents

- Formal setting of the Case Study
- Minimum contents of the Case Study
- Further organizational information

■ Goals

- Facilitate the preparation of the exercise

■ Professional figure of reference

- Safety designer

The Case Study

- What is the Case Study?
 - an exercise to be prepared in groups from 2 to 5 students
 - It is the simulation of a complete part of a safety project (not a whole project)
 - It is a role playing to "play" during the examination

- It may refer to:
 - Risk analysis of a productive environment
 - Technical file of a machine or a facility
 - Safety and coordination plan of a mobile and temporary site
 - Safety operative plan of a Company
 - Emergency plan of an Organization
 - Procedures of the safety management system of a company
 - Maintenance plan of a technical system
 - ...



Organisational modalities

- Report the composition of the working group and the theme of the case study with the appropriate form to be sent by e-mail, before starting working
- Review the work before delivering it
- Deliver the work on CD ROM a week before the first member of the group make the examination
- During the exam, each group member has to bring an hard copy of the work (it is not necessary to deliver it)
- In case a reference letter is required, it should be asked to the teacher by email, providing the name of the host Company and the composition of the working group (name, last name and student's ID number)
- Students who carry out practical exercises and internships are covered by insurance **polizza Infortuni Cumulativa n. 002106.31.300045 Società Cattolica** period 30.06.2013-30.06.2016.



Formal setting

- Paper
 - Software = Microsoft Word
 - Times New Roman, 12 points
 - Spacing 1,5
 - Margins
 - Superior = 3 cm
 - Lower = 3 cm
 - Left = 4 cm
 - Right = 3 cm
 - Binding = 0
 - Chapters Titles, 14 points, bold
 - Paragraphs Titles, 12 points, bold
 - Sub-paragraphs Titles, 12 points, stressed
 - Chapters should be numbered consecutively
 - Paragraphs and sub-paragraphs should be numbered consecutively calling the numbering of the chapter (for example, in Chapter 3, 3.1, 3.1.1, etc.)
- Information on the cover of the elaborate
 - Name, surname and student's ID number
 - Course title
 - University, Faculty and Degree course
 - Current academic year
 - Topic of the Case Study

Formal setting

- Illustrations, figures and tables
 - Each illustration, figure or table should be numbered progressively (by type) and accompanied by a caption (in bold).
 - The images must be quoted in the text of the paper.
- Drawings
 - Software = Autocad
 - Format = in accordance with UNI standard
- Attachments
 - Electronic: to be inserted in the CD ROM
 - Non-electronic: to be taken during the examination

Formal setting

■ References

- They have to be incorporated and listed in the following format:
 - [XX] FEDELE L., L.FURLANETTO, D.SACCARDI. (2004). Progettare e gestire la manutenzione. ISBN: 6239-8. MILANO: Mc Graw Hill (ITALY).
monograph
 - [XY] M.CONCETTI, R.CUCCIOLETTA, FEDELE L., G.MERCURI. Tele-maintenance “intelligent” systems for technical plants result management. RELIABILITY ENGINEERING & SYSTEM SAFETY. ISSN: 0951-8320. vol. 6 .
magazine
- They have to be called within the elaborate, when justified, using the directory number in brackets
- Any data or information have to be provided and the source quoted in brackets.

Minimum contents

- Index
- Description of the case study
- design specifications
- Description and analysis of the processes
- Selection of the procedure and the design method project
- Results, thresholds of acceptability
- Adjustments
- Costs of Safety
- Bibliography
- Index of the attachments
- Attachments

**Exemplification in the case of
Risk Analysis**