

MAINTENANCE DEPARTMENT AUDIT

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Productive and cost effective maintenance management of a company or plant's assets is absolutely essential for maximum profitability and long term survival of that company or plant. The only way to know for certain whether the maintenance activities of a company are productive and effective is through records and inspections, including regular departmental audits.

The financial health of a company requires strict financial controls, records, audits, etc. The health of a company's physical assets requires controls, records, and audits, also. A properly defined and carried out maintenance department audit will show the strengths and weaknesses of the maintenance department and management of company assets.

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15. Does the department maintain a complete machinery history of the facility and equipment?

- 15.1. all 10
- 15.2. major equipment only 5
- 15.3. intermittent or none 0

16. Does the department use work standards and review past work to determine and implement time saving work methods?

- 16.1. 90 to 100% 10
- 16.2. 80 to 90% 5
- 16.3. less than 80% 0

D. SAFETY and TRAINING

1. Is there a departmental safety program of safety training courses, including lockout/tagout, forklift safety, lift-truck driving, lifting, electrical hazards, electrical explosive hazards, electrical arc flash hazards, welding, compressed gases, and other state mandated safety courses.?

- 1.1. all 10
- 1.2. less than 100% 0

2. Are safety meetings scheduled periodically?

- 2.1. weekly 10
- 2.2. monthly 5

The Maintenance Department shall maintain complete records of all departmental training and safety inspections, including inspection violations and clearances.

The Maintenance Department of a facility or manufacturing plant is critical to the success of the organization. An optimally functioning department adds value to the organization and the opposite is also true.

If you found this Maintenance Audit by Larry Bush useful, download his book...

“Writing **Maintenance Policy** and Procedure Manual”

http://www.bin95.com/ebooks/Maintenance_Policy_Procedures.htm