

I. Initiation and Authorisation of Work

	<i>An effective mechanism for identifying all work on which maintenance resources may be required, and communicating this to the maintenance group forms the foundation of a maintenance management system. Do you have...</i>	No	Over 20%	Over 40%	Over 60%	Over 80%	100%
1	A recording system for defects/problems reported by operations, requiring maintenance attention?						
2	A written, formal, pre-printed work request/work order for originating maintenance work?						
11 Questions in total							
Total							

II. Work Planning and Scheduling

	<i>To what extent are long and short-term maintenance planning and scheduling disciplines part of the approach to maintenance management? How effective are they? Do you have...</i>	No	Over 20%	Over 40%	Over 60%	Over 80%	100%
Maintenance Planning							
1	A designated person(s) who receives and screens incoming work on behalf of maintenance?						
2	Work classified as to type?? e.g. Breakdown, planned repair, preventative maintenance, modification, change-over, adjustment etc.?						
10 Questions in total							
Maintenance Scheduling							
11	A Weekly Schedule of maintenance work to be done for the following week is prepared by maintenance and operations managers?						
12	Scheduling is based on realistic estimates of labour content required for jobs selected for scheduling and takes into consideration actual performance levels?						
10 Questions in total							
Total							

III. Preventative Maintenance and Reliability Improvement

	<i>Are you in a position to prevent potential breakdowns and remove the root cause of many maintenances related equipment and plant problems? Do you have...</i>	No	Over 20%	Over 40%	Over 60%	Over 80%	100%
1	A Preventative Maintenance (PM) file on each piece of major equipment where historical records are kept of each job done on that equipment? (This may be either physical or a computer file).						
2	A history file on each piece of major equipment, where records are kept of all significant maintenance work on that equipment? (This may be either physical or a computer file).						
18 Questions in total							
Total							

IV. Preventative Maintenance and Reliability Improvement

	<i>What part of the maintenance effort is measured and how effective is this effort in achieving the maintenance objectives? Is information available to allow management to make proactive decisions about management issues in maintenance? Do you have...</i>	No	Over 20%	Over 40%	Over 60%	Over 80%	100%
Maintenance Performance Management							
1	Weekly reporting of non-financial maintenance labour performance measures?						
2	Weekly measurement of work backlog in hours of work by trade +/-or work group?						
6 Questions in total							
Maintenance Effectiveness							
7	Reports on Plant Utilisation?						
8	Reports on Plant Reliability?						
6 Questions in total							
Total							

V. Spare Parts and Maintenance Materials Management

	<i>To what extent are spare parts and maintenance materials' requirements and supplies controlled and proactively managed? Do you have...</i>	No	Over 20%	Over 40%	Over 60%	Over 80%	100%
1	Does the maintenance department have organisational responsibility for maintenance stores?						
2	A stores requisition / store issue procedure tied to work orders?						
15 Questions in total							
Total							

VI. Maintenance Cost Management

	<i>To what extent is cost information collected and readily available in a form that supports maintenance management decision making to minimise costs wherever possible and to highlight problem areas? Do you have...</i>	No	Over 20%	Over 40%	Over 60%	Over 80%	100%
1	Cost collected for each job in total and to identify labour and materials components?						
2	Targets for expenditure performance?						
9 Questions in total							
Total							

VII. Maintenance Organisation and Administration

	<i>To what extent is the administration and organisational infrastructure required to manage maintenance effectively in place? Do you have...</i>	No	Over 20%	Over 40%	Over 60%	Over 80%	100%
1	Functions covering plant needs are fully defined with clear job descriptions known to all incumbents. Organisational charts exist and are up to date?						
2	The organisational structure supports both the “doing” of maintenance through a line supervision structure and the “planning” or maintenance through non-line planning support?						
8 Questions in total							
Total							

VIII. Safety and Training

	<i>To what extent is a safe working environment supported and to what extent is the ongoing development of the maintenance resources provided for? Do you have...</i>	No	Over 20%	Over 40%	Over 60%	Over 80%	100%
1	An apprentice training program that fills all your needs for the future trade’s requirements?						
2	Technical maintenance training for supervision and tradespeople?						
11 Questions in total							
Total							

IX Maintenance Level

		No	Over 20%	Over 40%	Over 60%	Over 80%	100%
	<i>What is the perception of the current level of maintenance? Do you have...</i>						
1	Buildings, grounds, warehouses, and other structures well-kept and well maintained?						
2	Operating plant, equipment and machinery well maintained?						
	5 Questions in total						
	Total						

X. Engineering and Projects

		No	Over 20%	Over 40%	Over 60%	Over 80%	100%
	<i>To what extent is there an effective interface between Engineering, Projects and Maintenance? Do you have...</i>						
1	All pertinent building, equipment, and utility records accurate, up-to-date and available to maintenance (e.g. engineering drawings and records reflect what is physically in the plant, including records of any in-service modifications done since installation)?						
2	Capital, additions, and changes to plant layout are subject to maintenance review before final approval. Maintenance has the right of veto?						
	7 Questions in total						
	Total						

XI. Shutdown and Outage Management

	<i>How does the organisation manage the project like environment of major maintenance requiring plant stoppages and shutdowns? Do you have...</i>	No	Over 20%	Over 40%	Over 60%	Over 80%	100%
1	Facility to indicate that the work requires a major outage of operating plant to do the job on the work request form when raising a work request?						
2	Shutdown timing and duration established based on the need to get essential work done rather than due to traditionally established shutdown dates?						
12 Questions in total							
Total							

XII. Organisational Culture

	<i>Does the dominant culture in the maintenance group support effective maintenance management? Do you have...</i>	No	Over 20%	Over 40%	Over 60%	Over 80%	100%
1	A continuous improvement culture led by management and supported by an open and non-threatening management style?						
2	Teams which include shopfloor personnel (maintenance and operations) as members, used to solve significant maintenance problems?						
10 Questions in total							
Total							

XIII. Team Based Maintenance Management (Optional section for Companies using Teams)

	<i>If the organisation has adopted a team-based approach to managing maintenance, how effectively has it established the organisational prerequisites required for effective team functioning? Do you have...</i>	No	Over 20%	Over 40%	Over 60%	Over 80%	100%
1	Maintenance teams having permanent team leaders?						
2	Team Leaders that have received specific training in team leadership skills?						
6 Questions in total							
Total							

Additional Comments

