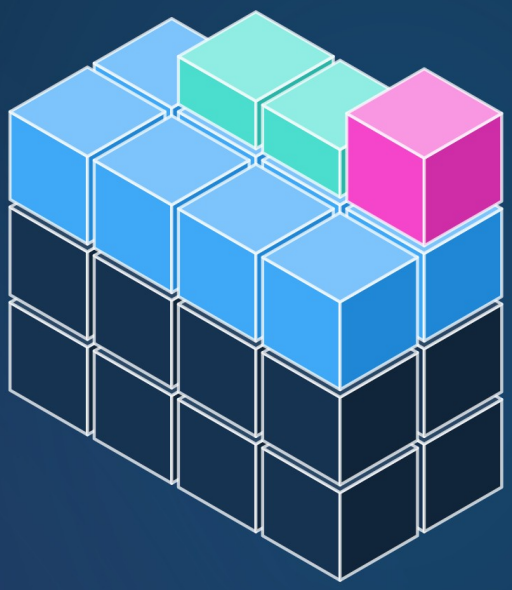
OPERATIONS INSIDER

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THE MANAGER'S MAINTENANCE MANAGEMENT QUICK START CHECKLIST

Score one plant or area in one hour, with evidence you can point at.





RANK. PLAN. PREPARE. MEASURE.

START HERE

How to Use This Check

One plant or one area, one hour with the maintenance manager and a planner, twenty-five statements, one number.

01 LOOK	02 SCORE	03 ACT
Open the real data: the work order list, the weekly schedule, the preventive plan, the storeroom and the last monthly report. Do not score from memory.	Score each statement from 0 to 4. Without a list, a board or a report you can point at, the score is 2 or lower.	Pick the weakest block and agree one action with an owner and a date before you leave.

The Scoring Scale

POINTS	MEANING
0	Not in place.
1	Happens occasionally, depends on individuals.
2	Partly in place, not consistent across areas or shifts.
3	Mostly in place and visible in the data.
4	Consistently in place, visible, reviewed and improved.

> **WHY THE ORGANIZATION**
>
> **Most maintenance teams work hard and still run from breakdown to breakdown. The difference between firefighting and control is rarely skill. It is the system around the technicians: criticality, planning, parts and data.**

Before You Start

- **Scope:** one plant or one area with its own maintenance team, typically 40 to 200 assets.
- **Evidence:** work orders of the last three months, the weekly schedule, the preventive plan, the spare parts list and the budget report.
- **Tone:** you check the system, not the technicians. Ask how a job is planned and closed, not who forgot it.

THE CHECK

01 Strategy and Criticality

NO.	CHECK	SCORE 0 TO 4
01	Every asset is in one master data structure (site, area, line, asset, component) with a unique number that is used in all work orders.	
02	Assets are ranked by criticality (A, B, C) with a written scoring for safety, production, quality and repair effort.	
03	Each A asset has a documented maintenance strategy per main failure mode: run to failure, time based, condition based or predictive.	
04	Preventive tasks have a clear content, interval, duration, skill and spare parts, and they are reviewed when failures repeat.	
05	Maintenance targets are derived from the plant targets and agreed with production once a year.	

02 Work Order Process

NO.	CHECK	SCORE 0 TO 4
06	Every request is recorded as a notification with asset, symptom and priority, and nothing is repaired without a work order except emergencies, which are recorded afterward.	
07	Priorities follow written rules (safety, stop of a bottleneck, quality, other) and are not set by the loudest voice.	
08	Planned jobs are prepared before they are scheduled: steps, hours, skills, parts, tools, permits and safety measures.	
09	Technicians report back on every order: actual hours, cause code, what was done and what is still open.	
10	Closed work orders are checked weekly for completeness, and the data is good enough to calculate MTBF and MTTR per asset.	

THE CHECK

03 Planning and Scheduling

NO.	CHECK	SCORE 0 TO 4
11	At least one planner prepares work and is not pulled into breakdown repairs.	
12	A weekly schedule is agreed with production before the week starts and loads 70 to 85 percent of the available hours.	
13	Schedule compliance is measured every week, and reasons for missed jobs are recorded.	
14	The ready backlog is measured in weeks of available hours and kept between two and four weeks.	
15	Production windows for maintenance (shift changes, weekends, planned stops) are fixed in the production plan.	

04 Spare Parts and Resources

NO.	CHECK	SCORE 0 TO 4
16	Spare parts are classified by criticality, and critical parts have a reorder point based on usage, lead time and safety stock.	
17	The storeroom is organized, labeled and booked, and a technician finds a part in less than five minutes.	
18	Stock without movement for more than three years is reviewed every year and reduced.	
19	A skill matrix shows who can do which task, and training closes the gaps on A assets first.	
20	External service providers have defined scopes, response times and a performance review twice a year.	

THE CHECK

05 Performance and Improvement

NO.	CHECK	SCORE 0 TO 4
21	The key figures (planned work share, schedule compliance, PM compliance, backlog, MTBF, MTTR, cost per replacement asset value) are visible monthly with targets.	
22	The ten assets with the most downtime are known, and each has an improvement action with an owner.	
23	Repeat failures trigger a root cause analysis with a defined method, and the result changes the strategy or the design.	
24	The maintenance budget is planned by category and followed monthly, and deviations are explained.	
25	Maintenance, production and engineering review results together every month and agree the next priorities.	

Your Result

BLOCK	POINTS	OUT OF
01 Strategy and Criticality		20
02 Work Order Process		20
03 Planning and Scheduling		20
04 Spare Parts and Resources		20
05 Performance and Improvement		20
TOTAL		100

YOUR RESULT

Read the Number

The total tells you how much of your maintenance is reaction. The weakest block tells you where to start.

TOTAL	WHAT IT MEANS	WHAT TO DO FIRST
0 to 39	Firefighting. The loudest breakdown decides the day, knowledge sits in a few heads.	Rank assets by criticality. Record every job as a work order.
40 to 59	Preventive on paper. Plans exist, but breakdowns eat the planned work.	Free one planner. Start a weekly schedule agreed with production.
60 to 79	Planned. Most work is prepared and scheduled, data is usable.	Review strategies of A assets, attack the bad actors, fix spare parts.
80 to 100	Reliable. Failures are rare, planned and analyzed.	Hold the level. Add condition monitoring where the data pays.

Your Three Priorities

NO.	WHAT TO IMPROVE	FIRST ACTION	OWNER	DUE

THE RULE FOR EVERY ACTION

Owner and date, or it did not happen. Repeat the check after three months and compare the blocks, not the feeling.

What to Do Next

NEXT STEP	WHAT YOU GET
MAINTENANCE MANAGEMENT STARTER KIT	The guide for the first 30 days, plus the planning workbook with criticality, work orders, weekly schedule, backlog and key figures.
MAINTENANCE MANAGEMENT EXCELLENCE BUNDLE	The full playbook, a two-day workshop pack, eight templates, the Excel system with preventive plan, spare parts, bad actors and budget, and a workshop deck.

Both are available at operationsinsider.com.