

CREATING MAINTENANCE CHECKLISTS

You Can Do It!



Developing

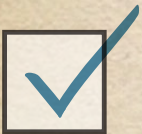
Define clear checklist objectives.

Each step is:

- Critical and in danger of being missed.
- Not already checked by software or equipment.
- Actionable, with a specific required response.

Consider:

- Adding steps to communicate with other departments.
- Involving users in the creation process.
- If the tasks can be performed while the equipment is running.

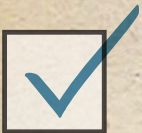


Drafting

Begin crafting the checklist.

Each step:

- Uses natural breaks by location or function.
- Uses simple sentence structures and language.
- Follows a logical path.
- Has a simple, uncluttered and coherent format.



Validating

Ensure it is delivering intended outcomes.

Make sure to:

- Trial the checklist with users.
- Modify the checklist in response to user input.

The checklist should:

- Fit into a natural flow of work.
- Catch failures and faults early enough to fix them.
- Take a responsible amount of time to complete.