Preventive maintenance schedule audit checklist

Use this checklist to review whether each PM task addresses the right failure mode, runs at an appropriate frequency, fits available maintenance capacity, and produces evidence that it is reducing risk. Check each item, record actions, and use the final section to decide whether to keep, adjust, replace, or eliminate the task.

***Note**: Any legally required safety critical or warranty linked PMs are off limits without a formal review.*

1. Failure-mode alignment

- [ ] Every PM task has a clearly identified asset and failure mode.
- [ ] The failure mode is specific enough to explain what can go wrong.
- [ ] The consequence of the failure is understood (safety, production, quality, environmental, cost, or other impact).
- [ ] The task is capable of detecting or preventing the identified failure mode.
- [ ] The maintenance strategy is appropriate: condition monitoring, scheduled restoration, scheduled replacement, failure-finding, or run-to-failure.
- [ ] Tasks that cannot be linked to a meaningful failure mode are flagged for review.

Notes and actions:

2. PM task effectiveness

- [ ] The task has a clear purpose and expected outcome.
- [ ] The task regularly produces useful information or a meaningful maintenance action.
- [ ] Inspection findings are captured consistently.
- [ ] Corrective work generated by the PM is reviewed for patterns.
- [ ] PMs repeatedly completed with no findings are evaluated for continued value.
- [ ] Failures occurring between PMs are reviewed to determine whether the task or interval is inadequate.
- [ ] The task is not duplicating another inspection or maintenance activity.

Notes and actions:

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3. Frequency and trigger review

- [ ] The current interval is supported by failure behavior, operating history, manufacturer guidance, or other evidence.
- [ ] The team has considered whether the failure is age-related, condition-related, or unpredictable.
- [ ] For condition-based tasks, the P-F interval is understood well enough to support the inspection frequency.
- [ ] The cost of performing the PM is weighed against the probability and consequence of failure.
- [ ] Downtime and repair costs are considered when setting the interval.
- [ ] There is evidence that the task is not being performed more frequently than necessary.
- [ ] Meter-based or condition-based triggers have been considered where they could better reflect actual equipment condition.

Notes and actions:

4. Capacity and execution

- [ ] Technician availability is sufficient for the scheduled workload.
- [ ] Estimated job durations are realistic.
- [ ] Required skills and qualifications are available.
- [ ] Parts, materials, tools, and equipment are available when needed.
- [ ] Production access and planned downtime have been considered.
- [ ] PMs are distributed to avoid unnecessary workload spikes.
- [ ] Emergency and break-in work is accounted for when evaluating achievable capacity.
- [ ] The schedule does not consistently generate more PM work than the team can complete.

Notes and actions:

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5. Schedule compliance and backlog

- [ ] PM backlog is reviewed regularly.
- [ ] Deferred PMs are visible and traceable.
- [ ] Each significant deferral has a documented reason.
- [ ] There are clear rules for when and how deferred work must be rescheduled.
- [ ] Repeated deferrals are investigated rather than continually rolled forward.
- [ ] Persistent backlog is distinguished from legitimate, risk-based deferral.

Notes and actions:

6. Condition-based opportunities

- [ ] The team has identified failure modes where equipment condition can be measured reliably.
- [ ] Potential indicators include vibration, temperature, pressure, oil condition, or sensor thresholds where appropriate.
- [ ] Condition measurements have meaningful thresholds or alert criteria.
- [ ] A defined maintenance response exists when a threshold is reached.
- [ ] The condition-monitoring approach provides enough warning to act before functional failure.
- [ ] Calendar-based PMs that could be improved through condition information are flagged for evaluation.
- [ ] Plant-floor condition information can be connected to maintenance workflows where appropriate.

Notes and actions:

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PM audit summary

Asset/PM	Current interval	Decision	Owner	Due date