

# Planned maintenance checklist

A general machine PM checklist. Add the manufacturer's specific tasks and intervals for your equipment.

|                |  |            |  |
|----------------|--|------------|--|
| Equipment      |  | Asset no.  |  |
| Location       |  | Frequency  |  |
| Work order no. |  | Date       |  |
| Technician     |  | Time taken |  |

| Task                                                                                  | OK                       | Adjusted                 | Fault                    | Comments / readings |
|---------------------------------------------------------------------------------------|--------------------------|--------------------------|--------------------------|---------------------|
| Guards fitted, secure and undamaged                                                   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                     |
| Emergency stops and safety interlocks tested and working                              | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                     |
| No oil, air or hydraulic leaks                                                        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                     |
| Belts, chains and couplings: condition and tension                                    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                     |
| Lubrication carried out as per schedule                                               | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                     |
| Fasteners and mountings tight                                                         | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                     |
| Motor: temperature, noise and vibration normal                                        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                     |
| Electrical panel: no damage, overheating or loose connections; filters and fans clean | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                     |
| Sensors, limit switches and wiring secure and working                                 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                     |
| Pneumatics: FRL drained, filter condition, pressure correct                           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                     |
| Hydraulics: oil level, temperature and condition                                      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                     |
| Machine cleaned; debris removed                                                       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                     |
| Warning labels and signs legible                                                      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                     |
| Run test after maintenance: operation normal                                          | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                     |
|                                                                                       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                     |
|                                                                                       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                     |

## Parts and materials used

| Part / description | Part no. | Qty |
|--------------------|----------|-----|
|                    |          |     |
|                    |          |     |
|                    |          |     |
|                    |          |     |

## Faults found / follow-up work

|  |
|--|
|  |
|  |
|  |

## Sign-off

|                      |  |      |  |
|----------------------|--|------|--|
| Technician signature |  | Date |  |
|----------------------|--|------|--|

|            |  |      |  |
|------------|--|------|--|
| Checked by |  | Date |  |
|------------|--|------|--|