

Preventive Maintenance Audit Checklist

Check whether your PM system is planned, executed and improved, not just scheduled.

Plant / site

Reviewed by

Date

Walk the plant, ask for evidence (records, work orders, schedules) and tick one box for each check. Do not tick Yes without seeing proof.

1. Plan and scope

Check	Yes	Partly	No	Notes
Every critical asset has a PM plan Criticality is ranked, and the plan matches the ranking	☐	☐	☐	
PM tasks are written as clear, step-by-step instructions	☐	☐	☐	
Each task has an estimated time, skill level and required parts	☐	☐	☐	
PM intervals are based on failure history or manufacturer data Not copied from an old list without review	☐	☐	☐	
Safety steps (isolation, permits) are part of the task instruction	☐	☐	☐	

2. Scheduling and planning

Check	Yes	Partly	No	Notes
PM work orders are generated automatically from the CMMS or schedule	☐	☐	☐	
A weekly schedule is agreed with production before the week starts	☐	☐	☐	
Parts and tools are reserved before the job, not found during it	☐	☐	☐	
Planned downtime windows are protected and respected	☐	☐	☐	

3. Execution

Check	Yes	Partly	No	Notes
PM compliance is measured (planned vs completed on time)	☐	☐	☐	
Technicians record findings, readings and time on every PM	☐	☐	☐	
Defects found during PM create follow-up work orders	☐	☐	☐	
PM is done by trained people with the right tools	☐	☐	☐	
Supervisors check a sample of completed PMs on the shop floor	☐	☐	☐	

4. Review and improvement

Check	Yes	Partly	No	Notes
PM results are reviewed monthly (compliance, findings, breakdowns)	☐	☐	☐	

Repeat failures lead to a root cause analysis and a PM change	☐	☐	☐	
Preventive Maintenance Audit Checklist	Mark F. Boules cv.markboules.com/resources			
Tasks that never find anything are reviewed and adjusted or removed	☐	☐	☐	
Breakdowns on assets with PM are analysed: was the PM missed or the wrong one?	☐	☐	☐	
PM plans are updated after modifications and new equipment	☐	☐	☐	

5. Data and records

Check	Yes	Partly	No	Notes
Asset register is complete and up to date	☐	☐	☐	
Failure codes are used consistently when closing work orders	☐	☐	☐	
PM history is easy to find for each asset	☐	☐	☐	
Cost and downtime are linked to assets	☐	☐	☐	

6. People and ownership

Check	Yes	Partly	No	Notes
Someone owns the PM programme and its results	☐	☐	☐	
Technicians know why the PM is done, not only what to do	☐	☐	☐	
Production supports PM access and signs off downtime	☐	☐	☐	

Scoring. Yes = 2, Partly = 1, No = 0. Add the points and divide by the maximum (2 x number of checks).

Below 50%: basic PM control is missing. 50 to 75%: PM exists but is not yet effective. Above 75%: PM is in good shape, focus on optimisation.

Total points: _____ / _____ Score: _____ %

Top three gaps and owners:

1. _____
2. _____
3. _____