

Plant Readiness Checklist: New Plant or Line

Check that maintenance is ready before production starts, not after the first breakdown.

Plant / site

Reviewed by

Date

Use this before start-up or before a line goes live. Walk through each area with the project team, ask for evidence and tick one box for each check.

1. Organisation and people

Check	Yes	Partly	No	Notes
Maintenance structure and roles are defined Who does what on each shift	☐	☐	☐	
Technicians are hired and trained before start-up	☐	☐	☐	
Vendor training on key equipment is planned and attended	☐	☐	☐	
A maintenance budget is approved, including spare parts	☐	☐	☐	

2. Asset data and CMMS

Check	Yes	Partly	No	Notes
Asset register is built with a numbering system	☐	☐	☐	
Equipment criticality is ranked	☐	☐	☐	
Manuals, drawings and datasheets are collected and filed by asset	☐	☐	☐	
CMMS is configured, tested and users are trained	☐	☐	☐	
Bill of materials links each asset to its spare parts	☐	☐	☐	

3. Preventive maintenance

Check	Yes	Partly	No	Notes
Initial PM plans are written from vendor recommendations	☐	☐	☐	
Lubrication points and routes are defined	☐	☐	☐	
Inspection routes and checklists are ready	☐	☐	☐	
Calibration and legal inspections are scheduled (lifting, pressure, electrical)	☐	☐	☐	

4. Spare parts

Check	Yes	Partly	No	Notes
Commissioning and start-up spares are identified and ordered	☐	☐	☐	
Critical spares are classified and a stocking rule is agreed	☐	☐	☐	
Long lead-time items have been identified early	☐	☐	☐	

Store layout, labels and issue process are ready

☐ ☐ ☐

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Vendor agreements for fast delivery are in place

☐ ☐ ☐

5. Tools and workshop

Check	Yes	Partly	No	Notes
Special tools and test equipment are available	☐	☐	☐	
Workshop, tool storage and workbenches are ready	☐	☐	☐	
Lifting equipment and access (cranes, ladders, platforms) are safe and certified	☐	☐	☐	

6. Safety and compliance

Check	Yes	Partly	No	Notes
Isolation (lockout) points and procedures are defined	☐	☐	☐	
Permit to work process is in place	☐	☐	☐	
Emergency stops and guards are tested	☐	☐	☐	
Risk assessments cover maintenance tasks	☐	☐	☐	

7. Handover from project to operations

Check	Yes	Partly	No	Notes
Punch list of open items is agreed with owners and dates	☐	☐	☐	
As-built drawings are received and checked	☐	☐	☐	
Warranty terms and contacts are recorded	☐	☐	☐	
Baseline readings (vibration, temperature, current) are taken at start-up	☐	☐	☐	

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

Below 60%: not ready, delay or add support. 60 to 85%: ready with risks, list and close the gaps. Above 85%: ready.

Total points: _____ / _____ Score: _____ %

Gaps to close before start-up (owner and date):

1. _____
2. _____
3. _____