

# Part 1 – Maintenance Planner's Checklist

## Checklist for all work orders

Note there is a part 2 that applies to some work orders

- Is this a duplicated work order, or will it affect any other work orders?
- Is the equipment number correct?
- Is the work location clearly identified?
- Is the description accurate and professional?
- Is the work order coding correct?
- Is there a standard work order for this job?
- Are all materials required for the work included in the work order?
- Is the location of each item of material clearly identified?
- Is there a work kit, and does the work order show this?
- Are all safety issues adequately covered?
- Are all safety materials included in the materials list?
- Are any safety permits required?
- Are there any code or regulatory permits or documentation required for the work?
- Are all environmental issues adequately covered?
- Is Engineering assistance required?
- Are all trades or skills required to complete the work included on the work order, and have other planners been copied as necessary?
- Is there any other work which may conflict with this job?
- Are there other work orders in the backlog which should be done in conjunction with this work order?