Prepare the maintenance job

Keep the scheduled plan, raised work and completed work separate. Your authorised maintenance procedure and machine instructions govern the physical work; this sheet is for preparation and evidence.

Worked example

Illustrative case: a machine has a scheduled inspection and a possible spare requirement. Record the asset, the assigned task and the correct spare reference. A spare visible in stores is still subject to its identity and release status. Mark completion only after the authorised work and required checks have been recorded.

Use this with your own records

Asset number / machine / location	_____
Request or plan reference; symptoms if a breakdown	_____
Assigned person and agreed production window	_____
Current approved instructions / attachment	_____
Required spare: exact item and unit	_____
Usable stock / purchase indent / expected date	_____
Preparation exception and responsible person	_____
Work actually performed; spare issue / return	_____
Completion form, reading or attachment reference	_____
Authorised handback decision and next due work	_____

Keep unclear quantities, terms or evidence visible. A prepared plan is not completed work.

Product workflow: Optiwise asset, spare, plan and completion records - aican.co.in/production