

# Operations & Maintenance Manual Checklist

O&M manuals help address many of the daily challenges faced by operations and maintenance professionals. They simplify the process of sharing best practices and promote compliance with efficiency-boosting standard operating procedures.

**This detailed checklist can help you assess the quality of your manuals and templates** to ensure your team always has all the information they need to keep facilities and equipment running smoothly.





## Background

- We have a template or templates in place for O&M manuals.
- All relevant stakeholders have offered their feedback and approved our templates/manuals.
- Our templates and manuals are easily accessible.
- We have a process in place for making timely updates to manuals and templates.
- Our templates and manuals are currently up to date.

Comments:

## Introduction

- Our manual includes information on the intended function of the facility in question.
- Our manual includes information on its intended audience.
- Our manual defines relevant key terms and acronyms.
- If necessary, our manual includes background information on the organization.
- If necessary, our manual includes information targeted to first-time users.

Comments:

## Facility Description

- Our manual includes a fixed or digital asset register with important historical data and technical specifications for the assets in our facility.
- Our manual includes details on the normal operating characteristics of the assets or systems within your facility.
- Our manual includes contact details for all relevant internal and external stakeholders.
- Our manual includes detailed engineering drawings.
- Our manual includes relevant tables and charts.
- Our manual includes maps of our facility or facilities.

Comments:



## Procedure

- Our manual includes details on how to determine whether specific assets require maintenance.
- Our manual includes standard operating procedures for performing routine maintenance tasks on each asset within your facilities.
- Our manual includes recommendations for planning and scheduling maintenance tasks.
- Our manual includes spare parts lists for individual assets.
- Our manual includes preventive maintenance checklists for the assets within our facility.
- Our manual includes flowcharts for processes involving important decisions.
- Our manual includes a troubleshooting guide.
- Our manual includes information on safety protocols and emergency procedures.
- Our manual includes information on decommissioning or disposing of assets.
- Our manual directly addresses frequently asked questions.

Comments:

