

Work Order Close Out Roles and Responsibilities

Tasks Decisions / Functions → ↓	Maintenance Manager	Maintenance Supervisor	Maintenance Technician	Maintenance Planner	Reliability Engineer
Work Complete		A	R		C
Work Order Completed by Technician		A	R		C
Review of WO Data for Accuracy	A	C	C	R	C
Work Order Closed Out		A	C	R	C
Review of WO Close Out to Mitigate Failures	A	C	C	C	R

Responsibility
Accountable
Consulted
Informed

“the Doer”
 “the Buck stops here”
 “in the Loop”
 “kept in the picture”