

Work Procedures Checklist



Developing Effective Work Procedures

Procedure Name: **Example Procedure**

Owner: **Joe Planner**

Checklist Item	Yes	No	Comments
Unique Identifier	x		Job plan had a unique identifier
Equipment Identification		x	The parent/child description was not clear and thus craft could work on the wrong equipment
Hierarchical Identification of Equipment	x		? Is XXXX using a Numerical Hierarchical System and A Word Descriptive Hierarchical System ? The task description should not be added to the hierarchical identification
Clear and Concise Description of Task(s)		x	Need separate header block for description for the procedure task(s) to convey clear description of task(s) that the procedure should accomplish.
Frequency	x		
Originator		x	Not listed
Owner			Not listed
Origination Date		x	Not listed
Approval Verification		x	Not listed
Version #		x	Not listed
Brief Description of Version Modifications		x	Not listed
Safety Precautions and/or Warnings	x		Should be separate items, not listed as steps in the procedure
Personal Protective Equipment Required		x	
Special Tools	x		Some, but not all
Required Parts		x	No parts required, but should say none required
Consumables		x	Not listed
Special Equipment (cranes, lifts, etc)		x	Not required
Lock-out/Tag-out Procedures		x	Not in procedure
Required Departmental Coordination		x	Not listed, not required for this PM.
Technical Notes or Special Considerations			Notes should not appear as numbered

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			steps for the procedure. They should appear as a NOTE:
Clear Task Descriptions	x		
Tasks isn't better suited for PdM (Answer should be NO)		x	
Tasks isn't better suited for Operator Care (Answer should be NO)		x	
Tasks isn't better suited for Lubrication Route (Answer should be NO)		x	
Task(s) address clear wear-out mechanisms (Answer should be YES)	x		Brake friction disk wear-out is addressed.
Clear Step Descriptions		x	Step descriptions need additional wording to be clear.
All requests for Measurements are quantitative in nature and have detailed either Maximum/Minimum or Nominal measurement limits	x		Although maximum/minimum numerical limits are not given, the description of the feeler gauge sliding into the air gap with no effort and no play seems clear.
All requests for measurements or observations have a clear spot for crafts personnel to record the measurement or observation		x	Observations of uneven wear, grooving, or lubricate on the brake surfaces have no clear spot in the procedure to be recorded
Steps Infringe on Skill-of-the-Craft (Answer should be NO)		x	
Clear Delineation between Each Task and/or Each Step	x		Numeric listing provide delineation
Each Task/Step has a spot for crafts personnel to "check-off" or initial when Task/Step is complete		x	No check-off
Post Maintenance Check		x	
"As Found" Condition Block for Craft Input		x	Should have an as found air gap measurement and record for evidence of excessive disc wear
"As Left" Condition Block for Craft Input		x	Should at least have check-off that air gap clearance was left at specified gap
General Comments about Equipment Block for Crafts Feedback to Maintenance Supervision	x		
Procedure Feedback Block for Craft Feedback to Planner		x	
Craft(s) Signature and Date Block		x	