

Work order closing checklist

No.	Description
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| 1 | Was the work completed as described? |
| 2 | Was any additional work done? |
| 3 | Is the work order coding still correct? |
| 4 | Is a follow-up work order required? |
| 5 | Are there any other work orders on this equipment that should also be closed? |
| 6 | Have the correct failure key words or failure codes been entered? |
| 7 | Is there a need for a Root Cause Problem Elimination (RCPE) investigation? |
| 8 | If a RCPE investigation has been held, does it apply to other equipment? |
| 9 | If rotating equipment has been changed, aligned, balanced or modified, have the vibration analysts been advised? |
| 10 | If assemblies or components were removed during the work, is there a work order to rebuild them? |
| 11 | Are the parts required for these rebuilds on site and shown on the rebuild work order? |
| 12 | If serialized parts were changed have all serial-tracking records been updated? |
| 13 | Do spare parts lists need updating? |
| 14 | Did the tradespeople and their supervisor enter good notes of the work that was done on the work order form? |
| 15 | Have appropriate history notes been entered in the equipment records? |
| 16 | Do the history records show follow-up action that has been taken or is required? |
| 17 | Do PM procedures or frequencies need revising? |
| 18 | Should this work order be filed as a standard work order? |

Handout #5 Planning check list

No.	Description
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| 19 | Is the actual time recorded to complete the work reasonable and could it be used to improve the estimate for standard work orders and future similar work? |
| 20 | Does the time taken need to be adjusted to reflect the working conditions? |
| 21 | Do lost-production records need revising? |
| 22 | Have all sub work orders been closed? |
| 23 | Have all operating supplies been charged to the correct accounts? |
| 24 | Has the originator been advised that the work is now complete? |