



## Emergency Equipment Repair & Maintenance Checklist

### 1. Critical Equipment Identification

- Critical equipment list is documented
- Equipment is ranked by production impact if failure occurs
- Redundancy or workaround availability is identified
- Critical assets list is reviewed regularly

### 2. Emergency First-Response Procedures

- Operator safety procedures are defined
- Lockout/Tagout requirements are documented
- First 15–30 minute response steps are written
- Failure type decision guide exists
- Maintenance and production notification steps defined

### 3. Emergency Repair Documentation

- Troubleshooting guides exist
- Emergency repair procedures are documented
- Lockout/Tagout safety protocols accessible
- Equipment manuals and specs available
- Repair contacts are current

### 4. Spare Parts Readiness

- Critical spare parts list is defined
- Common replacement components stocked onsite
- Inventory minimums are established
- Suppliers and lead times documented
- Special sourcing process exists

### 5. Predictive Maintenance Integration

- Vibration analysis implemented
- Thermal imaging inspections performed
- Lubrication or oil analysis conducted
- Electrical or motor monitoring used
- Condition data reviewed regularly

### 6. Emergency Repair Vendor Preparedness

- Vendors are pre-approved
- Vendor capabilities documented
- Emergency contact info current
- Response expectations defined
- Agreements or pricing established

### 7. Temporary Production Workarounds

- Backup components identified
- Alternate production lines documented
- Bypass or reroute options exist
- Temporary fabrication planned
- Reduced-capacity procedures defined

### 8. Post-Failure Root Cause Analysis

- RCA process documented
- Failure causes recorded
- Preventive or predictive gaps reviewed
- Design or operating limits evaluated
- Corrective actions tracked

### 9. Plan Review & Testing

- Emergency plan reviewed routinely
- Critical equipment list verified