

Maintenance Management Self-Assessment

Select one response per line item. Add up the number of responses for each part of the assessment and in total.

		AGREE	DISAGREE	NOT SURE
Part 1	General Conditions – 17 items			
A	We specify, design, and buy assets based on Life Cycle Cost (LCC) instead of lowest cost to buy.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
B	As a management team, we are all focused on the same goals.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
C	We have developed and documented a reliability and maintenance policy that includes a three-to five-year improvement plan. This policy is communicated to all employees.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
D	Because our company's skilled craftspeople have been well trained and understand their work requirements, front line supervision, team leaders, or coordinators do not need to spend much time instructing people.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
E	Maintenance craftpeople's work is limited by their skills, not by rigid craft lines.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
F	We understand how to correctly prioritize work.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
G	Preventive Maintenance and Condition Monitoring (PM/CM) content is correct and up to date.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
H	The basics of maintenance are instituted:			
H.1	Detailed cleaning of components	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
H.2	Lubrication	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
H.3	Alignment	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
H.4	Balancing	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
H.5	Filtration	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
H.6	Operations practices	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I	Safety standards are very high.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
J	Front-line supervision supervises many crafts.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
K	We develop and use individual training plans	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
L	We routinely utilize root cause failure analysis.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Part 2	Maintenance Cost Control – 9 items			
A	The organization has a long-range (3-5 years) spending plan.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
B	The maintenance department has an annual budget.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
C	We compare costs for repetitive jobs.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
D	The organization has a maintenance cost reduction program.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
E	We share maintenance cost performance data with hourly employees.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
F	We charge maintenance costs back to the requesting department.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
G	We have a capital equipment acquisition plan.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
H	Annual Maintenance Cost to Original Investment in Equipment is less than 3%	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I	Annual Maintenance Cost to Estimated Replacement Cost is less than 2.5%	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Part 3	Planning & Scheduling – 5 items			
A	We plan more than 90% of our maintenance time in advance.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
B	The Planner / Scheduler, not the supervisor, plan and coordinate for labor, material, and equipment availability.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
C	We develop labor estimates for planned maintenance projects.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
D	We have a flow chart of the planning and scheduling process.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
E	We coordinate operations and maintenance schedules.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Part 4	Work Management – 8 items			
A	Maintenance Schedule Compliance is greater than 90%	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
B	Maintenance Overtime is less than 5%	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
C	Maintenance Direct Work is greater than 75%	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
D	Planned Maintenance Work is greater than 90%	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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	PM schedule compliance is 100%.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
F	Percent of work covered by a work order =100%	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
G	Workable job backlog is 2-3 weeks for equipment and 2-4 weeks for the tool room.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
H	(Work order actual hours) / (work order hours planned) = 90 – 110% but may vary for new tasks	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Part 5	Operating Performance – 8 items			
A	Equipment Availability is greater than or equal to 90%	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
B	Equipment Productivity is greater than or equal to 95%	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
C	Product Quality ≥90 (to be determined by QA)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
D	Overall equipment effectiveness is greater than or equal to 77%	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
E	Percent Failure Analysis: the portion of equipment downtime events that undergo a thorough analysis of failure modes, effects, and root causes = 85-100%	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
F	Reactive hours / total hours is less than 10%	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
G	Breakdown (Crisis) / total hours is less than 3%	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
H	PM & PdM hours / total hours is greater than or equal to 50%	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Part 6	Inventory – 4 items			
A	MRO Service Level is greater than 95%	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
B	Stores inventory accuracy 99%	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
C	MRO Inventory Turns per Year is greater than 3	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
D	85% of spare parts and materials are delivered to the job site.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Part 7	Organization – 2 items			
A	Craft person / supervisor ratio is 15 to 25	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
B	Craft person / planner ratio is 15 to 20	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
TOTAL – 53 items				

Instructions:

1. This Maintenance Management Self-Assessment should be performed by individuals responsible for the performance of the maintenance organization. It is not intended for maintenance craft persons.
2. As always, the usefulness of the assessment depends on sample size and the participants. Usually the more the merrier.
3. As for interpreting the results, Agree is the response you're hoping to get for each item. We suggest you take a look at which items participants hold perceptions that are not aligned with this. Then you can target your corrective and supportive feedback accordingly.
4. DPA would be happy to discuss your results with you if you would like a second opinion. Contact information follows below.

Thank you for downloading our Maintenance Management Self-Assessment. Please contact us if you have any questions or would like to discuss your results. DPA has been helping maintenance managers implement best practices since 1978.

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