MAINTENANCE AUDIT AND SITE INSPECTION



GENTEX®
TRAINING CENTER

GENTEX Training Center LLC | Orlando - FL, USA
Info@gentextraining.com

Introduction

Maintenance Audit and Site Inspection Training Course prepares auditors and maintenance professionals to examine maintenance operations and verify conditions on site. Participants work through maintenance strategy and planning, work order and backlog management, preventive and predictive maintenance, spare parts and stores control, contractor and permit-to-work controls, site inspection technique, and findings and reporting as one connected discipline. The programme links the risk that poor maintenance creates for safety, availability, and cost with the evidence that maintenance is planned and performed properly. As a result, learners gain a practical, defensible audit and inspection method. Furthermore, the course strengthens technical judgement, inspection discipline, and reporting that improves reliability.

Maintenance Audit and Site Inspection Course Objectives

- Explain maintenance management concepts, strategies, and terminology.
- Audit maintenance planning, scheduling, and work order controls.
- Audit backlog management, prioritisation, and completion rates.
- Audit preventive and predictive maintenance programmes.
- Audit spare parts, stores, and critical spares availability.
- Audit contractor management and permit-to-work controls.
- Apply site inspection technique and condition assessment.
- Audit maintenance KPIs, reliability metrics, and reporting.
- Assess maintenance safety, isolation, and lockout-tagout controls.
- Apply findings development, reporting, and follow-up practice.

Course Methodology

GENTEX® TRAINING CENTER

- Interactive sessions built on maintenance audit and inspection cases.
- Workshops on work order review, backlog analysis, and KPI design.
- Group exercises on site inspection, condition assessment, and findings.
- Hands-on practice with work orders, maintenance registers, and checklists.
- Simulation of a site inspection walkdown and a maintenance review meeting.
- Facilitator coaching and peer review on personal audit and inspection plans.

Who Should Take This Course

- Internal auditors covering maintenance and facilities.
- Maintenance managers, planners, and supervisors.
- Reliability and asset management engineers.
- Facilities and plant operations professionals.
- HSE staff covering maintenance safety controls.
- Consultants advising on maintenance audits and reliability programmes.

Maintenance Audit and Site Inspection Course Outlines

Day 1: Maintenance Management Foundations

- Maintenance objectives: safety, availability, and cost.
- Maintenance strategies: reactive, preventive, predictive, and reliability-centred.
- Maintenance organisation, roles, and accountability.
- Maintenance planning and scheduling process.
- Maintenance policies, procedures, and documentation.
- Maintenance risk and criticality assessment.
- Case discussion: a failure traced to deferred maintenance.

GENTEX Training Center LLC | Orlando - FL, USA
Info@gentextraining.com

Day 2: Work Orders, Backlog, and Planning Controls

- Work order lifecycle from request to closure.
- Prioritisation rules and emergency versus routine work.
- Backlog management and ageing analysis.
- Planning, kitting, and scheduling effectiveness.
- Work completion documentation and history records.
- Labour utilisation and productivity review.
- Workshop: auditing the work order and backlog process.

Day 3: Preventive, Predictive, and Spares Controls

- Preventive maintenance programme design and compliance.
- Condition monitoring and predictive techniques overview.
- Calibration and inspection of monitoring equipment.
- Critical spares identification and availability.
- Stores control, stock accuracy, and issuance discipline.
- Obsolescence, warranty, and repair-versus-replace decisions.
- Exercise: testing PM compliance and critical spares availability.

Day 4: Contractors, Permits, and Site Inspection

- Contractor selection, supervision, and performance review.
- Permit-to-work systems and isolation procedures.
- Lockout-tagout and energy isolation verification.
- Site inspection technique and structured walkdowns.
- Condition assessment of equipment and facilities.

GENTEX® TRAINING CENTER

- Housekeeping, access, and safety compliance on site.
- Simulation: conducting a maintenance site inspection.

Day 5: KPIs, Reporting, and Follow-Up

- Maintenance KPIs: MTBF, MTTR, availability, and compliance rates.
- Cost of maintenance and cost per asset analysis.
- Structuring findings with root cause analysis.
- Reporting to maintenance management and audit committees.
- Remediation planning, ownership, and verification.
- Reliability improvement and continuous improvement.
- Capstone: presenting a maintenance audit and inspection report.

Conclusion

By successfully completing Maintenance Audit and Site Inspection, participants will gain a practical command of maintenance management concepts, work order and backlog controls, preventive and predictive maintenance, spares and contractor controls, site inspection technique, and maintenance KPI reporting. They will acquire skills in work order auditing, condition assessment, critical spares review, and quantified findings that improve reliability and safety. Gentex Training Center designs the programme to help professionals audit maintenance and inspect sites with confidence.

FAQs

GENTEX Training Center LLC | Orlando - FL, USA
Info@gentextraining.com

Q1 What is the "Maintenance Audit and Site Inspection" course about?

It prepares auditors and maintenance professionals to examine maintenance operations and verify conditions on site. The course spans maintenance management foundations, work orders, backlog and planning controls, preventive, predictive and spares controls, contractors, permits and site inspection, and KPIs, reporting and follow-up.

Q2 What are the key benefits of the "Maintenance Audit and Site Inspection" course?

You gain a practical, defensible audit and inspection method that links the risk poor maintenance creates for safety, availability, and cost with the evidence that maintenance is planned and performed properly. The course improves work order and backlog review, strengthens PM and spares testing, sharpens site inspection and permit controls, and gives you KPI and reporting practice that improves reliability.

Q3 What skills will I gain from the "Maintenance Audit and Site Inspection" course?

You will develop four core skills: maintenance planning, work order and backlog auditing, preventive, predictive and critical spares compliance testing, contractor, permit-to-work and safety control auditing, and site inspection technique with maintenance KPI reporting.

GENTEX® TRAINING CENTER

GENTEX Training Center LLC | Orlando - FL, USA
Info@gentextraining.com

Q4 What tools, methods, or standards are covered in the "Maintenance Audit and Site Inspection" course?

The course covers maintenance objectives for safety, availability and cost, maintenance strategies of reactive, preventive, predictive and reliability-centred maintenance, maintenance organisation, roles and accountability, the maintenance planning and scheduling process, maintenance policies, procedures and documentation, maintenance risk and criticality assessment, the work order lifecycle from request to closure, prioritisation rules and emergency versus routine work, backlog management and ageing analysis, planning, kitting and scheduling effectiveness, work completion documentation and history records, labour utilisation and productivity, preventive maintenance programme design and compliance, condition monitoring and predictive techniques, calibration and inspection of monitoring equipment, critical spares identification and availability, stores control, stock accuracy and issuance discipline, obsolescence, warranty and repair-versus-replace decisions, contractor selection, supervision and performance review, permit-to-work systems and isolation procedures, lockout-tagout and energy isolation verification, site inspection technique and structured walkdowns, condition assessment of equipment and facilities, housekeeping, access and safety compliance, maintenance KPIs of MTBF, MTTR, availability and compliance rates, cost of maintenance and cost per asset, findings with root cause analysis, reporting to maintenance management and audit committees, remediation planning, ownership and verification, and reliability improvement and continuous improvement.

GENTEX Training Center LLC | Orlando - FL, USA
Info@gentextraining.com

Q5 How is the "Maintenance Audit and Site Inspection" course applied in real-world practice?

Participants apply it to real work such as reviewing work orders and analysing backlog ageing, testing preventive maintenance compliance, checking critical spares availability and stores accuracy, verifying permit-to-work and lockout-tagout controls, conducting a structured site inspection and condition assessment, and drafting findings with maintenance KPIs for an audit committee. The same methods support reliability improvement and remediation follow-up.