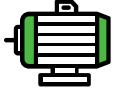


8 STEPS TO CREATE A PREVENTIVE MAINTENANCE PROGRAM



Step 1. Create an Asset Register

Create a list of all assets that you are responsible for maintaining so that each asset is uniquely identified and can be properly tracked and managed throughout its lifecycle. Many organizations use a computerized maintenance management system (CMMS) for this purpose.



Step 2. Identify Best Candidates for PM

Identify which assets would benefit most from preventive maintenance. Typically, the best candidates are mission critical assets; assets with high downtime or high maintenance costs; assets that require frequent repairs; or assets identified through more formal business analyses.



Step 3. Identify PM Tasks

Define the scope of preventive maintenance tasks for your selected asset(s). Rely on resources such as manufacturer-provided manuals, historical maintenance records, regular users of the asset(s), recommendations from professional organizations, applicable regulatory requirements, or other cues such as seasonality.



Step 4. Determine Task Frequency

Determine how often tasks should be performed using time-based or usage-based intervals. Start by referring to the resources mentioned in the previous step. In addition, consider factors such as the asset's age, operational environment, risk and consequences of failure, and current condition.



Step 5. Create a PM Schedule

Use the information you've gathered thus far to create a master preventive maintenance schedule for your selected asset(s). A maintenance planning tool like CMMS software make it easy to create a schedule while also taking into account the availability of other maintenance resources.



Step 6. Train Your Maintenance Team

It's up to your team to execute your preventive maintenance program. Train technicians how to perform the PM tasks, including how to use any required tools, instruments, or other technology. In addition, train your team on any policies, such as proper documentation procedures or what to do when PM tasks reveal additional maintenance needs.



Step 7. Monitor and Adjust the Program

As your PM program is set into motion, you'll discover that not everything will go according to plan. Use maintenance tracking software like a CMMS to track key performance indicators (KPIs) and other metrics to help you optimize your preventive maintenance activities. Make adjustments to your plan as needed.



Step 8. Expand to Additional Assets

Repeat these steps to expand your PM program to the next asset(s) on your priority list or similar asset types. Standardize PM procedures, checklists, and documentation to create consistency across all assets. Document any lessons learned along the way to create best practices for the future.