innomaint
A Pinnacle Infotech Product

WORK ORDER

CHECKLIST

UNIVERSAL TEMPLATE · ALL INDUSTRIES · 2026 EDITION

Manufacturing · Healthcare · Facilities · Field Service · Oil & Gas · Education

Complete all applicable sections. Mark N/A where not applicable. Never leave a field blank.

WO NUMBER: _____

DATE ISSUED: _____

Preventive | Corrective | Emergency | Predictive | Inspection | Project | Safety | Routine

01 WORK ORDER IDENTIFICATION

Work Order Number Auto-generated or manual WO ID	**Work Order Type** Preventive / Corrective / Emergency / Inspection / Project
Work Order Title / Description Brief description of the maintenance task	**Department / Cost Centre**
Date Issued	**Required Completion Date / Deadline**
Issued By (Name & Title)	**Approved By (Name & Title)**

Priority Level — circle or highlight one:

CRITICAL | HIGH | MEDIUM | LOW | ROUTINE | SCHEDULED

02 ASSET & EQUIPMENT DETAILS

Asset / Equipment Name	**Asset ID / Tag Number / QR Code**
Location — Building / Floor / Zone / Room	**Equipment Model & Serial Number**
Manufacturer / OEM Vendor	**WarrantyStatus** Active / Expired / Under AMC
Last Maintenance Date	**Asset Criticality** Critical / High / Medium / Low

03 TASK ASSIGNMENT & SCHEDULING

Assigned Technician(s) Full name(s)	**Supervisor / Team Lead**
Required Skills / Certifications e.g. Electrician Lic., HVAC, Biomedical Eng.	**Estimated Labor Hours**

Scheduled Start — Date & Time		**Scheduled End — Date & Time**	
Contractor / Vendor (if external) Name + Company		**PO / Contract Reference Number**	

04 PRE-WORK SAFETY & PERMIT CHECKLIST

Complete ALL applicable safety checks BEFORE starting work. Do not skip any item — mark N/A only if genuinely not applicable. Failure to comply may cause injury, equipment damage, or regulatory penalties.

- Work area inspected & cleared of hazards
- Permit to Work (PTW) issued & signed
- Confined space entry permit (if applicable)
- Electrical isolation confirmed & tested (zero energy)
- Emergency contacts posted at work area
- Fall protection equipment in place (if at height)
- Hazardous material handling SOP followed
- Team safety briefing conducted pre-work
- LOTO (Lockout/Tagout) applied & verified
- PPE worn — gloves, goggles, helmet, safety boots
- Hot work permit — welding / cutting (if applicable)
- Fire extinguisher available on site
- SDS / MSDS reviewed for all chemicals used
- Equipment fully de-energised before touching
- Nearby equipment / processes shielded or stopped
- First aid kit accessible at work site

Safety Officer Sign-off & Signature		**Permit Number / Reference**	

05 MATERIALS, SPARE PARTS & TOOLS REQUIRED

Item / Part Name	Part Number / SKU	Qty Req.	Qty Used	Unit Cost	In Stock?
					■ Yes ■ No
					■ Yes ■ No
					■ Yes ■ No
					■ Yes ■ No
					■ Yes ■ No
					■ Yes ■ No

Tools / Equipment Required (check all that apply):

- ■ Hand tools — spanners, screwdrivers, pliers
- ■ Calibration & measurement instruments
- ■ Lubricants / cleaning solvents / rags
- ■ Thermal camera / vibration analyser
- ■ Power tools — drill, grinder, cutter
- ■ Multimeter / voltage tester / clamp meter
- ■ Ladder / scaffolding / lifting equipment
- ■ PPE kit (full set)

06 TASK EXECUTION CHECKLIST

Check each step as completed. Add technician initials for critical steps. Mark N/A if not applicable — never leave blank. Attach photos / video evidence via CMMS or as paper annex.

#	Task Step	Done	N/A	Initials	Notes / Observations
1	Review WO, service manual, drawings & safety procedures	☐	☐		
2	Confirm asset is properly isolated / shut down	☐	☐		
3	Document asset condition BEFORE work (photos if required)	☐	☐		
4	Perform visual inspection — leaks, cracks, corrosion, wear	☐	☐		
5	Record baseline readings: vibration, temp, pressure, current	☐	☐		
6	Execute primary maintenance / repair task per SOP	☐	☐		
7	Replace worn or faulty components as per the parts list	☐	☐		
8	Clean and lubricate per manufacturer specification	☐	☐		
9	Calibrate instruments / sensors (if applicable)	☐	☐		
10	Re-assemble — secure all covers, guards, and fasteners	☐	☐		
11	Restore power / utilities and perform functional run test	☐	☐		
12	Record post-work readings — compare against baseline	☐	☐		
13	Verify asset is performing within acceptable parameters	☐	☐		
14	Clean work area — remove all tools, parts, and waste	☐	☐		
15	Update asset history and maintenance log in CMMS	☐	☐		

07 DOWNTIME & COST TRACKING

Actual Start — Date & Time		**Actual End — Date & Time**	
Total Asset Downtime (hours) Time asset was unavailable for operation		**Actual Total Labor Hours**	
Labor Cost — Total No. technicians × hours × rate		**Parts & Materials Cost — Total**	
Contractor / External Service Cost		**TOTAL WORK ORDER COST**	

08 ROOT CAUSE & FAILURE ANALYSIS

Failure Mode — check all that apply:

- ■ Wear & Tear — normal lifecycle
- ■ Overloading / Misuse
- ■ Power Surge / Electrical Fault
- ■ Corrosion / Rust / Chemical Attack
- ■ Operator Error
- ■ Component / Part Failure
- ■ Software / Control System Fault
- ■ Vibration / Misalignment
- ■ Lack of Preventive Maintenance
- ■ Environmental — heat, dust, moisture
- ■ Contamination / Blockage
- ■ Unknown / Under Investigation

Problem Statement Exactly whatfailed —symptoms,when noticed, impact on operation	
Root Cause Identified Fundamentalreason—use 5-Why or Fishbone analysis	
Corrective Action Taken What was done to resolve the failure completely	
Preventive Action Recommended Changes topreventrecurrence: PM update, training, design change, etc.	

09 QUALITY CONTROL & COMPLIANCE VERIFICATION

Quality Control Verification (check each item):

- ■ Work performed matches WO scope exactly
- ■ Post-work functional test completed & passed
- ■ Maintenance log updated in CMMS
- ■ No new defects found during or after work
- ■ Warranty conditions maintained throughout work
- ■ Before & after photos attached to work order
- ■ All replaced parts are genuine / OEM approved
- ■ Equipment returned to full operational state
- ■ All permits closed & returned to issuing authority
- ■ SLA / response deadline was met
- ■ Regulatory / compliance requirements met
- ■ Asset owner / client notified of completion

Applicable Standards / Regulations (check all that apply):

■ ISO 9001	■ ISO 14001	■ ISO 45001	■ NABH
■ JCI	■ GMP / cGMP	■ OSHA	■ NFPA
■ FDA 21 CFR	■ ATEX / HAZEX	■ CE Marking	■ Other: _____

10 WORK ORDER CLOSURE & FINAL SIGN-OFF

Final Status: COMPLETED | PARTIALLY DONE | ESCALATED | CANCELLED

Closure Notes / Final Observations
Summaryof workdone, outstanding issues, and any follow-up required

Follow-up Work Order Required?
Yes / No—IfYes, new WO#: _____ Due Date: _____

Role	Name (Print Clearly)	Signature	Date & Time
Technician / Lead Technician			
Supervisor / Team Lead			
Quality Inspector / QC Officer			
Asset Owner / Client Representative			
HSE / Safety Officer (if applicable)			

REF QUICK REFERENCE: 9 WORK ORDER TYPES — WHEN & HOW TO USE

WO Type	Trigger / Cause	Response Time	Industries	CMMS Automate?
Preventive (PM)	Calendar / meter / usage schedule	Planned in advance	All industries	Yes — auto-schedule
Corrective (CM)	Equipment failure or defect report	Same day to 48 hrs	All industries	Yes — from request
Emergency	Critical failure / patient safety risk	Immediate (< 1 hour)	Healthcare, Oil & Gas, Manufacturing	Yes — auto-escalate
Predictive (PdM)	IoT sensor alert / threshold breach	24 – 72 hrs	Manufacturing, Energy, Facilities	Yes — sensor-triggered
Inspection	Regulatory / audit requirement	Planned in advance	Healthcare, Food, Oil & Gas	Yes — recurring
Project	Capital budget / upgrade approval	Weeks to months	Facilities, Manufacturing, IT	Partial — manual
Safety	Hazard report/compliance gap	Immediate to 24 hrs	All industries	Yes — safety checklist
Warranty	Component failure in warranty period	Per vendor SLA	All industries	Manual + CMMS track
Routine Service	Periodic housekeeping / servicing	Planned in advance	Facilities, Hospitality, Education	Yes — recurring

KPI KEY METRICS TO TRACK FROM THIS WORK ORDER

MTTR	MTBF	PM Compliance	Backlog Aging	Cost per WO	First-Time Fix Rate
Mean Time to Repair Actual End – Start	Mean Time Between Failures Track via asset history	% of PMs completed on schedule	Days open past due date	Labor + Parts + Contractor cost	WOs closed without callback / repeat failure

TIPS GET 10X MORE VALUE FROM THIS CHECKLIST — USE INNOMAINT CMMS

Digital Work Orders	Replace this paper form with InnoMaint CMMS. Technicians scan an asset QR code on mobile and instantly get the full service history, task checklist, spare parts list, and safety procedures — no data entry lag, no lost forms.
Auto-Generate PM Schedules	Set up recurring work orders by calendar date, runtime hours, or IoT sensor threshold. InnoMaint creates, assigns, and notifies automatically — zero missed PMs.
GPS Tracking & Smart Dispatch	Know where every field technician is in real time. InnoMaint geo-fencing auto-assigns the nearest qualified tech to an emergency WO and tracks SLA compliance live.
Cost & KPI Dashboards	Every closed WO feeds your MTTR, MTBF, PM compliance rate, cost-per-asset, and backlog aging dashboards automatically. Full reporting with zero extra effort.
Paperless Sign-off & Compliance	Capture digital signatures, before/after photos, and voice notes in the mobile app. All evidence is attached to the work order, timestamped, and stored in the cloud for audit-ready compliance — NABH, ISO, GMP, and more.