

MAINTENANCE OF PROCESSES AUDIT (Sheet 1)

Minimum Frequency Once every month inspect the internal maintenance checklists and record that item *is* or *is not* being maintained in accordance the maintenance schedule and/or are operational. Record who the item was inspected by and any additional comments.

If non-conformance is identified:

1. Complete an NCR
2. Notify maintenance of deficiency
3. Monitor weekly until problem rectified
4. Insert date when problem rectified.
5. Communicate non-conformance to management at leadership meetings.

BRANCH: _____ **MONTH / YEAR:** _____ **AUDIT COMPLETED BY:** _____ **DATE:** _____

Item No.	Description	Date of Inspection	STATUS OK = ✓ NOT OK = ✗	Date Repaired	Comments	Inspected by:
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
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30						

MAINTENANCE OF PROCESSES AUDIT *(Sheet 2)*

Once every month inspect the maintenance and service records conducted externally by qualified technicians/contractors. Record that item *is* or *is not* being maintained in accordance the *POLES_QA_PLAN_004_ Maintenance & Service Schedule* and/or are operational. Record who the item was inspected by and validate that's service reports are obtained and stored appropriately.

BRANCH: _____ MONTH / YEAR: _____ AUDIT COMPLETED BY: _____ DATE: _____

Item No.	Description	Date of Inspection / Service	Service Reports Obtained & Stored (Y / N)	Service Completed By:	Comments or Discrepancies <i>(Including frequency)</i>
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					

Document History:

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1	02/072024	Initial Issue	Joshua Myhill	Joshua Myhill	Joshua Myhill

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