Verify O&M; Manuals Completeness Checklist

Ensure your O&M; manuals are complete with this interactive checklist. Tick, comment, and export as PDF/Excel for comprehensive verification.

Project:	
Date:	
Filled by:	

General Information

1	Verify the manual includes a cover page with the project name, document title, and version number.
2	Check the table of contents for completeness and accuracy, ensuring all sections are listed.
3	Ensure the manual includes a list of acronyms and abbreviations used throughout the documents.

Operational Procedures

4	Confirm all start-up and shutdown procedures are clearly documented for each piece of equipment.
5	Verify that emergency procedures are included and accessible, detailing actions for common crises.
6	Ensure there are clear instructions for routine operational checks and required frequencies.

Maintenance Procedures

7	Check that preventive maintenance schedules are detailed, including timelines and responsible personnel.
8	Verify repair procedures include troubleshooting steps and contact information for technical support.
9	Ensure spare parts list is comprehensive, with part numbers and recommended suppliers.

Safety Information

10	Confirm all safety warnings and required personal protective equipment (PPE) are clearly listed.
11	Ensure hazard identification and risk assessment sections are complete and current.
12	Verify that emergency contact numbers and procedures are prominently displayed.

Appendices and Additional Information

13	Check for inclusion of all necessary appendices, such as diagrams, charts, and technical data sheets.
14	Verify that the manual includes a revision history indicating changes and updates.
15	Ensure any referenced documents or external sources are listed with access instructions.

Comments:

Filled by:

Signature:

Introduction	How to use this checklist
Operation and maintenance (O&M;) manuals are crucial documents that provide detailed instructions for the operation and upkeep of facilities and equipment. Ensuring these manuals are complete and accurate is vital for efficient operations, safety, and compliance. This checklist guides you through verifying the completeness of O&M; manuals, ensuring all necessary components are covered. Interactive features allow you to tick items, add comments, and export the checklist as a PDF or Excel with a QR code for authentication, enhancing utility and traceability.	1. Click the 'Start Interactive Checklist' button to begin verifying your O&M; manuals. 2. Tick each item online as you complete it to ensure thorough verification. 3. Add comments on individual items or the entire checklist for additional notes or concerns. 4. Click 'Share' or 'Download' to save your completed checklist as a PDF or Excel file.