

CHECKLIST

EQUIPMENT MAINTENANCE FOR MANUFACTURING FACILITIES

Presented by: Horst Insurance



Manufacturing settings carry a wide range of risks, largely due to the use of complex machinery and equipment. As such, properly servicing equipment is essential to maintain smooth operations and avoid potential losses. Without sufficient maintenance measures in place, manufacturing equipment could have a shortened lifespan and be more prone to malfunctions and breakdowns. In these instances, manufacturing companies could face a number of consequences, including widespread production inefficiencies, heightened workplace safety hazards, prolonged business disruptions, lasting reputational damage, and considerable regulatory and insurance penalties.

Considering these implications, it's vital for manufacturing companies to take equipment maintenance seriously and ensure effective servicing measures, thereby safeguarding their operations and bottom line. This checklist outlines equipment maintenance best practices for manufacturing facilities.

ENSURING PROACTIVE MAINTENANCE METHODS	YES	NO	COMMENTS
Has all equipment on the production floor been evaluated via risk assessments to determine individual maintenance needs?	<input type="checkbox"/>	<input type="checkbox"/>	
Have appropriate servicing intervals been set for each type of equipment based on the product manufacturer's guidelines and frequency of use?	<input type="checkbox"/>	<input type="checkbox"/>	
Have employees been trained on proper maintenance protocols for different types of equipment, including how to recognize signs of poorly serviced equipment and timely intervention tactics?	<input type="checkbox"/>	<input type="checkbox"/>	
Have technology solutions that leverage real-time monitoring and predictive analytics been implemented to help assess equipment performance, send alerts regarding possible problems and make tailored maintenance recommendations? <i>Solutions to consider include Internet of Things (IoT) devices and artificial intelligence (AI) tools.</i>	<input type="checkbox"/>	<input type="checkbox"/>	
Are all equipment inspections, maintenance operations and necessary repairs properly documented?	<input type="checkbox"/>	<input type="checkbox"/>	
Have potential equipment-related issues (e.g., malfunctions and breakdowns) been addressed in workplace emergency and contingency plans?	<input type="checkbox"/>	<input type="checkbox"/>	

PRIORITIZING CRITICAL EQUIPMENT	YES	NO	COMMENTS
Has the equipment deemed most critical to the production floor been clearly identified?	<input type="checkbox"/>	<input type="checkbox"/>	

This checklist is merely a guideline. It is neither meant to be exhaustive nor meant to be construed as legal advice. It does not address all potential compliance issues with federal, state or local standards. Consult your licenced commercial property and casualty representative at Horst Insurance or legal counsel to address possible compliance requirements. © 2025 Zywave, Inc. All rights reserved.

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Does critical equipment receive the utmost care and attention during maintenance operations?	<input type="checkbox"/>	<input type="checkbox"/>	
Is critical equipment inspected on a more frequent basis than other equipment?	<input type="checkbox"/>	<input type="checkbox"/>	
Are there plenty of extra parts available on-site to allow for speedy repairs if critical equipment malfunctions or breaks down?	<input type="checkbox"/>	<input type="checkbox"/>	
Does critical equipment receive first priority if certain elements of maintenance operations, such as the use of IoT devices or AI tools, need to be allocated due to budget constraints?	<input type="checkbox"/>	<input type="checkbox"/>	

WORKING WITH TRUSTED VENDORS	YES	NO	COMMENTS
Does the company have positive relationships with qualified vendors that can be trusted to conduct proper equipment maintenance and repairs as needed?	<input type="checkbox"/>	<input type="checkbox"/>	
Can all vendors clearly demonstrate their expertise and provide proof of required industry certifications and safety records?	<input type="checkbox"/>	<input type="checkbox"/>	
Do all vendors carry adequate insurance policies (e.g., liability and workers' compensation coverage) and have appropriate service-level agreements in place?	<input type="checkbox"/>	<input type="checkbox"/>	
Are all equipment maintenance and repair activities performed by vendors well-documented to support any related workplace safety audits and insurance claims?	<input type="checkbox"/>	<input type="checkbox"/>	

MAINTAINING COMPLIANCE	YES	NO	COMMENTS
<p>Is the company working with legal counsel to determine all applicable federal, state and local requirements regarding equipment maintenance, making operational adjustments as needed to ensure compliance?</p> <p><i>Key standards to consider include those from OSHA, the U.S. Food and Drug Administration, the U.S. Consumer Product Safety Commission, the U.S. Environmental Protection Agency and the National Fire Protection Association.</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	
Is all compliance documentation associated with maintenance operations kept up to date?	<input type="checkbox"/>	<input type="checkbox"/>	

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FOSTERING A STRONG CULTURE	YES	NO	COMMENTS
Has the company instilled a workplace culture that prioritizes occupational safety and production quality over time-saving and cost-cutting measures?	<input type="checkbox"/>	<input type="checkbox"/>	
Does management emphasize the importance of properly serviced equipment and ensure employees don't feel pressured to cut corners during maintenance tasks or use malfunctioning equipment?	<input type="checkbox"/>	<input type="checkbox"/>	

Contact us today for additional industry resources and risk management guidance.