

# Action Planning Checklist

Review open work orders:

- ☐ 1. Evaluate if open “complete” work orders exist.
- ☐ 2. Review the open “complete” work order with the appropriate person.  
Evaluate:
  - a. Is the work order properly documented?
  - b. Does the work order need to be rescheduled?
  - c. Is a follow-up request needed?
  - d. Does the preventive maintenance job plan need to be updated?
  - e. Does the bill of materials need to be updated?
  - f. Does the corrective maintenance job plan need to be updated?
- ☐ 3. Update and close work orders upon resolution.

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