

# € TRAINING

Maintenance Audit and Site Inspection



26 - 30 August 2024  
Singapore



# Maintenance Audit and Site Inspection

REF: A1571 DATE: 26 - 30 August 2024 Venue: Singapore - Fee: 6325 Euro

## Introduction:

This training program provides comprehensive training on conducting maintenance audits and site inspections according to relevant standards. It empowers participants to enhance organizational safety, compliance, and operational efficiency through rigorous maintenance auditing and inspection practices.

## Program Objectives:

At the end of this program, participants will be able to:

- Understand the principles and best practices of maintenance audits and site inspections.
- Plan, conduct, report, and follow up on maintenance audits and site inspections effectively.
- Identify non-conformities, hazards, and opportunities for improvement in maintenance practices.
- Develop and implement corrective action plans to address audit and inspection findings.
- Promote continuous improvement in maintenance practices and ensure compliance with standards.

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## Targeted Audience:

- Maintenance managers and supervisors.
- Maintenance auditors and inspectors.
- Facility managers and engineers.
- Quality assurance and compliance professionals.
- Personnel involved in conducting maintenance audits and site inspections.

## Program Outlines:

### Unit 1:

#### Introduction to Maintenance Audits and Site Inspections:

- Overview of maintenance audits and site inspections and their significance.
- Understanding the objectives and benefits of conducting maintenance audits.
- Key principles and standards related to maintenance audits and site inspections.
- Roles and responsibilities of auditors and inspectors.
- Importance of maintenance audits and site inspections in ensuring safety, compliance, and operational efficiency.

### Unit 2:

#### Planning and Preparation for Maintenance Audits:

- Developing an audit plan based on relevant standards and organizational requirements.
- Identifying audit objectives, scope, and criteria.
- Conducting risk assessments to prioritize audit activities.
- Gathering necessary documentation, tools, and resources for the audit.
- Establishing communication channels with maintenance staff and stakeholders.

### Unit 3:

#### Conducting the Maintenance Audit and Site Inspection:

- Techniques for conducting opening and closing meetings with maintenance staff.

- Inspecting equipment, facilities, and maintenance records to determine compliance.
- Identifying non-conformities, potential hazards, and opportunities for improvement.
- Applying effective observation, questioning, and interviewing techniques.
- Ensuring impartiality, independence, and objectivity throughout the audit and inspection process.

#### Unit 4:

##### Reporting and Follow-up:

- Preparing clear and concise audit and inspection reports reflecting findings.
- Communicating audit conclusions and recommendations to relevant stakeholders.
- Developing corrective action plans for addressing identified issues.
- Monitoring and verifying the implementation of corrective actions.
- Conducting follow-up audits and inspections to ensure sustained compliance and improvement.

#### Unit 5:

##### Enhancing Auditor and Inspector Skills:

- Developing effective auditing and inspection skills.
- Techniques for building rapport and trust with maintenance staff.
- Building effective communication channels with auditees and stakeholders.
- Resolving conflicts and managing challenging audit and inspection situations.
- Providing constructive feedback to maintenance staff and team members.