



Standard Maintenance Procedures Checklist

Best Practice SMPs Share Key Characteristics

Any Standard Maintenance Procedure (SMP) is better than none. An SMP only qualifies as “best” if it has enough detail to enable any qualified technician to do the work. At Prometheus Group, we’ve noticed that the best SMPs all share a common set of characteristics that cut across organizations and industries. Follow this checklist and you’ll be able to create SMPs that can be successfully followed by any qualified technician, including those new to your facility and outside contractors.

Ideally, you’ll have thorough SMPs for every single conceivable task. Realistically, it’s more important to have the best possible SMPs for the most common tasks in your facility and the most complicated jobs. Whether you’re designing SMPs for frequent or complex jobs, your procedures should always include the following:

Yes	No	Standard Maintenance Procedures
		Safety information, including environmental hazards, and any protective equipment required
		Skills and/or certifications needed to complete the task
		Expected length of job duration

Yes	No	Standard Maintenance Procedures
		When the job is required and how that is determined (time, cycles, sensor readings)
		Any maintenance, tolerances, or standards that must be followed
		A painstakingly thorough list of all the steps needed to complete the job
		Accompanying photos that show every part needed and every stage of each procedure



There’s no such thing as too much detail when it comes to writing SMPs. An instruction like “provide lubrication at lubrication points” isn’t detailed enough. Best practice SMPs will include the type of lubricant to be used and required quantities, as well as a photographs or diagrams showing the location of all lubrication points.

*Click on **Learn More** below for our detailed blog post on the tangible and immediate benefits of creating SMPs.*

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Prometheus Group is a leading global provider of comprehensive and intuitive enterprise asset management software solutions that work within ERP systems and span the full work management life cycle for both maintenance and operations. Developed jointly with end users, Prometheus software enhances the customer experience for planning, scheduling, and executing work for both routine maintenance and shutdowns and turnarounds, all while protecting the workforce with safety solutions and electronic permit to work. Our straight forward functionality, graphical visualization, and simple processes enable customers to increase productivity, reduce costs, and improve reporting. For more information, please visit www.prometheusgroup.com.