



Marine Maintenance Audit Preparation Checklist

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Inspector Name		Date		Signature	
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Maintenance Records & Documentation

SN	Inspection Item	Note	Good	Repair	Replace	NA
1	Maintenance records complete and up to date		■	■	■	■
2	Equipment manuals available onboard		■	■	■	■
3	Maintenance history traceable		■	■	■	■
4	Breakdown and repair logs maintained		■	■	■	■
5	Calibration certificates available		■	■	■	■

Planned Maintenance System (PMS)

SN	Inspection Item	Note	Good	Repair	Replace	NA
1	PMS schedules current		■	■	■	■
2	Overdue maintenance reviewed and justified		■	■	■	■
3	Critical equipment identified in PMS		■	■	■	■
4	Maintenance intervals approved		■	■	■	■
5	PMS reports available for audit		■	■	■	■

Machinery & Equipment Condition

SN	Inspection Item	Note	Good	Repair	Replace	NA
1	Machinery maintained in good condition		■	■	■	■
2	No critical defects outstanding		■	■	■	■
3	Safety devices operational		■	■	■	■
4	Preventive maintenance effective		■	■	■	■
5	Equipment labeling and tagging clear		■	■	■	■

Spare Parts & Inventory Control

SN	Inspection Item	Note	Good	Repair	Replace	NA
1	Critical spares identified		■	■	■	■
2	Spare parts inventory accurate		■	■	■	■
3	Minimum stock levels maintained		■	■	■	■
4	Spare parts storage organized		■	■	■	■
5	Reorder process defined		■	■	■	■

Safety & Regulatory Compliance

SN	Inspection Item	Note	Good	Repair	Replace	NA
1	Statutory requirements complied		■	■	■	■
2	Class recommendations closed		■	■	■	■
3	Safety audits conducted		■	■	■	■
4	Non-conformities addressed		■	■	■	■
5	Risk assessments available		■	■	■	■

Crew Competency & Maintenance Practices

SN	Inspection Item	Note	Good	Repair	Replace	NA
1	Crew trained for maintenance tasks		■	■	■	■
2	Maintenance procedures followed		■	■	■	■
3	Toolbox meetings conducted		■	■	■	■
4	Work permits properly issued		■	■	■	■
5	Maintenance supervision adequate		■	■	■	■

Audit Readiness & Housekeeping

SN	Inspection Item	Note	Good	Repair	Replace	NA
1	Engine room and workshops clean		■	■	■	■
2	Access to equipment unobstructed		■	■	■	■
3	Temporary repairs identified		■	■	■	■
4	Audit documents organized		■	■	■	■
5	Crew prepared for audit questions		■	■	■	■