

# Asset Maintenance Compliance Audit Format

## 1. Document Information

Audit Title	Asset Maintenance Compliance Audit
Date	
Auditor(s)	
Location	
Asset(s) Audited	

## 2. Audit Checklist

#	Compliance Criteria	Compliant	Remarks
1	Asset maintenance records are up to date		
2	Preventive maintenance schedule adhered to		
3	Corrective actions documented and implemented		
4	Spare parts inventory tracked		
5	Maintenance responsibilities clearly assigned		

## 3. Audit Findings

Observation	Category	Recommended Action	Responsible	Target Date

## 4. Auditor's Conclusion

## 5. Acknowledgement

Name	Signature	Date

### Important Notes:

- This document provides evidence of compliance and helps identify gaps in asset maintenance processes.
- Regular audits facilitate preventive action and continuous improvement.
- All observations and recommendations should be tracked to closure.
- Signatures confirm agreement on findings and proposed actions.
- Document should be reviewed and updated as maintenance standards or assets change.