



CHECKLIST

OPERATIONS & MAINTENANCE MANUAL

Issue Date: <dd/mm/yyyy>
Revision Date: <dd/mm/yyyy>

Document Purpose

The purpose of this document is to provide a quick checklist for use by the project manager to ensure that all appropriate activities related to **Operations & Maintenance Manual** have been addressed.

Activities Checklist

This section provides a checklist of activities to ensure proper preparation, use, and post completion review and continued use of this template.

Checklist	
	Has an author been identified and assigned?
	Has an editor been identified and assigned?
	Have any related regulatory requirements been identified?
	Have the types of O&M Manuals needed been identified?
	Have information sources for each manual been identified?
	Has information to be included in each manual been defined?
	Have appropriate stakeholders and subject matter experts (SME) been identified, engaged, and if necessary identified in the appropriate O&M Manual?
	Has SME input been incorporated?
	Has the appropriate stakeholder approval been obtained?
	Has testing, training, and reinforcement exercises been planned and implemented to continuously reinforce and validate O&M Manuals
	Have O&M Manuals been made easily accessible to operations staff?
	Have stakeholders and staff been trained in the use and content of O&M Manuals?
	Possible types of O&M manuals: <ul style="list-style-type: none"> <input type="checkbox"/> Product installation and maintenance manuals <input type="checkbox"/> System description, operations, backup, and recovery manuals <input type="checkbox"/> Data and software administration manuals <input type="checkbox"/> Human resources and personnel manuals <input type="checkbox"/> Help desk support manuals <input type="checkbox"/> User Manuals <input type="checkbox"/> Emergency and safety manual <input type="checkbox"/> Quick reference guide <input type="checkbox"/> Job aids <input type="checkbox"/> Run book