

TPM Autonomous Maintenance Checklist

How-to guide: what the workbook does, how to use it and what every number means.

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TPM Autonomous Maintenance Checklist

Write each machine's clean, inspect, lubricate and tighten standard, track weekly check compliance, and follow every abnormality tag until it is fixed.

For: Operators, team leaders, TPM coordinators and maintenance planners running autonomous maintenance (Jishu Hozen) on the shop floor.

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Quick start

1. On Setup, set the status date and your compliance target, then replace the example machines, frequencies, abnormality types and tag types.
2. On CILT Standard, write one row per clean, inspect, lubricate or tighten point: where, what good looks like, how, how often and how long.
3. Each week, on Weekly Checks, add one row per machine with the checks due and the checks done from the week's check sheets.
4. On Abnormality Tags, log every tag when it is hung and close it when the problem is fixed; read each Check column.
5. Move the status date forward, then open the Dashboard and filter by machine or dates.

What is in the workbook

Start Here	Read this first: what the workbook does and how to use it.
Setup	Status date, your compliance target, and the machine, frequency, abnormality type and tag type lists.
CILT Standard	The checklist: every clean, inspect, lubricate and tighten point per machine, how it is done and how often.
Weekly Checks	One row per machine per week: checks due and done from the week's check sheets. Compliance and missed checks are calculated.
Abnormality Tags	One row per abnormality tag from the day it is found to the day it is closed, with its due date and status.
Dashboard	Check compliance against your target, missed checks, and the abnormality tags found, open and overdue.
Method	How every number is calculated, with assumptions, limits and sources.
Verify	Self-check: the workbook's formulas recomputed on fixed inputs against an independent reference.

What each number means

Quantity	How it is calculated	Units
Checks per week	Looked up from the Frequencies list on Setup by the point's frequency (e.g. Each shift = 10 on two shifts, five days).	checks/week
Minutes per week	Time per check x checks per week, per point of the standard.	min/week
Standard (checks/week)	Sum of checks per week over the machine's points on CILT Standard (reference for the weekly count).	checks/week
Missed	Checks due - checks done, per machine-week.	checks
Compliance	Checks done / checks due. Over several rows: sum of done / sum of due, never an average of percentages (the PM Compliance Rate calculator).	%
Status	On target at or above the target; Near target within 5% below it; Below target otherwise.	-
Tags raised	Tags on the tag log for the same machine with a date found inside the week.	tags
Tag due date	Date found + the tag type's target days (Setup).	date
Days open	Closed tag: date closed - date found. Open tag: status date - date found.	days
Due status	Closed: Complete. Open: Overdue when the status date is after the due date, Due soon within the Setup window, otherwise OK.	-
Closed on time	Closed tags only: Yes when the date closed is on or before the due date.	-
Tags closed on time	Tags in view closed on time / tags in view that are closed.	%
AM time per week	Sum of minutes per week of the standard, for the machine filter (all machines when blank).	min/week
Pareto	Tags found per abnormality type, ranked largest first by COUNTIF ranks (ties keep list order), with share and cumulative share. Hidden helper columns AO:AQ on the Dashboard hold the unsorted values and ranks.	tags, %

Assumptions, limitations, sources and the self-check (the Verify sheet, which recomputes the workbook's formulas on fixed test inputs) are in the workbook. The last page shows the Dashboard with the example data for Tarn Valley Packaging, a fictional business.

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Check compliance against your target, missed checks, and the abnormality tags found, open and overdue.

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Machine

From

To

Showing 48 machine-weeks of checks and 52 tags. Leave the filters blank to include everything; tag ages are measured to 9 Oct 2026.

CHECK COMPLIANCE	CHECKS MISSED	OPEN TAGS	OVERDUE TAGS
92.4%	132	11	4
Target 95.0%	Due but not done, in view	Found in view, not yet closed	Open past their tag type's target
Near target			

Check compliance by week



Abnormality tags by type

