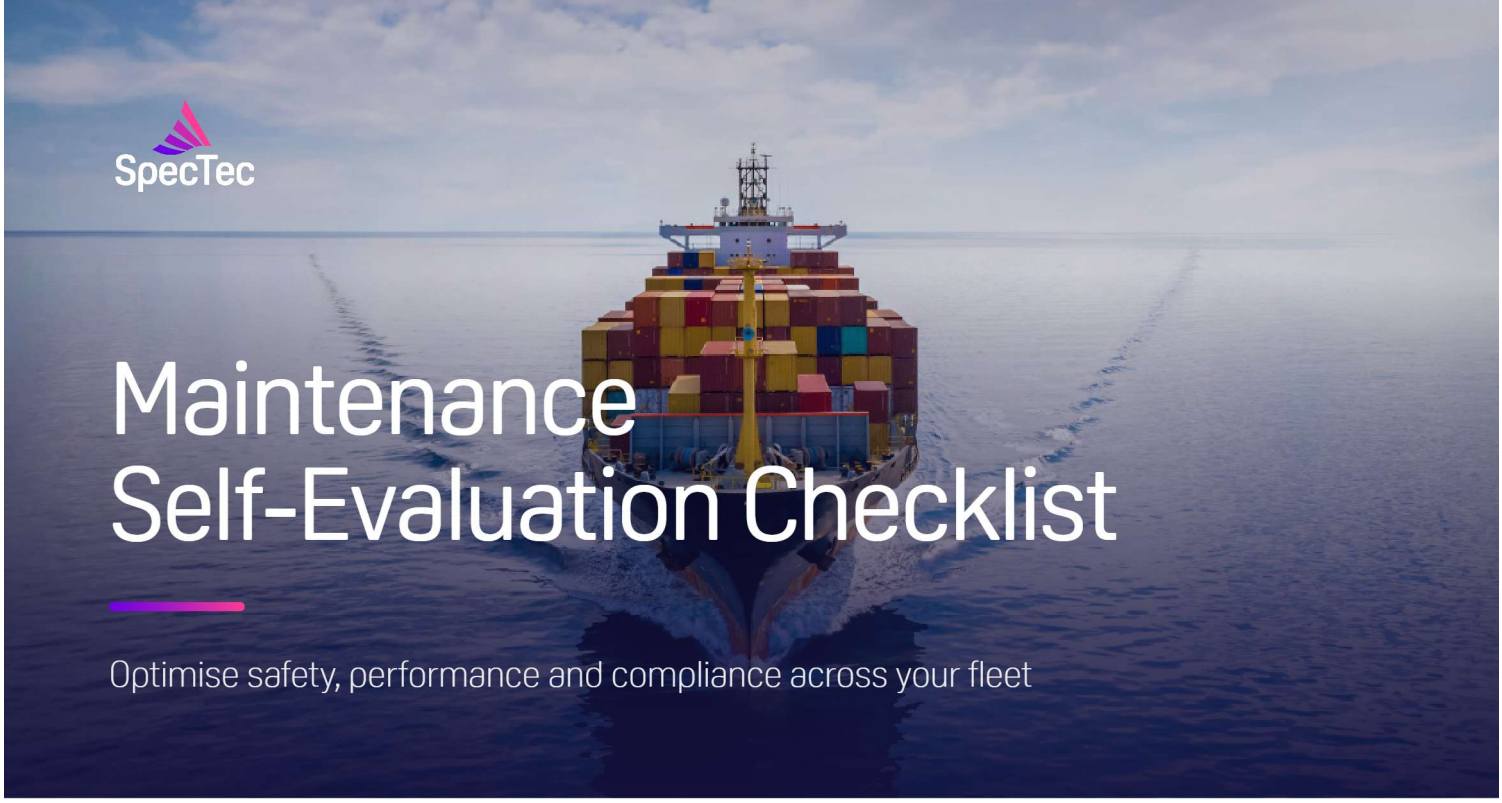


SpecTec

Maintenance Self-Evaluation Checklist

Optimise safety, performance and compliance across your fleet

ABOUT THIS CHECKLIST

This checklist has been purpose-built by SpecTec to help ship owners, operators, and managers assess and enhance the effectiveness of their vessel maintenance strategy.

Rooted in 40 years of maritime expertise, it supports the proactive management of onboard systems, spare parts, and operational readiness, empowering teams to identify gaps, reduce downtime, and stay compliant with evolving regulations and classification requirements.

Use this checklist as a structured guide to regularly review and refine your data and processes, ensuring every asset on board contributes to safe, efficient, and sustainable operations.

26
focused checks to review

4
operational focus areas

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Powerful asset management, powered by people.

SECTION 1 OF 4

Scheduled maintenance and tasks

8 CHECKS

Ensure maintenance routines are complete, relevant, and aligned with operational performance and compliance needs.

- [ ] Are all required maintenance tasks clearly defined and assigned to each onboard asset?
- [ ] Are procedures documented and centrally accessible for both onboard crew and shore teams?
- [ ] Do all tasks include clear job instructions with references to manuals and technical drawings?
- [ ] Have class-specific and statutory maintenance requirements been entered as per Classification Society rules?
- [ ] Have you optimised task triggers (time-based, condition-based, usage-based) to balance cost and reliability?
- [ ] Are tasks grouped logically (e.g., routine, safety-critical, statutory) for streamlined planning and tracking?
- [ ] Is the maintenance plan adaptable to changes in equipment performance or vessel schedules?
- [ ] Are overdue or missed jobs automatically flagged and escalated in your maintenance system?

Tick each item as you complete your review.

SECTION 2 OF 4

Spare parts

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8 CHECKS

Effective spare parts management prevents downtime and avoids unnecessary cost.

- [ ] Do part names, codes, and descriptions align with manufacturer documentation and are easily searchable?
- [ ] Are company-specific part numbers standardized across all systems and documentation?
- [ ] Have duplicate entries between yard and maker-supplied data been reviewed and cleaned?
- [ ] Are critical spares clearly flagged per vessel, equipment, and risk level?
- [ ] Are minimum and maximum stock levels defined and linked to actual consumption rates?
- [ ] Are current onboard balances regularly updated and reconciled with delivery records?
- [ ] Are frequently used spares easy to order with automated replenishment set up where needed?
- [ ] Have lead times and preferred suppliers been assigned to key spare parts for procurement planning?

Tick each item as you complete your review.

SECTION 3 OF 4

Equipment and components

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5 CHECKS

Keep your equipment registry clean, structured, and audit-ready.

- [ ] Is all maintainable equipment listed in the system with an intuitive, logical hierarchy?
- [ ] Are key technical specifications recorded (e.g., power, capacity, dimensions) for each unit?
- [ ] Are serial numbers and model IDs accurate and consistent with onboard documentation?
- [ ] Are newly installed or removed components promptly updated in your asset register?
- [ ] Does each equipment entry link to its relevant maintenance tasks and history?

A well-structured asset register is the foundation for reliable maintenance, accurate spares and audit-ready records across your fleet.

Tick each item as you complete your review.

SECTION 4 OF 4

Compliance and documentation

5 CHECKS

Stay prepared for audits, inspections, and internal reviews with structured documentation.

- [ ] Are maintenance records linked to Class requirements, safety management systems, and inspection plans?
- [ ] Can you generate maintenance logs and certificates instantly for inspections or audits?
- [ ] Are task closures timestamped with crew signatures and evidence where required?
- [ ] Are updates from Classification Societies or flag states integrated into your task management system?
- [ ] Is there clear accountability for maintaining accurate digital records onboard and ashore?

Structured, digital records mean you can respond to Class, flag state and internal audits with confidence, onboard and ashore.

Tick each item as you complete your review.



How SpecTec can help optimise your fleet

SpecTec has been driving global trade for over 40 years. Our mission is to keep global maritime trade moving safely, efficiently, and sustainably.

For over past four decades, our flagship product AMOS™ has stood as a pillar of trust and reliability in maritime asset management and maintenance. Backed by the collective strength of our global group, we ensure exceptional service and solutions that empower our customers worldwide.

With offices and partnerships across the globe we provide seamless support to our customers wherever they operate. Our global reach ensures local expertise with international strength.

41+
years of maritime expertise

3,000+
active vessels

300+
customers worldwide

CONTACT US TODAY

Discover the SpecTec difference. Contact us today to learn how we can support your fleet.

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