

FOR OPERATIONS, MAINTENANCE & COMPLIANCE TEAMS

The Operational Audit Evidence Checklist

A practical self-check for maintenance, inspection, calibration, competency and contractor records.

This is a practical records-management resource prepared by Repro Ltd, based on patterns seen across operational and compliance-focused document management implementations. It is not a statutory audit checklist and does not replace regulatory, legal or professional compliance advice.

An audit does not test whether the work was done. It tests whether you can prove it.

When an audit, incident or inspection happens, the question is not only whether the work was done. It is whether the organisation can produce reliable evidence of it. This checklist walks through five categories of operational documentation and applies the same test to each one.

HOW TO USE THIS

Answer each question honestly, Yes, Partly, or No, based on what you could actually produce right now, not what you believe to be true. If you answer Partly or No to two or more questions in any single category, that's where an audit is most likely to expose a real gap.

1 Maintenance and Service Records

Equipment servicing, repairs, and scheduled maintenance history

	YES	PARTLY	NO
Exists. We maintain evidence of completed maintenance and servicing for critical equipment.	☐	☐	☐
Current. Maintenance histories reflect the most recent work performed.	☐	☐	☐
Approved. Completed work orders or job cards carry the required sign-off.	☐	☐	☐
Retrievable. We can retrieve one asset's maintenance history without searching multiple folders, inboxes or paper files.	☐	☐	☐
Expiry-controlled. Scheduled and overdue maintenance is visible before it becomes a problem.	☐	☐	☐

2

Inspection and Safety Records

Daily checks, pre-use inspections, and routine safety walkthroughs

YES PARTLY NO

Exists. Required inspection records are consistently completed and retained.

☐☐☐

Current. Records available reflect the latest inspection cycle.

☐☐☐

Approved. Inspection documents carry the required signature or acknowledgement.

☐☐☐

Retrievable. We can locate the inspection history for a worker, site, vehicle or asset quickly.

☐☐☐

Expiry-controlled. Required inspection intervals are tracked, so missed inspections are visible.

☐☐☐

3

Calibration and Certification Records

Instrument calibration, equipment certification, and testing validity

YES PARTLY NO

Exists. Each relevant instrument or item of equipment has the required certificate.

☐☐☐

Current. The certificate on file is valid and relates to the correct asset.

☐☐☐

Approved. Certificates are issued or verified by the appropriate authorised party.

☐☐☐

Retrievable. A certificate can be located by asset, serial number, or department.

☐☐☐

Expiry-controlled. Upcoming calibration or certification expiries are tracked and flagged.

☐☐☐

4

Operator Competency and Training Records

Licences, certifications, inductions, and role-specific training

YES PARTLY NO

Exists. Required competency and training records exist for personnel performing controlled work. ☐☐☐

Current. Records reflect current qualifications, inductions and training status. ☐☐☐

Approved. Training or competency evidence has been properly issued and authorised. ☐☐☐

Retrievable. We can produce records for a named employee without searching HR files, email and folders. ☐☐☐

Expiry-controlled. Expiring licences, training or medicals are identified before renewal becomes urgent. ☐☐☐

5

Contractor and Third-Party Records

Contractor safety files, inductions, certifications, and insurance documentation

YES PARTLY NO

Exists. Required contractor documentation is collected before work or site access begins. ☐☐☐

Current. Contractor files stay up to date throughout the contract, not only at onboarding. ☐☐☐

Approved. Required appointments and supporting documents are properly authorised. ☐☐☐

Retrievable. We can produce a contractor's complete file without assembling it from multiple people. ☐☐☐

Expiry-controlled. Contractor certificates, medicals and insurance are monitored for expiry. ☐☐☐

WHAT YOUR ANSWERS MEAN

Two or more "Partly" or "No" answers in any category is where an audit is most likely to expose a gap, not because the work wasn't done, but because it can't be proven quickly enough.

Want a more detailed picture?

If the gaps are concentrated around retrieval, approvals, expiry tracking, or records spread across paper, email and shared folders, Repro can review how those records are currently managed. Take the full Operational Records Assessment for a scored breakdown, or get in touch directly.

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