

Self-inspection checklist



Machinery breakdown risk assessment

Please note: This is a Vero Insurance sample template only.

Company/Division:	
Performed by:	
Location	
Date:	

Any 'No' response should be explained. Note specific problem, location and improvement action to be taken.

Risk:					
Failure to identify key equipment and services critical to your business operations and provide a strategy to recover from breakdown/interruption.					
	Yes	No	N/A	Comments	Completed (date)
Risk assessment					
Identification of business-critical equipment					
A risk assessment of the business operation has been completed, identifying key items of equipment and establishing their criticality to the business (refer to example risk matrix hereunder)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Establish 'acceptability' time frames					
Maximum timeframes that the business is prepared to operate without key items of equipment have been determined (refer to example risk matrix hereunder)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Risk controls					
Maintenance plan					
A maintenance plan is in place considering manufacturers specifications, our own maintenance team recommendations and breakdown history	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Change management					
The maintenance plan considers change to the key equipment parameters such as run time, operating loads, etc.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Emergency providers					
Key service provider contact details are readily available and alternatives available for emergency call-outs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Critical spares					
Critical parts/or a total item of equipment (as recommended by the service provider) are retained on	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		

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	site OR, their source has been identified and contact details available (with alternatives)				
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Replacement times					
	The lead-time for critical parts and replacement is understood and within our 'acceptability' time frame	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	The lead-time for a total item of equipment and replacement is understood and within our 'acceptability' time frame	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Critical services					
	Critical services to the equipment (e.g. water, electricity, air, gas etc.) has been identified and an analysis has been undertaken	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Back-up options have been sourced and provided to meet our 'acceptability' time frame	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Contingencies (for outages outside of acceptability frame)					
	An identical item of equipment is 'on-line' and available within this facility and can be utilised	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	An identical item of equipment is available within another of our facilities and can be utilised	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	A 3 rd party provider can be utilised, we have confirmation of their availability and an agreement in place	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Business continuity plans					
	A business continuity management plan has been developed incorporating all the above noted mitigation strategies, tested yearly and reviewed/revised accordingly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Example risk matrix (site needs to determine what level of risk is acceptable and what is unacceptable)

Equipment criticality	Outage timeframe				
	24 hours	1 week	1 month	3 months	Indefinitely
Essential (can't operate without)	Moderate	High	Severe	Severe	Severe
High (can operate but with substantial business impact)	Low	Moderate	High	High	Severe
Moderate (can operate with moderate business impact)	Low	Moderate	Moderate	High	High
Low (can operate with limited or no impact to business)	Minimal	Low	Low	Moderate	Moderate

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