



FEBRUARY 2026 · PARTS & MAINTENANCE

Connect maintenance instructions with useful records

A maintenance schedule tells a team what is planned. A task sheet explains the work. A completed record shows what was actually reported. Keeping these three elements connected makes the information easier to use and review.

Clear information. Confident next steps.

Eight-page reading booklet
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01 / UNDERSTAND

Start with a clear foundation

Use approved maintenance requirements

Record the source of each interval, task and operating condition. Do not invent service intervals to fill an empty table. Where requirements differ between suppliers or operating conditions, refer the question to the responsible technical team. Clearly distinguish an OEM requirement from a customer-approved maintenance arrangement.

Give a task enough context

A useful task sheet identifies the equipment, task reference, applicable procedure and the information that must be recorded. Include relevant approved component references and links to instructions. Access, isolation and other safety-related requirements need appropriate technical approval; a document preparer should not infer them from photographs.



02 / APPLY

Turn information into action

Make records readable later

Use clear fields for date, equipment identity, observations and the person completing the record. Provide space to record a defect and its follow-up reference. Avoid a single tick box that makes it impossible to tell whether work was completed, deferred or found not applicable.

A completed record is more than a tick

A maintenance record should help the next person understand what was done and what remains unresolved. A tick beside service complete may not identify the asset, applicable procedure, actual finding or replacement part. Design the form around the evidence the owner needs while keeping it practical to complete. Distinguish observations from authorised decisions. If an unexpected condition is found, record the escalation and disposition instead of implying that the form itself authorises continued use.



03 / LOOK CLOSER

Keep instructions and evidence connected

Use stable task identifiers in the schedule, procedure and completed record. When the procedure changes, retain the version that applied to the recorded activity. This makes later review more meaningful without assuming that a current instruction describes historical work. Agree where the record is stored and how it links to the asset register. The documentation team can prepare this structure, but service intervals, acceptance criteria and decisions about equipment condition must be approved by the responsible technical owner.

- Which user needs this information most urgently?
- Which source is authoritative, and who can approve it?
- What would make a small pilot useful to your team?

**04 / WORKSHOP**

Make it a team conversation

Use one small, approved example from your own organisation. Nominate a document owner and a reviewer, then apply the checklist below. Record the initial problem, the proposed improvement and the evidence needed to confirm it. Keep the exercise separate from any live equipment activity or production change until the appropriate authority approves it. Discuss what became clearer, which inputs were missing and whether the same approach can be repeated. A modest improvement that your team actually uses is a stronger starting point than an ambitious system with no agreed owner.

- Name the document owner and technical reviewer.
- Write down one unresolved source-information question.
- Agree one measurable information-finding task.
- Record what changed after the review.



05 / WORK WITH CDX

A practical delivery partnership

CDX can help organise the source material, prepare a representative layout, produce the agreed CAD or documentation outputs and maintain a comment register through review. Offshore production is coordinated by Australian management under a defined scope. We do not provide engineering sign-off or create evidence of inspections that have not occurred. Bring the approved source information, your intended audience and the required deliverable list to the discussion. We will identify the preparation work, unresolved questions and review responsibilities before agreeing the production scope.

- Supporting documentation from AUD \$10/hr + GST.
- CAD drafting & modelling from AUD \$16/hr + GST.
- Technical documentation from AUD \$16/hr + GST.
- 12-month work warranty; scope and conditions apply.



06 / CHECK & ACT

Your next step

Compare your maintenance schedule with a sample of completed records. Check whether a future reader could understand which task was done, on which asset and with what result.

- Record the source of maintenance intervals.
- Link schedules to task sheets and approved procedures.
- Identify the correct equipment configuration.
- Allow exceptions and follow-up actions to be recorded.
- Keep completed records distinct from blank templates.



07 / TAKE IT FORWARD

A one-page improvement brief

Use these prompts to start a focused discussion with your team. Keep confidential equipment details inside your approved project channels.

- Problem: what information is difficult to find or trust?
- Reader: who needs it and at what point in their work?
- Source: which approved files and records exist?
- Deliverable: what would make the information usable?
- Review: who will confirm the technical content?
- Success: how will you check whether it helped?

Start a scoped conversation

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General educational material. CDX prepares work for review and does not provide engineering sign-off. Your responsible authority approves equipment-specific instructions and technical decisions.