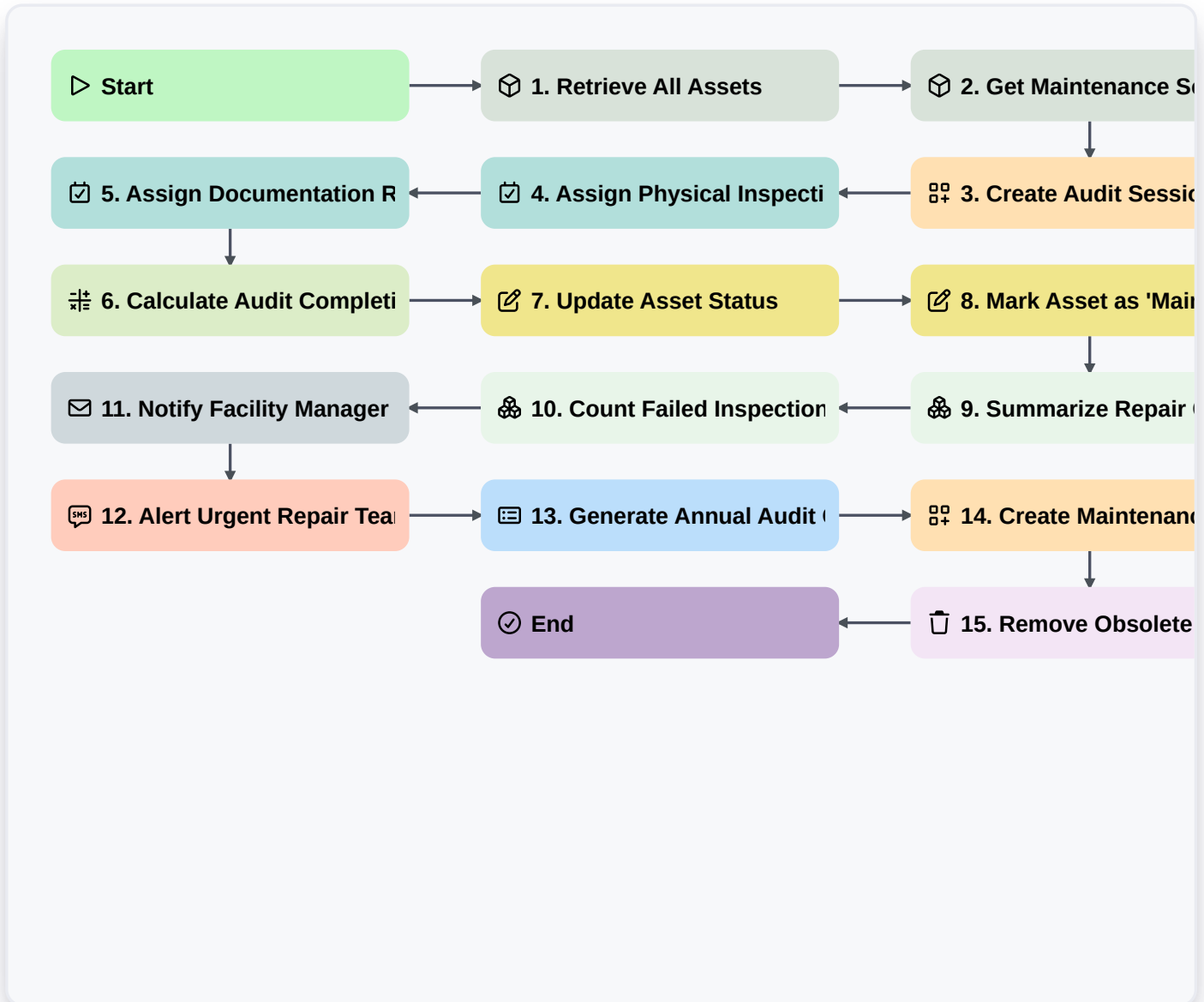


Annual Maintenance Audit Process



▷ Start

Start of the Workflow/Process.

📦 1. Retrieve All Assets

Fetch all equipment and machinery entries from the Asset Data Model to identify items due for audit.

📦 2. Get Maintenance Schedule

Retrieve the master maintenance schedule to identify which assets are due for their annual check.

📋 3. Create Audit Session

Create a new entry in the 'Audit Logs' data model to track the start date and auditor assigned.

📋 4. Assign Physical Inspection Task

Create a task for the Maintenance Technician to perform a physical walkthrough of the site.

📋 5. Assign Documentation Review Task

Create a task for the Compliance Officer to review previous maintenance logs and certificates.

📊 6. Calculate Audit Completion Percentage

Calculate the ratio of completed inspection tasks to total assets identified.



7. Update Asset Status

Update the 'Last Audit Date' and 'Next Audit Date' properties in the Asset Data Model.

8. Mark Asset as 'Maintenance Required'

Update the status of specific assets to 'At Risk' if issues were found during the audit.

9. Summarize Repair Costs

Aggregate the 'Estimated Repair Cost' from all identified faulty assets to calculate total budget impact.

10. Count Failed Inspections

Count the number of assets that failed the compliance checklist during this audit session.

11. Notify Facility Manager of Findings

Send an email summary of critical failures and required repairs to the Facility Manager.

12. Alert Urgent Repair Team

Send an SMS alert to the emergency repair technician if a high-priority safety failure is recorded.

13. Generate Annual Audit Compliance Report

Generate a final PDF report summarizing the audit findings, costs, and compliance scores for the year.

14. Create Maintenance Work Order

Create new entries in the 'Work Order' data model for every asset identified as needing repair.

15. Remove Obsolete Asset Records

Remove entries from the Asset Data Model for equipment that was identified as decommissioned during the audit.

End

End of the Workflow/Process.