MAINTENANCE BACKLOG RISK REVIEW / ILLUSTRATIVE CASE

Which overdue maintenance jobs need a decision first?

The management decision

Look at the equipment and consequence behind each overdue ticket. A clean view of critical jobs helps the maintenance lead decide where to investigate, schedule or escalate.

A long backlog can hide an overdue job on critical equipment among routine work and repeated entries. Clearing the oldest jobs first may leave higher-consequence issues unresolved. This review helps the maintenance lead identify where to look first and where the records are too incomplete to support a priority decision. It also gives leaders a clearer view of where delays reflect lack of information or available maintenance capacity.

Worked example

Of 120 open jobs, 18 concern critical equipment and six of those are overdue. One third of the critical group requires an overdue review. The site lead decides what to escalate or schedule.

Example figure	What it represents
120	Open jobs
18	Jobs for critical equipment
6	Critical jobs overdue

What changes the answer

If three overdue critical entries duplicate other jobs, correct both the overdue count and the number of distinct critical jobs. Report the data correction separately from work completed on site.

Maintenance backlog risk review

What to commission

Review one maintenance queue against the site’s existing criteria for equipment importance and consequences of failure.

We look for repeated entries, weak descriptions and missing owners. We show where these gaps affect the ranking and give the site team a manageable list of work orders that need confirmation or escalation.

How to judge the result

The lead can distinguish overdue high-priority work from duplicates or entries needing better information.

Distinguish jobs completed from duplicate records removed. The responsible site authority makes safety, operating and deferral decisions after reviewing the underlying evidence.

Decision worksheet

Project detail	Starting point for your team
Decision owner	Site maintenance lead. Name the person who will approve the next step.
Records to gather	Open work orders, equipment priorities and the criteria your site already uses.
Agreed output	A backlog workbook and a prioritised list of jobs requiring local judgement.
Decision date	Record the deadline, any unresolved assumption and who will confirm it.

Discuss this case

Tell us which site or equipment group you want to review and what is driving concern about the backlog. Mention any approaching shutdown or inspection and who owns the priority rules. An outline of the problem is enough before agreeing how to share a sample of the work orders.

Email info@oxetc.co.uk and mention ENG-17. All figures in the worked example are illustrative.